

# **Application for Obtaining Real Property for Historic Monument Purposes**

## **Missoula Federal Office Building**

**City of Missoula  
Missoula, Montana  
June, 2021**

Includes:

*Request for Property*

*Resolution authorizing application and property acquisition*

*Program of Preservation and Utilization*

- *National Park Service Application*
- *Site Plan*
- *Use Plan, Financial Plan & Capability*
- *Preservation Plan*



# OBTAINING REAL PROPERTY FOR HISTORIC MONUMENT PURPOSES

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## APPLICATION & INSTRUCTIONS

Title 40 U.S.C. 550(h)

National Park Service  
U.S. Department of the Interior





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## INTRODUCTION

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**The following information is designed to assist your completion of the *Application for Obtaining Real Property for Historic Monument Purposes*, under Title 40 U.S.C. 550(h).**

The Historic Monument or Historic Surplus Property Program is administered by the National Park Service (NPS), on behalf of the Secretary of the Interior, and the General Services Administration (GSA), the agency that identifies Federal historic properties to be transferred under this program. The program allows state, county, and local governments to obtain Federal historic properties at no cost. To apply for such a property, an eligible governmental entity must complete the *Application for Obtaining Real Property for Historic Monument Purposes* (Application). The Application is reviewed and approved by the NPS, and sets forth terms and conditions that will be made a part of the deed conveying title to the property. As part of the approval, the NPS formally recommends to the GSA that the subject property be transferred. If it agrees with the recommendation, the GSA executes the transfer. A property conveyed under this program must be used in accordance with the terms of the transfer in perpetuity, and the NPS is responsible for monitoring the property to ensure that it is maintained and protected.

### **Application Highlights**

#### **Section I—Request for Property:**

- Person having legal responsibility and/or authority to submit the Application and carry out the conditions of a deed must sign in the space following the conditions.
- “Approved by the Secretary of the Interior” statement will be completed by the NPS once it has reviewed and approved the Application; “Accepted by the Administrator of General Services” statement will be completed by the GSA, signifying concurrence with the NPS's approval and recommendation for historic monument conveyance.
- Includes terms and conditions for conveyance of the property.

#### **Section II—Program of Preservation and Utilization:**

- Includes three sections: “Preservation Plan” (Item #8), “Use Plan” (Item #9), and “Financial Plan” (Item #10).
- All proposed changes to properties being transferred under this program must be described in the “Preservation Plan” and must be in conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (typically, the *Standards for Rehabilitation* would be the most applicable).
- Included at the end is the format for a resolution or certificate of authority identifying and certifying that the officials and Applicant are legally authorized to make an Application for the property.

#### **General tips on preparing and submitting the Application:**

- Consult with the appropriate regional office of the NPS early in the process. Contact information for the NPS regional offices is available online at: <https://www.nps.gov/tps/historic-surplus.htm>
- The Application should not be bound, put in a binder, or otherwise elaborately packaged.
- Use of the electronic form requires software compatible with AdobeReader. Attach additional sheets if necessary.
- Photographs must be high quality digital or 35mm prints and adequately labeled
- Submit **one (1) original and three (3) copies** of this completed Application to the appropriate NPS regional office as noted on page three - do NOT submit any application materials directly to GSA (NPS will retain the one original Application and a copy of the deed in its files, and forward the three copies of the Application to GSA.)



## SECTION I - REQUEST FOR PROPERTY

To: General Services Administration

Address: 819 Taylor St

City: Ft. Worth

State: TX

Zip: 76102

Through:

National Park Service

Name: John Olson, Historical Architect

Address: 12795 W. Alameda Parkway

City: Lakewood

State: CO

Zip: 80228

GSA Control Number: \_\_\_\_\_

The undersigned, City of Missoula, hereinafter referred to as the Applicant or Grantee, acting by and through \_\_\_\_\_ at 435 Ryman Street of the City of Missoula, hereby applies for the conveyance, without monetary consideration, for use for historic monument purposes, from the United States of America pursuant to 40 U.S.C. 550(h), and in accordance with the rules and regulations of the General Services Administration, the following described property:

Missoula Federal Building, a 1.55 acre property at 200 East Broadway, Missoula, Montana 59802

This property is more fully described in the "Program of Preservation and Utilization," attached hereto and made a part hereof. Enclosed herewith is a resolution or certification as to the authority of the undersigned to execute this Application and to do all other acts necessary to consummate the transaction.

**The undersigned agrees that this Application is made subject to the following terms and conditions:**

1. This Application, as approved by the Secretary of the Interior (Secretary) and as accepted by the Administrator of the General Services (Administrator), shall constitute the entire agreement among the Applicant, the Secretary, and the Administrator, unless modified in writing by the three parties.
2. The descriptions of the property set forth above are believed to be correct, but any error or omission shall not constitute ground or reason for nonperformance of the agreement resulting from the acceptance of this Application.
3. It is understood that the property is to be conveyed "As Is" and "Where Is" without representation, warranty, or guaranty as to quantity, quality, character, condition, size or kind, or that the same is in condition or fit to be used for the purpose intended, and no claim for any adjustments upon such grounds will be considered after this Application has been accepted.
4. The Applicant agrees to assume possession of the property within 15 days of any written request given by the Administrator after acceptance of this Application. Should the Applicant fail to take actual possession within such period, it shall nonetheless be charged with constructive possession commencing at 12:01 a.m., local time, of the 16th day after such request by the Administrator. The word "possession" shall mean either actual physical possession or constructive possession.
5. As of the date of assumption of possession of the property, or the date of conveyance, whichever occurs first, the Applicant shall assume responsibility for any general and special real and personal property taxes which may have been or may be assessed on the property, and shall pay its part of the pro-ration of any sums paid, or due to be paid by the Federal Government in lieu of taxes.



6. As of the date of assumption of possession of the property, or the date of conveyance, whichever occurs first, the Applicant shall assume responsibility for care and handling and all risks of loss or damage to the property and have all obligations and liabilities of ownership.
7. In support of eligibility to acquire the property for historic monument purposes, the undersigned submits a proposal entitled "Program of Preservation and Utilization" attached hereto. All proposed changes to the property must be described in the "Program of Preservation and Utilization" and must be in conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (typically, the *Standards for Rehabilitation*). The "Program of Preservation and Utilization" may be amended from time to time at the request of either the Applicant or the Secretary, with the written concurrence of the other party. Such amendments will be added to, and become a part of, the original "Program of Preservation and Utilization." The National Park Service, as part of reviewing any amendments on behalf of the Secretary, is required to comply with Section 106 of the National Historic Preservation Act and the National Environmental Policy Act. The Applicant agrees that it will furnish such data, maps, reports, and information as may be requested by the Secretary to comply with these laws, and any other laws, as required.
8. Conveyance of the Property shall be accomplished by an instrument, or instruments, in form satisfactory to the Administrator, without warranty, express or implied, and shall contain covenants, reservations, restrictions, and conditions substantially as follows:
  - a. That the Grantee shall forever use the property in accordance with its Application and the approved program attached thereto entitled "Program of Preservation and Utilization."
  - b. Other than as provided for in the approved "Program of Preservation and Utilization" (a) above, the property shall not be sold, leased, assigned, or otherwise disposed of, except to another eligible government agency that the Secretary is satisfied can assure the continued use and maintenance of the property for historic monument purposes. The Grantee may, however, enter into lease agreements with any individual or entity if the lease agreement is compatible with the approved program (a) above, and provided the prior concurrence of the Secretary, or his/her designee, is obtained in writing prior to the execution of such agreements. Any lessee who develops or rehabilitates the property on behalf of the Grantee shall also be required to provide the same information for the Biennial Reports as the Grantee (see 8.c below).
  - c. The Grantee shall prepare Biennial Reports setting forth the use made of the property during the preceding two-year period, and submit them to the Secretary at:

Historic Surplus Property Program/Heritage Partnerships Program, National Park Service, 12795 West Alameda Parkway, Lakewood, CO 80228  
(Guidelines for Biennial Reports are available from the National Park Service regional office)

- 1) If the Administrator has authorized revenue-producing activities, based on the recommendation of the Secretary, then the Grantee shall file with the Secretary at the same address every two years a Financial Report, which shall include the following:
  - a) Statement of income from all sources during the reporting period.
  - b) Statement of expenses classified according to the following categories:
    - i. repair, rehabilitation, and restoration costs;
    - ii. recurring maintenance requirements costs; and
    - iii. administration and operations costs.
  - c) Statement of disposition of excess income.

The Financial Report will cover two accounting years, whether fiscal or calendar, as mutually agreed by the Grantee and the Secretary and will be submitted within 90 days after the close of the accounting year.



- 2) Audit Report. The Audit Report will consist of a report produced by an independent audit firm summarizing the results of the biennial audit. The Secretary shall have the right, at his/her discretion, to audit such financial records, to examine such other records, and to inspect such portions of the granted property as may, in his/her judgment, be necessary to safeguard the interests of the U.S.
- d. Title to the property transferred shall revert to the United States at its option in the event of noncompliance with any of the terms and conditions of disposal.
9. Any title evidence which may be desired by the Applicant shall be procured by the Applicant at its sole cost and expense. The Federal Government shall, however, cooperate with the Applicant or its authorized agent in this connection, and shall permit examination and inspection of such deeds, abstracts, affidavits of title, judgments in condemnation proceedings, or other documents relating to the title of the premises and property involved, as it may have available. It is understood that the Federal Government shall not be obligated to pay for any expense incurred in connection with title matters or survey of the property.
10. The Applicant shall pay all taxes imposed on this transaction and shall obtain at its own expense and affix to all instruments of conveyance and security documents such revenue and documentary stamps as may be required by Federal and local law. All instruments of conveyance and security documents shall be placed on record in the manner prescribed by local recording statutes at the Applicant's expense.
11. The approved Applicant covenants and agrees for itself, its successors and assigns, to be subject in all respects to all Federal laws and regulations relating to nondiscrimination in connection with any use, operation, program, or activity on or related to the property requested in this Application.
12. The Grantee shall, within a period of six months from the date of the signing of the Deed of Conveyance, erect, and maintain a sign of compatible scale and materials near the principal access to the property stating that: "The (name of building/property) was acquired by (local government entity) from the Federal Government through the General Services Administration as Historic Surplus Property on (date). This public benefit program is administered by the National Park Service, U.S. Department of the Interior." Additional information may also be included, such as names of local officials, etc. This sign shall be maintained in perpetuity. A temporary sign may be erected during any rehabilitation work. The final design and text of the sign must be included in the "Program of Preservation and Utilization."



**SIGNED BY APPLICANT**

Signed in acceptance of the foregoing conditions this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By:

\_\_\_\_\_  
Authorized Official's Signature

John Engen

\_\_\_\_\_  
Name – printed

Mayor, City of Missoula

\_\_\_\_\_  
Title

435 Ryman Street

\_\_\_\_\_  
Address of Applicant

Missoula, MT 59802

\_\_\_\_\_  
City, State, Zip

**National Park Service  
U.S. Department of the Interior**



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**APPROVED BY THE SECRETARY OF THE INTERIOR**

Application approved and property recommended for historic monument conveyance by and on behalf of the Secretary of the Interior this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NATIONAL PARK SERVICE**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – printed

\_\_\_\_\_  
Title

**ACCEPTED BY THE ADMINISTRATOR OF GENERAL SERVICES**

Recommendation of the Secretary of the Interior accepted by and on behalf of the Administrator of General Services this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**GENERAL SERVICES ADMINISTRATION**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – printed

\_\_\_\_\_  
Title

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RESOLUTION NUMBER \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL DIRECTING AND AUTHORIZING THE MAYOR TO APPLY TO THE NATIONAL PARK SERVICE AND TAKE OTHER STEPS NECESSARY TO RECEIVE TITLE TO THE MISSOULA FEDERAL BUILDING FROM THE FEDERAL GOVERNMENT.**

**WHEREAS**, certain real property owned by the United States, located in the County of Missoula, State of Montana, has been declared surplus and at the discretion of the Administrator of General Services (Administrator), may be conveyed for historic monument purposes to a State, political subdivision, instrumentalities thereof, or municipality, under the provisions of 40 U.S.C. 550(h), and rules and regulations promulgated pursuant thereto, more particularly described as follows: the Missoula Federal Office Building, located at 200 East Broadway Street, Missoula, of approximately 1.55 acres, and GSA control number 7-G-MT-0608-AA.

**WHEREAS**, the City of Missoula (Applicant) needs and will utilize said property in perpetuity for historic monument purposes as set forth in its Application and in accordance with the requirements of 40 U.S.C. 550(h) and regulations and procedures promulgated thereunder; and

**WHEREAS**, the Applicant is authorized, willing, and able to conduct compatible revenue-producing activities, and that regardless of any revenue derived from such activities, Applicant is financially able to utilize said property for historic monument purposes as set forth in its "Program of Preservation and Utilization" and in accordance with the requirements of 40 U.S.C. 550(h) and regulations and procedures promulgated thereunder; and

**WHEREAS**, the Applicant agrees that any income in excess of costs of repair, rehabilitation, restoration, and maintenance shall be used by the Applicant only for public historic preservation, park, or recreational purposes as enunciated in its "Program of Preservation and Utilization";

**NOW, THEREFORE, BE IT RESOLVED** that the City of Missoula shall make Application to the Administrator for and secure the transfer to it of the above-mentioned property for said use upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions, and restrictions as the Secretary of the Interior, and the Administrator, or their authorized representatives, may require in connection with the disposal of said property under 40 U.S.C. 550(h) and the rules and regulations promulgated thereto; and

**BE IT FURTHER RESOLVED** that the City of Missoula has legal authority, is willing, and is in a position to assume immediate care and maintenance of the property, and that the Mayor of Missoula be and is hereby authorized, for and on behalf of the City of Missoula to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of plans, Applications, reports, and other

documents; the execution, acceptance, delivery, and recordation of reports, and other documents; the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property, including the filing of copies of the Application and the conveyance documents in the records of the governing body, and the payment of any and all sums necessary on account of the purchase price thereof or fees or costs incurred in connection with the transfer of said property for survey, title searches, recordation of instruments, or other costs identified with the Federal surplus property acquisition.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

\_\_\_\_\_  
Martha L. Rehbein  
City Clerk  
(SEAL)

**APPROVED:**

\_\_\_\_\_  
John Engen  
Mayor



## SECTION II - PROGRAM OF PRESERVATION & UTILIZATION

### 1) APPLICANT:

1a. Name of Agency: City of Missoula

1b. Agency Representative: Dale Bickell, Chief Administrative Officer

1c. Agency Street Address: 435 Ryman Street

1d. City: Missoula

1e. State: MT

1f. Zip Code: 59802

1g. Day telephone: (406) 552-6001

### 2) PROPERTY:

2a. Name of Property:

2b. Street address:

2c. City:

2d. County:

2e. State:

2f. Zip Code: 59802

2g. Name of historic district, if applicable: East Pine Street Historic District

2h. Include as part of the Application a copy of the National Register nomination form or Determination of Eligibility, obtainable from the State Historic Preservation Officer or at [www.nps.gov/nr](http://www.nps.gov/nr)

#### Check all applicable designations:

☐ Local listing

☒ Certified Local Government

☐ State listing

☒ National Register Listed

☐ National Register Eligible

☐ Project Seeking the Federal Historic Rehabilitation Tax Credit

(Note: Checking this box directs the NPS Regional Office reviewing this Historic Monument Application to coordinate the review with that of the NPS Washington, D.C. office which administers the Federal Historic Rehabilitation Tax Credit Program.)

#### Number of Resources within Property

(in accordance with the National Register classification system)

	Contributing	Non-contributing
Buildings	1	
Sites		
Structures		
Objects		
<b>TOTAL</b>	<b>1</b>	<b>0</b>

(Note: Although the applicable National Register Nomination or Determination of Eligibility may provide this kind of information, always consult with NPS to ensure that the classifications and the counts are current.)



### 3) DESCRIPTION OF PROPERTY:

#### 3a. Acreage:

Approximately 1.55 acres of land improved with a 144,681 square foot office building.

#### 3b. Legal Description:

*This can be in metes and bounds, rectangular, or cadastral survey. If the information is not available from the granting Federal agency, you must survey the property when the National Park Service is assured that you will be the recipient. In such event, the legal description and plot may be submitted subsequent to the Application.*

CP HIGGINS, S22, T13 N, R19 W, BLOCK D, Lot 5 - 19, & VACATED ALLEY

#### 3c. Map:

*Attach a plot map showing the property boundary, contributing and noncontributing resources (buildings, sites, structures, objects—refer to 2h above), street plan, and other features (topographic features, vegetation, landscaping, water features, etc.) important in understanding the property.*

### 4) NARRATIVE DESCRIPTION:

*Provide a written description of all important historic resources and natural features identified in the plot map, above. This includes contributing resources (buildings, sites, structures, objects—refer to 2h above) vegetation, landscape features, etc. Include building number, designations such as "Barracks," "Water tower," etc, and give dimensions and floor area.*

The Missoula Federal Office Building (MFOB) is located on a partial city block bounded by Broadway, Pine, and Pattee Streets on the east side of the central business district in Missoula Montana. Designed in the Italian Renaissance Revival architecture style by US Department of the Treasury Architect James Knox Taylor, the building was intended to convey a classical, dignified, stable, and permanent federal government presence in western Montana. The building encompasses 144,681 square feet of office and support space on 1.55 acres.



**5) UTILITIES:**

The property is served by standard telephone/data, gas, electric, water, and sewer.

**6) RELATED PERSONAL PROPERTY:**

NA

**7) SIGNIFICANCE**

*Describe the significance of the property in American history, archeology, architecture, or culture, referencing the National Register nomination, or the Determination of Eligibility.*

Per National Register nomination:

The Federal Building/Post Office/Courthouse is a series of additions, annexes, and extensions to an original building situated at the corner of Broadway and Pattee Streets in Missoula, Montana. Comprising approximately two thirds of a city block, the 1911 - 1913 building and its annexes continue the low horizontal movements set forth in the Italian Renaissance Revival form. Located just one block from the central business core, the building and its associated activity incorporates functionality and a distinct architectural statement to provide an ongoing living history in the midst of Missoula's commercial scene....

"A handsome structure, an ornament to the city" was the description afforded this building by The Daily Missoulian newspaper on November 4, 1912. Similar accolades would still be applicable to the Italian Renaissance Revival Federal Building/Post Office/Courthouse as it stands 65 years later. It continues to project a commanding Federal presence in the heart of Missoula which is a regional trading center for western Montana, northern Idaho, and eastern Washington.

Credit for securing the appropriation for this building has been attributed to the late Senator Joseph M. Dixon who was also responsible for the establishment of Region 1 headquarters of the U.S. Forest Service in Missoula. Original tenants were the U.S. Post Office headed by Postmaster Andrew Logan and the U.S. Forest Service whose Regional Forester was Ferdinand A. Silcox. Mr. Silcox later became Chief of the U.S. Forest Service in Washington, D. C. on April 5, 1933 and served in that capacity until his death on December 20, 1939.

Another important function for this building [was] to house the District Court [beginning in] December 5, 1929 when the distinguished Montana Judge C. M. Bourquin opened the first session [to . Judge Bourquin was noted for his austerity and impatience with pettiness. Appointed by President Taft in 1912, the judge reputedly cleared court calendars with dispatch and remains one of the most colorful judges in Montana history. Other district judges who sat on this court include C. N. Pray, James H. Baldwin, K. Lewis Brown, Wm. D. Murray, and ... Russell Evans Smith. Judge Smith was born in Butte, Montana on November 16, 1908 and [was the first] district judge who ... resided in Missoula. While a lawyer, one of Judge Smith's significant cases was Montana Power Co. vs. Rochester (127 F.2nd.189) regarding ownership of the Flathead Lake bed. Appointed by President Lyndon B. Johnson in April 1966, Judge Smith sat on district and circuit courts throughout the United States, the northern Mariana Islands, and American Samoa....

Postal operations continue in the original portion of the building. Post office boxes exist in the same location with patrons observed using the facility daily. However, the bulk of postal activity was moved to a new facility in November 1974.



## 8) PRESERVATION PLAN:

All work must be done in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (typically, the *Standards for Rehabilitation* would be the most applicable set of treatment standards).

Using the outline format below, describe the proposed work on a feature-by-feature or work-item basis (examples of architectural/landscape features or work items include: formal garden, new landscaping, new parking area, roof, windows, porch, exterior siding, foundation, interior trim, interior plaster, floor plan/interior partitions, HVAC system, etc.). Begin by describing site work, including new construction and parking, followed by work on the exterior and finally work on the interior. A separate outline description should be used to detail each work item and its effect on architectural/landscape features or interior spaces. Under item "8D," explain in detail the work to be undertaken and describe the effect (visual, structural, or other) on the existing feature. This should include the impact of any modern modifications or utilities on the existing feature. For archeological areas, describe necessary security and maintenance to stabilize the site, control vegetal growth, or avoid damage.

Numbered photographs and drawings are essential components of the Preservation Plan. Applicable photograph and drawing numbers should be referenced under "8E" and "8F" of each outline description or work item. The submitted photographs must be high quality digital or 35 mm prints and they must document the existing/ pre-project condition of the site, the exterior elevations of the building(s), and the interior. Interior elements to be documented include major spaces and detailing, such as decorative plasterwork and wainscoting.

Existing conditions may be shown by original construction drawings that include subsequent modifications, by current record drawings, or by newly prepared measured drawings. Major planned alterations or new construction must be shown on appropriate drawings (e.g., site plans, elevations, floor plans, sections). While detailed plans and specifications may not be necessary if the project is simple in scope, it must be clear from the submitted documentation that the Applicant has fully recognized areas of historic significance and will plan proposed work to minimize the impact on these significant areas.

### ARCHITECTURAL/LANDSCAPE FEATURES

For each architectural or landscape feature where work is proposed, use the following format to describe the existing condition and the proposed work. Attach additional sheets/pages as necessary continuing the alphabetical format until every feature slated for work is described.

Feature A: See Attached "Preservation Plan: Missoula Federal Office Building"

8a. Approximate date of construction:

8b. Approximate date(s) of alterations:

8c. Description and condition:

8d. Proposed work and impact on the feature:

8e. Photo number(s):

8f. Drawing number(s):



Feature B: See Attached "Preservation Plan: Missoula Federal Office Building"

8a. Approximate date of construction:

8b. Approximate date(s) of alterations:

8c. Description and condition of Feature B:

8d. Proposed work and impact on the feature:

8e. Photo number(s):

8f. Drawing number(s):

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Feature C: See Attached "Preservation Plan: Missoula Federal Office Building"

8a. Approximate date of construction:

8b. Approximate date(s) of alterations:

8c. Description and condition of Feature C:

8d. Proposed work and impact on the feature:

8e. Photo number(s):

8f. Drawing number(s):



**9) USE PLAN:**

*Describe in detail the planned utilization and exhibition of the historic site. Differentiate between public-use activities and revenue-producing activities. Identify any portions of the property to which public access will be denied or restricted. Establish the suitability of the property for the proposed uses and the compatibility of the proposed revenue producing activities with the historical and/or architectural character of the property.*

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

**10) FINANCIAL PLAN:**

**10a. Analysis of projected income from all sources:**

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

**10b. Analysis of projected expenses for:**

**i) Repair, rehabilitation and restoration** (if work will be phased, briefly describe each phase, indicate the corresponding time schedule, and group projected expenses by phase):

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

**ii) Recurring maintenance requirements:**

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

**iii) Administration and operation:**

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"



10c. Provisions for disposition of excess income:

*The law requires that all income in excess of costs for repair, rehabilitation, restoration, and maintenance shall be used by the Grantee only for public historic preservation, or park or recreational purposes (when all preservation needs have been adequately addressed). A reasonable amount of any excess proceeds may be carried forward from year to year to meet such costs. Any lessee who develops or rehabilitates the property on behalf of the Grantee shall be held to the same requirements for excess income.*

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

10d. Description of accounting and financial procedures:

*These must include provision for an independent audit every two years, the cost to be borne by the Grantee, and for an Audit Report based thereon to be submitted every two years, together with a Financial Report, to the Secretary of the Interior.*

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"

11) CAPABILITY:

*Give a full statement of legal authority and ability to finance, operate, and maintain the property. Furnish complete information about the adequacy of staff to be made available to develop and operate the project and the Applicant's qualifications for the development and operation of historic property.*

See Attached "Use Plan, Financial Plan & Capability: Missoula Federal Office Building"



**12) RESOLUTION:**

*The resolution form on the following page has been provided for your use.  
If you do not use this form, you must ensure that, at a minimum, the resolution contains the following:*

- 12a. Identification of the name, location, GSA control number and acreage of the property for which you are applying;
- 12b. An authorization of the Application for and acquisition of the specified property for historic monument purposes;
- 12c. A designation by title of a specific official to act as the authorized representative in all matters pertaining to the transfer of the property;
- 12d. A statement that the Application is being made for acquisition of the property under the provisions of 40 U.S.C. 550(h), and regulations and procedures promulgated thereunder;
- 12e. Where applicable, certification that the Applicant is authorized, willing, and able to conduct compatible revenue-producing activities, and that regardless of any revenues derived from such activities, the Applicant is financially able to utilize said property for historic monument purposes as set forth in its "Program of Preservation and Utilization" and in accordance with the requirements of 40 U.S.C. 550(h) and regulations and procedures promulgated thereunder;
- 12f. Where applicable, certification that any income in excess of costs of repair, rehabilitation, restoration, and maintenance shall be used by the Applicant only for public historic preservation, park, or recreational purposes as enunciated in the "Program of Preservation and Utilization";
- 12g. Certification that the Applicant is willing and authorized to pay the administrative expenses incident to the transfer; and
- 12h. Certification that the Applicant is authorized, willing, and in a position to assume immediate care and maintenance of the property.



**RESOLUTION/CERTIFICATE OF AUTHORITY (SAMPLE FORMAT)**

Whereas, certain real property owned by the United States, located in the County of \_\_\_\_\_, State of \_\_\_\_\_ has been declared surplus and at the discretion of the Administrator of General Services (Administrator), may be conveyed for historic monument purposes to a State, political subdivision, instrumentalities thereof, or municipality, under the provisions of 40 U.S.C. 550(h), and rules and regulations promulgated pursuant thereto, more particularly described as follows:

\_\_\_\_\_, [acreage of property requested]  
GSA control number \_\_\_\_\_.

Whereas, \_\_\_\_\_ [Legal name of Applicant] needs and will utilize said property in perpetuity for historic monument purposes as set forth in its Application and in accordance with the requirements of 40 U.S.C. 550(h) and the rules and regulations promulgated thereunder; and

Whereas, the Applicant is authorized, willing, and able to conduct compatible revenue-producing activities, and that regardless of any revenues derived from such activities, Applicant is financially able to utilize said property for historic monument purposes as set forth in its "Program of Preservation and Utilization" and in accordance with the requirements of 40 U.S.C. 550(h) and regulations and procedures promulgated thereunder; and

Whereas, the Applicant agrees that any income in excess of costs of repair, rehabilitation, restoration, and maintenance shall be used by the Applicant only for public historic preservation, park, or recreational purposes as enunciated in its "Program of Preservation and Utilization";

Now, Therefore, Be It Resolved, that \_\_\_\_\_ [Legal name of Applicant] shall make Application to the Administrator for and secure the transfer to it of the above-mentioned property for said use upon and subject to such exceptions, reservation, terms, covenants, agreements, conditions, and restrictions as the Secretary of the Interior, and the Administrator, or their authorized representatives, may require in connection with the disposal of said property under 40 U.S.C. 550(h) and the rules and regulations issued pursuant thereto; and Be It Further Resolved that \_\_\_\_\_ [Legal name of Applicant] has legal authority, is willing, and is in a position to assume immediate care and maintenance of the property, and that \_\_\_\_\_ [title(s) of authorized official(s)] be and he/she is hereby authorized, for and on behalf of the \_\_\_\_\_ [Legal name of Applicant] to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of plans, Applications, reports, and other documents; the execution, acceptance, delivery, and recordation of reports, and other documents; the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property, including the filing of copies of the Application and the conveyance documents in the records of the governing body, and the payment of any and all sums necessary on account of the purchase price thereof or fees or costs incurred in connection with the transfer of said property for survey, title searches, recordation of instruments, or other costs identified with the Federal surplus property acquisition.

\_\_\_\_\_  
[Legal Title of Applicant Governing Body]

\_\_\_\_\_  
legal title of governing body of Applicant

\_\_\_\_\_  
[Applicant Legal Address]

\_\_\_\_\_  
address

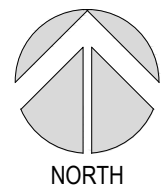
I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ [name of certifying official] of the \_\_\_\_\_ [Legal Title of Applicant Governing Body] and that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of said \_\_\_\_\_ [Legal Title of Applicant Governing Body] present at a meeting of said body on the \_\_\_\_\_ Nth day of \_\_\_\_\_ [month], 20\_\_XX\_\_, at which a quorum was present.



## MISSOULA FEDERAL OFFICE BUILDING

### LEGEND

---	LINE INDICATES CENTER LINE OF RIGHT OF WAY.
---	LINE INDICATES PROPERTY BOUNDARY.



SITE PLAN

# **Use Plan, Financial Plan & Capability**

## **Missoula Federal Office Building**

**City of Missoula & Missoula County**

**Missoula, Montana**

**June 16, 2021**

*Note: This document provides response to questions 9 through 11 of the City of Missoula's Application for Obtaining Real Property for Historic Monument Purposes*

### **9) Use Plan**

Missoula County and the City of Missoula intend to use the National Register Listed Missoula Federal Building in the manner for which it was designed and in the manner for which it has been used for its entire lifetime: as a government office building. The significant historic features of the building, including the exterior, entryways, lobby spaces, corridors, and the courtroom will be on public exhibit. A small subset of the interior will be closed to general public traffic for security reasons. The vast majority of the interior will be available for public review either as a matter of course or upon request. We will expand on this summary in four parts below.

#### **Utilization and Exhibition**

The City of Missoula is a self-governing municipality of approximately 75,000 individuals incorporated under the laws of the State of Montana, and the county seat of Missoula County. Missoula County is the local extension of the State of Montana and encompasses 2,618 square miles and 120,000 individuals. These two entities have each outgrown their current office and public services facilities. Further, both public service and employee efficacy would benefit from the colocation of similar or related services provided by the two entities. Accordingly, the City and County intend to develop a legal instrument enabling the two entities to jointly own, redevelop, maintain, and utilize the Missoula Federal Building consonant with National Park Service (NPS) and General Services Administration (GSA) requirements that a single entity own the building.

The County and City will locate government offices and public services in the Missoula Federal Building that will tentatively include such departments as:

- The Board of County Commissioners (BCC) and their staff;
- The Mayor's office and staff;
- BCC and City Council hearing chamber;
- City Attorney's Office;
- City Court;

- City Finance Department;
- City Community Planning, Development & Public Works;
- City Clerk;
- City Human Resources;
- Missoula Redevelopment Agency;
- City Information Technologies;
- City Parking Commission;
- County Auditor;
- County Central Services;
- County Communications & Projects;
- County Community & Planning Services;
- County Facilities Management:
- County Financial Services;
- County Human Resources;
- County Risks & Benefits;
- County Facilities Management;
- County Superintendent of Schools;
- County Surveyor.

In short, the Federal Building will function as City Hall and Missoula County central services. The Missoula Federal Building will have both high-traffic public service departments and back-of-house departments such as Human Resources. Agencies or departments may, over time, move between the Missoula Federal Building and other City-owned and County-owned facilities without altering the building's central function or basic form.

The Missoula Federal Building Use Plan is consistent with historic use of the building. The most significant features of the building will be preserved and available for public consideration by this Use Plan. Specifically:

- Exterior. The historic integrity of the Italian Renaissance Revival building exterior will be restored and remain available for public review.
- Openings & Entryways. Fenestration and its rhythmic, cohesive pattern will remain as will original and non-historic entrances. Specifically, the northwest corner entrance will be upgraded to meet current accessibility requirements based on historic conditions and entrances doors to and including the U.S. Postal Service lobby will be maintained or restored.
- Corridors. A representative sample of public circulation corridors since removed from the building will be re-established. These new corridors, based on historic public corridor locations, will comprise the backbone of public circulation in the building.
- Courtroom. Some aspects of the former Federal District Court Courtroom will be restored, and the volume of the original space will be retained. Our tentative plan calls for modifying adjacent space to enable this area to collectively be utilized as a public hearing room. Regardless, we will maintain the District Court Courtroom space and restore such aspects as are feasible within reuse plans and financial constraints.

### **Public Use versus Revenue Producing Uses**

Missoula will devote the entire Missoula Federal Building to public uses, in the sense that all uses will be those of government or government partners. Three possible minor distinctions are worth noting. First, the United States Postal Service (USPS) currently leases a portion of the Missoula Federal Building from GSA. The City and County are open to the possibility of negotiating a new lease that would retain the USPS, and are awaiting the resolution of a USPS evaluation of potential locations for this station. In the case that the USPS remains, Missoula would dedicate rent receipts to building operations, repair, maintenance, redevelopment, historic preservation, and/or capital improvements that include preservation and restoration of one of the most architecturally significant spaces in the building, the Post Office Lobby. In the case that the USPS moves to an alternative location Missoula would retain the historically significant features of the USPS lobby, but repurpose the space.

Second, the County and City periodically enter into cooperative agreements with nonprofit partners or with other governmental partners that, to facilitate collaboration, provide for colocation. For example, it could make sense to house the local, independent transit authority adjacent to City and County transportation planning divisions. In such instances, Missoula would likely require a lease and lease payments. The goal of such arrangements is not revenue generation, but advancing the public interest while capturing the real costs of space provision. As with potential USPS lease payments, Missoula would dedicate any rent receipts to building operations, repair, maintenance, redevelopment, historic preservation, and/or capital improvements.

Finally, it is possible that Missoula would rent space to a limited number of vendors that provide limited services to visitors or staff, such as coffee carts or sandwich shops. As with potential USPS lease payments, Missoula would dedicate any rent receipts to building operations, repair, maintenance, redevelopment, historic preservation, and/or capital improvements.

### **Public Access and Institutional Use**

The vast majority of the Missoula Federal Building will be open to members of the general public. However, for both security and public/employee comfort different portions of the building will vary in the degree to which members of the public can access them. The spectrum of public access will include, at minimum:

Full Public Access. These are areas where the general public is explicitly invited and expected to visit. For example, citizens seeking a building permit, or to pay a parking ticket, or to attend a BCC meeting would have free use of substantial portions of the building.

Latent Public Access. These are areas where the public is welcome, but where wayfinding cues would not direct visitors without cause. Departments without a daily public-facing function will typically provide for latent access. For example, should an individual or group wish to meet with the City's Historic Preservation Officer, or should the City's Bicycle/Pedestrian Advisory Board meet, visitors would be invited to the HPO's office or to a meeting room within the agency. The public is welcome in these

spaces generally, and certainly upon request or appointment, but cued to respect that they should not wander through, for example, an agency's break room without purpose.

Restricted Public Access. These are areas where public access is restricted for building security or public safety. For example, the City Attorney's office requires limited access to protect both confidential files and public and employee safety. If some functions of the Missoula Police Department and/or Municipal Court are included in the building, portions of those areas will necessarily limit public access (e.g., judge's chambers, holding cell, evidence locker, etc.). Additionally, certain electrical, data and mechanical rooms will inevitably be restricted. Such ancillary areas comprise a small percentage of the Missoula Federal Building.

The most significant historic areas and character defining features of the building occur in areas subject to full or latent public access. Specifically, the northwest corner entrance, the southeast corner entrance, and representative public circulation corridors will be open to full public access. The repurposed Federal District Court Courtroom will be open to either full or latent public access depending on final use plans.

### **Suitability and Compatibility**

The Missoula Federal Building, consisting of a series of additions, annexes, and extensions to an original building on the corner of Broadway and Pattee Streets, met the needs for growing government services similar in function to those proposed by the County and the City. For example, for decades the USDA Forest Service Region One headquarters were housed in the Missoula Federal Building, and there was latent public access throughout the bulk of the building. It would be difficult to imagine future uses that would be more suitable for the building than general government offices. Further, as noted elsewhere in this application, the use of the building for general government offices is compatible with the preservation of the most significant historic aspects of the building (such as the entrances, public lobbies, and the entire building exterior) and the County and City's need to reestablish representative portions of others, such as public corridors. In all cases, County and City will work with the local Historic Preservation Office (HPO), Montana State Historic Preservation Office (SHPO), and the National Park Service (NPS) regarding changes or alterations to the building and seek approvals compliant with the Secretary of the Interior's Standards for Rehabilitation.

As noted above, one potential revenue-producing function within the building is the USPS. If the USPS remains in the building, changes to long-standing use would be minimal. Continued use by the USPS would be compatible with the preservation of significant historic features, e.g., the USPS entrance and lobby facing Broadway Street. Retention of the USPS would be an extension of the existing and historic use of the building and is prima facie compatible with the historic use and preservation of the building.

Any other revenue-producing functions hosted in the building will either be ancillary (e.g., coffee cart) or indistinguishable, to the general public, from other local government functions. To extend the example articulated above, if the local transit agency were housed at the Missoula Federal Building its offices would be open to latent public access and visitors would be unlikely

to recognize the office-to-office transition to a unit of local government established under slightly different statute and funding, but serving the same common interest. Such uses are compatible with the historic use, preservation, and protection of the historic property.

## **10) FINANCIAL PLAN:**

### **10a. Analysis of projected income from all sources:**

The City and County of Missoula will be occupying the majority of the space in the current Missoula Federal Building and as such will be providing most of the income for the costs of collocating the two local governments. There is the potential for additional income from two sources, one who is currently located in the Missoula Federal Building, and one that is not. The existing tenant is the USPS. The USPS currently pays GSA \$147,600 annually for their space. Based on these terms, the projected income would be \$738,000 to \$1,476,000 for a five to ten-year lease. The USPS and Missoula have not yet begun discussions to determine whether continuation in the Federal Building is the best available option for both entities. The other potential source of income comes from leasing a space to a small coffee/food vendor in the public lobby of the building. Based on a current lease in the Missoula County Courthouse, it is projected this will bring in a revenue of \$8,000 annually. No other income sources are needed at this time. The City and County of Missoula commit the funds necessary to preserve and maintain the Missoula Federal Building in perpetuity. None of the aforementioned income streams had been considered as part of the equation when considering the shared costs of the building.

### **10b. Analysis of projected expenses for:**

#### **i) Repair, rehabilitation, and restoration**

For over one hundred years, the Missoula Federal Building has been a symbol of Federal government and a fixture of the downtown landscape. The Missoula Federal Building remains a physical reminder of our national heritage and Federal presence in the heart of Missoula.

Within the walls of the Missoula Federal Building, the County and City of Missoula will improve their ability to meet the needs of the public in the twenty-first century. The capital improvement planned for the property will transform it into the seat of County and City government, preserves the building's historic use, and redefine it as center of local government services in the downtown core. The repair, rehabilitation, and restoration effort is estimated to be \$40 million.

The completed repair, rehabilitation, restoration, and transformation effort will result in a shared City and County seat of local government that preserves and protects the National Register Listed Missoula Federal Building in perpetuity.

The City and County anticipate two phases of work are necessary to complete the project buildout and goals.

Phase I consists of:

- Interior preservation, restoration, and accessibility improvements with a focus on public entrances, public lobby spaces, public circulation corridors and vertical circulation, and public restrooms.
- Interior improvements to remove non-historic treatments to enclose historic window locations in the basement including new windows matching in-kind to original basement windows.
- Exterior preservation and restoration improvements that focus on the removal and replacement of non-historic exterior lighting, restoration of historic exterior lighting, removal and replacement of non-historic aluminum storefront doors and sidelights, aluminum handrails with new historically compatible treatments, and address wheelchair accessibility issues at historic and building non-historic entrances.
- Exterior site improvements necessary to mitigate water infiltration into the building's basement.
- Fire alarm and life safety systems upgrades, security, and safety upgrades, and public wayfinding and building directories to coordinate with defining public and service entrances and interior building improvements.
- IT/Technology infrastructure and networking improvements and coordination with new interior construction, reestablished public circulation corridors, and development of department areas.
- Establishment of four Municipal Court courtrooms.
- Establishment of the Board of County Commissioners Hearing Room/City Council Chambers.
- Removal and replacement of aging mechanical and plumbing systems including infrastructure improvements (mechanical units, controls and automation and piping, plumbing and fixtures).
- The removal and replacement of aging and non-historic lighting and electrical systems (including new LED lighting, historically compatible LED interior and exterior lighting, new electrical service and sub panels, and code compliance deficiencies).
- Selective environmental mitigation and remediation necessary to coordinate with interior improvements, preservation efforts and address mechanical, plumbing, and electrical improvements and water infiltration issues in the basement.
- Removal of non-historic interior finishes, restoration of historic interior finishes, and new interior finishes.

Additional work in Phase 1 includes removal of non-historic improvements and the continuation of interior preservation efforts within interior public facing spaces, the removal and replacement of an aging roof finish that would include energy conservation improvements and structural upgrades to coordinate with roof replacement as well as mechanical, electrical and interior upgrades and improvements. Phase I is estimated to cost \$30 million, and scheduled to take 12-24 months to complete. It is anticipated Phase 1 work would begin immediately following conveyance of the Missoula Federal Building in September 2022.

Phase II improvements consist of:

- Final exterior preservation and restoration efforts including stone repointing, restoration and repair, building cleaning, and exterior painting.
- Site improvements including development of a parking area on the east side of the building, revisions and repair of courtyard drainage conditions and asphalt finishes.
- Final interior buildout of County and City departments spaces.
- Installation of a rooftop solar array.

Phase II is estimated to be an additional \$10 million and would be implemented between 2029 and 2034.

## **ii) Recurring maintenance requirements**

County Facilities Management, one of the County departments that will occupy the building, will perform routine and recurring maintenance for the building interior, exterior and grounds. They currently manage in excess of 20 County Buildings and remote sites including the maintenance of the National Register Listed and LEED Silver Certified Missoula County Courthouse and Annex. They use an asset management system and will coordinate with the HPO and SHPO as needed for changes to the building. Facility Management budgeted costs will go up only slightly because of the offsetting costs due to divestment of current buildings under their management as department move into the Missoula Federal Building.

## **iii) Administration and operation**

A joint City-County team will oversee the development, preservation, maintenance, and operation of the Missoula Federal Building in perpetuity. The City and County both have high-level staff who were part of the Missoula County Courthouse renovation. This previous collaboration set the stage for a smooth administration and operation of the Missoula Federal Building. Since this will fall under current duties of staff that manage City and County capital assets, no additional expenses are projected beyond annual adjustments due to inflation. Please be advised that the City is a Certified Local Government Program; the City's full time Historic Preservation Officer will be officed in the Missoula Federal Building.

## **10c. Provisions for disposition of excess income:**

All incomes which are derived from the Property by the Grantee, not including regular City and County business, that exceeds the cost of repair, rehabilitation, restoration, preservation, maintenance, and operation of the Property will be deposited in a capital account for future building expenses. This fund will be managed by the joint City-County federal building management team that will be overseeing the building administration and operations.

**10d. Description of accounting and financial procedures:** The City and County both have annual audits and produce "Consolidate Annual Financial Reports." The City and County will provide at our cost an independent audit every other year combined with Financial reports addressed to the Secretary of the Interior in the required format. The County will account for the expenses incurred with the Missoula Federal Building capital costs on the County's Accounting system which interfaces with the Asset Essential tools the facilities group will be currently using on the Missoula Federal Building.

## **11) Capability:**

Missoula County's and the City of Missoula's authority to jointly obtain and manage the Missoula Federal Building are provided by MCA 7-8-201. The joint City-County federal building management team consists, in part, of individuals that previously worked together on a multi-year \$17 million renovation of the National Register Listed and LEED Silver Certified Missoula County Courthouse and Annex using the same historic preservation architectural firm that conducted the successful preservation and renovation of the Montana State Capital. A combination of County and City Chief officers, a County project manager, and a City project manager are projected to make up the team, also including the City's Certified Local Government Program Historic Preservation Officer. If the management structure is replaced in the future, it is assured that adequate staff with relevant experience to develop and operate the project will be assigned.

*~ End ~*

# Preservation Plan

Missoula Federal Office Building  
Missoula, Montana

A&E Project #20075.00



17 June 2021





## executive summary.

The Missoula Federal Office Building is located on the east side of the Central Business District in Downtown, Missoula, Montana. The Missoula Federal Office Building has been identified as a surplus property eligible for transfer under the Historic Surplus Property Program administered by the National Park Service (NPS), on behalf of the Secretary of the Interior, and the General Services Administration (GSA). The City of Missoula and Missoula County are seeking to jointly receive and operate the building in an effort to consolidate governmental agencies and departments, offering public services, primarily those which require direct interaction with the local public.

In this process, the Missoula Federal Office Building will become a Historic Monument. The following Preservation Plan identifies the Architectural Description, Architectural Chronology, and identifies extant Character Defining Features from each period of construction. In most areas of the building, significant modifications have been made throughout the building's occupancy. These modifications removed much of the original interior construction and detailing. The areas of historic integrity include: the building exterior, Post Office lobby (Post Office/Federal Courtroom 1913-1915), greenhouse (East Addition and Connector 1929), and Pattee Street entrance lobby (North Annex Addition 1938). There are other areas within the building that have been modified, but maintain the "pattern" of original construction or historic integrity; these areas occur within the original Post Office and second floor Courtroom (Post Office/Federal Courtroom 1913-1915).

All future work conducted within the building will be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the Guidelines for Rehabilitating Historic Buildings, in addition to applicable local building codes and accessibility standards. Generally, the building exterior treatment will follow a preservation approach, while the building interior will follow rehabilitation standards, as needed, to facilitate the planned use by the City of Missoula & Missoula County. This plan further describes specific areas of the building and elements of significant historic material; these areas and elements will be treated with a preservation approach.

The Preservation Plan also addresses specific immediate building modifications and plans for adaptation, as necessary, to facilitate the City and County's use. This work will require a phased construction approach. This Preservation Plan is intended to function as a living document with information on general themes and approaches applicable to the building; it is to guide future work in specific areas, and preserve remaining historic integrity.





## Basic Building Information:

**Name:**

Federal Building, U.S. Post Office and Courthouse  
(referred to as Missoula Federal Office Building)

**Address:**

200 East Broadway  
Missoula, Montana 59802

**GSA Building No.:**

MT0017ZZ

**Architect:**

James Knox Taylor

**Construction Dates:**

1911-1913

Original Building

1915

Federal Courtroom Expansion

1927-1929

East Addition

1937-1938

North Annex

1952

Post Office Work  
Room Expansion

**National Register No.** 79001406

**Listing Date:**

30 November 1979

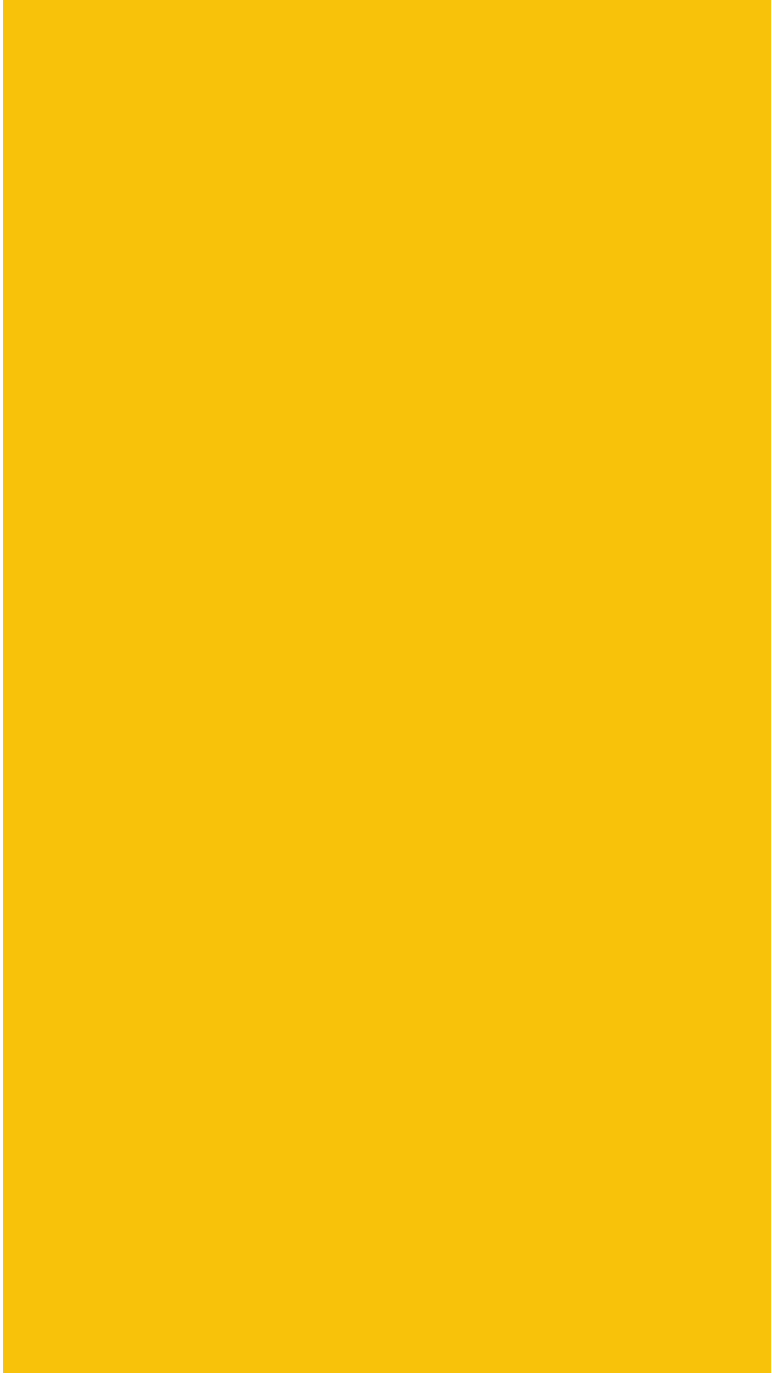
# architectural description.

The Missoula Federal Office Building (MFOB) is located on a partial city block bounded by Broadway, Pine and Pattee Streets on the east side of the central business district in Missoula Montana. Designed in the Italian Renaissance Revival architecture style by US Department of the Treasury Architect James Knox Taylor the building was intended to convey a classical, dignified, stable, and permanent federal government presence in western Montana.

The original three-story building was constructed between 1911 and 1913 in a “C” shaped plan with the primary elevation presented to the south/east facing Broadway Street. Construction is primarily of steel and reinforced concrete and was composed of a first floor post office and workroom covering a rectangular area of the full building footprint. The second and third floors presented double loaded corridor arrangement with the open “C” plan offering light and air from the north/west. The exterior of the street facing facades is composed of smooth faced granite foundation course with limestone ashlar and detailing. It appears that prior to completion of the original building contract in or around 1915, the “C” layout was closed off with an expanded addition to the north/west for the inclusion of a federal district courtroom and associated offices. The interior light well created is finished in buff colored brick in a running bond pattern.

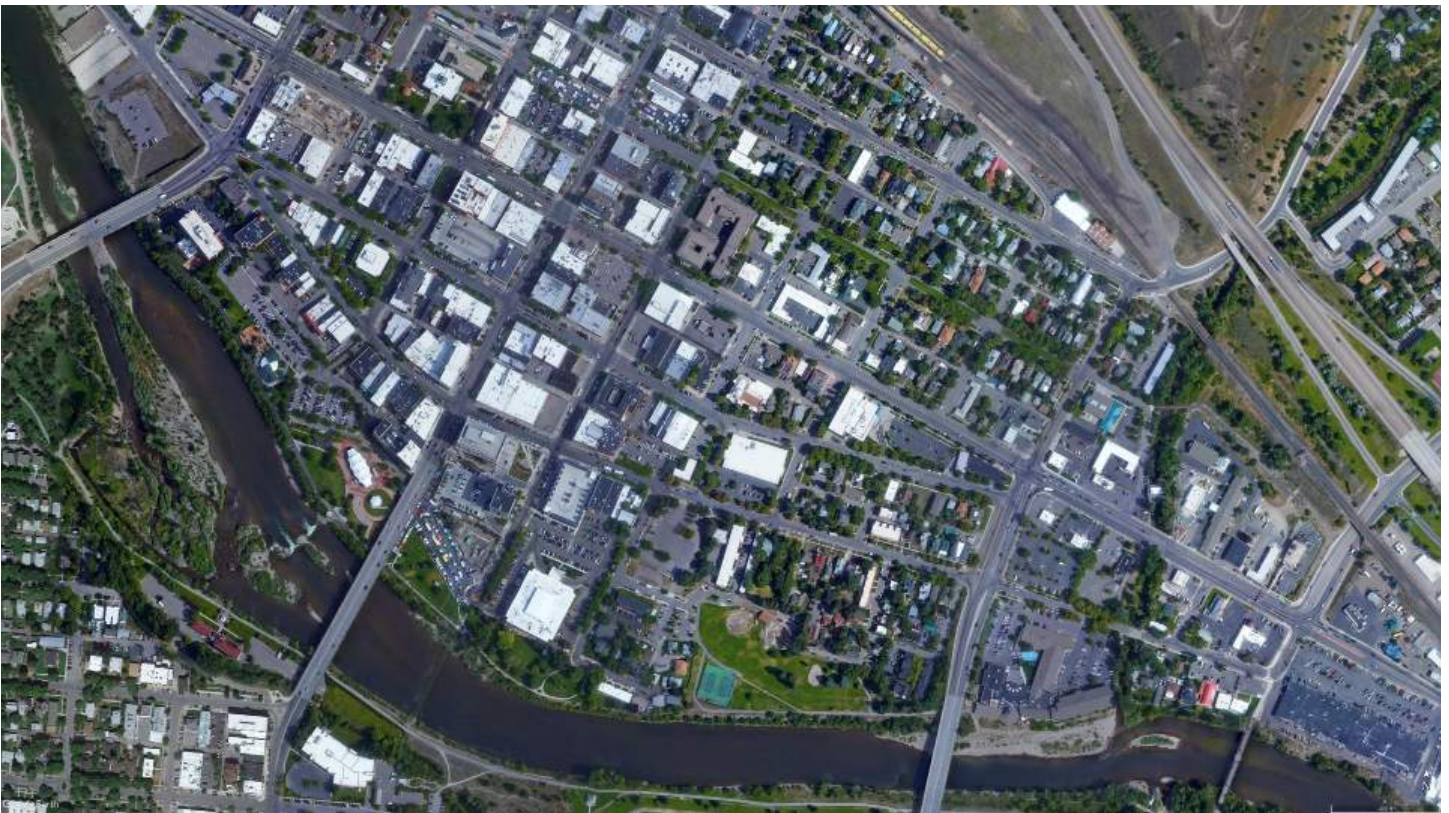
The building’s exterior maintains many character-defining features of the architectural style. First floor elevations present a rusticated stone coursing with deeply recessed horizontal joint patterning with fanning at the arch doorways. Upper floor stone finish is smooth faced limestone with prominent window surrounds and detail courses. The primary elevation facing south/west presents second and third floor pilaster colonnade in the Corinthian order composed of ornate acanthus leaf capitols.

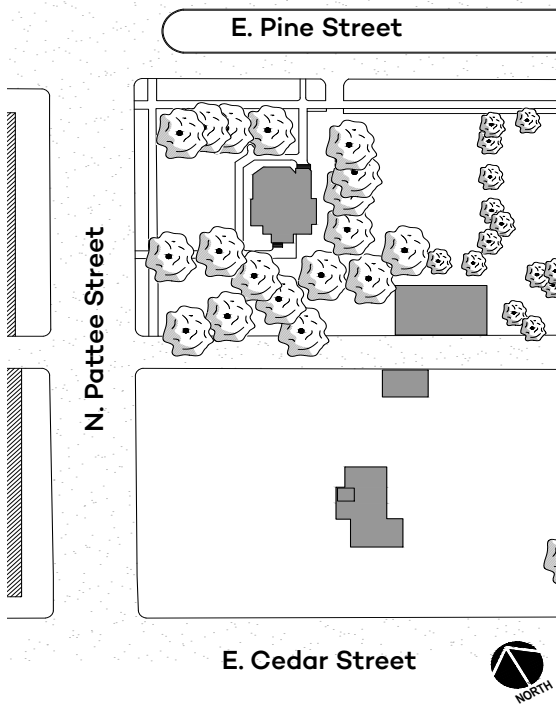
The Post Office/Federal Court (1913/1915) expansions, East Addition (1929), and North Annex (1937) carry over much of the original building detailing with primary elevations composed of granite and limestone finish while interior courtyard and non-primary elevations exhibit finish of buff color brick with stone detailing and coursing. The original Post Office structure is connected to the multiple additions by a narrow, originally two-story, connecting hallway topped by a glass-enclosed greenhouse (added with the North Annex in 1937) originally utilized by the U.S. Forest Service. The final major modification to the building was a single-story addition to the interior courtyard for expansion of the Post Office functions constructed in 1952 and composed of buff colored brick.



# architectural chronology.

The Missoula Federal Office Building was originally conceived in 1907 and developed following the Government's purchase of four lots at the corner of Cedar (later Broadway) & Pattee Streets in downtown Missoula Montana. Originally housing the United States Post Office on the first floor and offices for the recently established United States Forest Service on the upper levels. There is also evidence that before the building's full completion, a "betterment" plan was developed and the addition of the United States Federal Courtroom and associated spaces was added to the north/west face of the building. Following over the next twenty-two years multiple additions were constructed forming the building exterior we see today as the United States Forest Service grew into a mature agency. A final addition was constructed in 1952 within the building courtyard expanding the workroom and delivery dock for the United States Post Office. Minor exterior and interior improvements have occurred over time to improve accessibility and modify interior tenant spaces to meet building occupant needs.





## Original Site - 1907

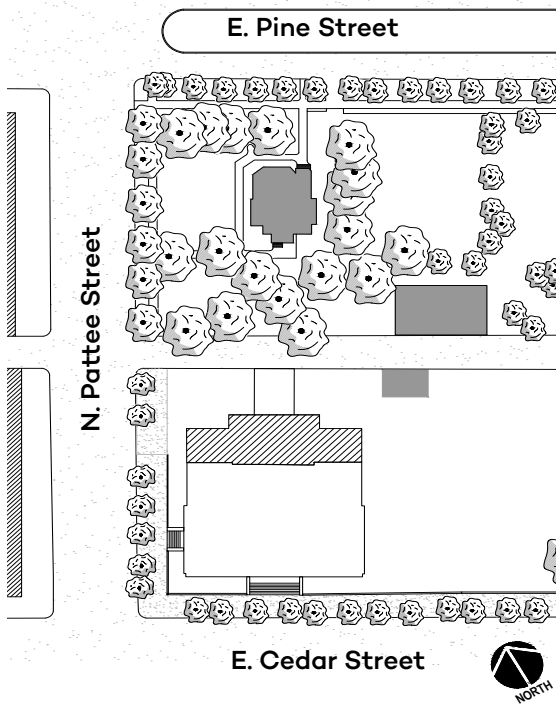
U.S. Government purchase 4 lots at corner of Cedar Street & Pattee Street for new U.S. Post Office and U.S. Forest Service Offices.



## U.S. Post Office & Forest Service Offices - 1913

U.S. Government design three-story rectilinear building with full Basement and First Floor with "C" shaped 2nd & 3rd Floors..

Architect: James Knox Taylor  
Original Cost: \$160,000.00



## U.S. Post Office / Federal Court & Offices - 1915

There is evidence that a “betterments” package was designed for expansion of building to north with a two-story Federal Court Room and associated offices above expanded First Floor Post Office and Basement and that this expansion occurred prior to 1929.

Architect: James Knox Taylor  
Original Cost: (Assumed Included)



## East Addition - 1929

U.S. Forest Service continues to expand with need for additional office space, three-story addition built east of original building with narrow connector element at Basement, First & Second floors.

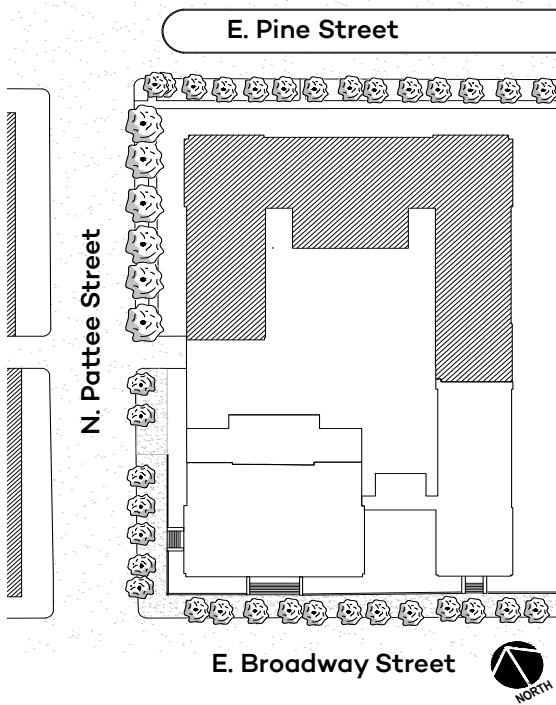
Architect: James A. Whetmore  
Original Cost: \$317,975.00

Cedar Street renamed Broadway Street in 1928

## Minor Work:

### Construction Dates:

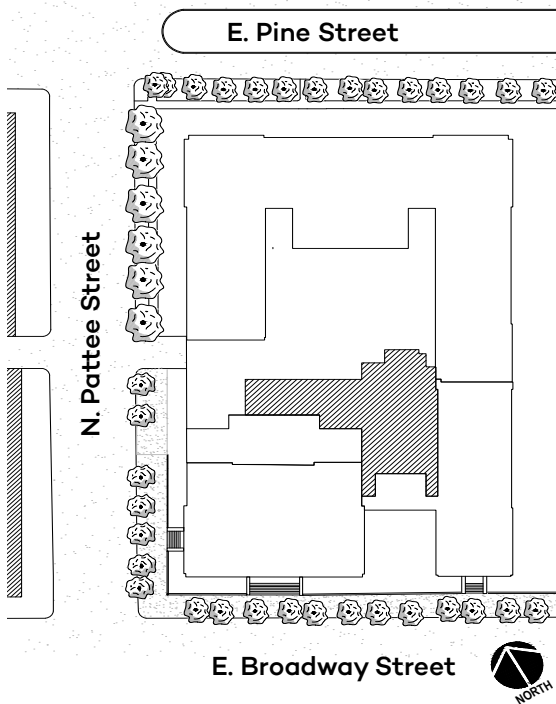
1969	Accessibility Upgrades at North & West Entrances
1977	Interior Alterations
1993	Boiler Replacement
2009	Elevator Equipment Upgrades



### North Annex - 1938

U.S. Forest Service continues to expand. North lots purchased and full three-story North Annex are added almost doubling the square footage of the building. Greenhouse was added to the connector between Original Post Office Building and East Addition for Forest Service functions.

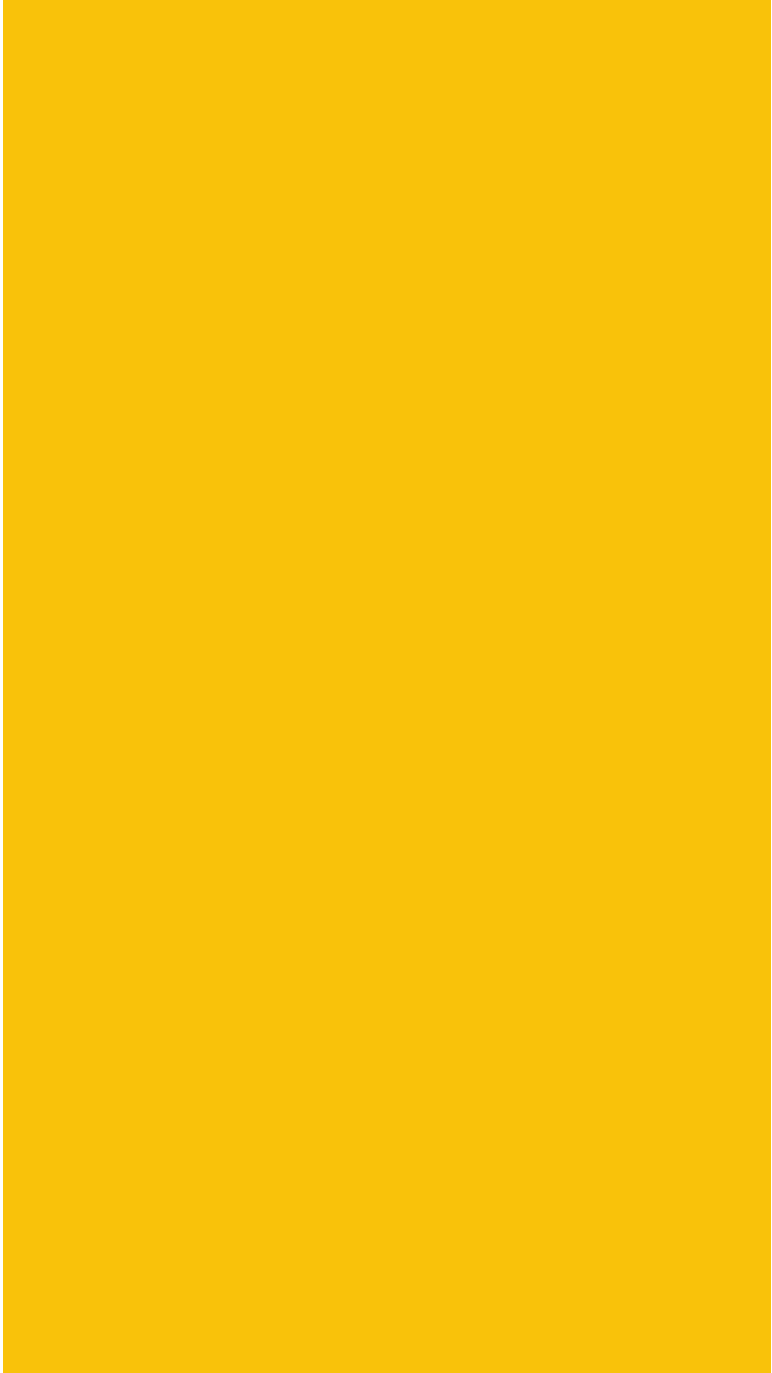
Architect: Louis A. Simon  
Original Cost: \$500,000.00



### Post Office Workroom Addition - 1952

One-story with basement addition expanded Post Office workrooms and delivery dock into courtyard.

Architect: A. E. Sanderson  
Original Cost: Unknown



# character defining features.

## Post Office/Federal Courtroom - 1913-1915

### EXTERIOR:

The exterior of the building maintains a high level of original integrity. Compatible accessibility ramps and features have been added to the west (Pattee Street) facing entrances at both the Post Office and North Annex entrances. An additional entry was added to the north/east corner of the building (Pine Street) at an original window location. Removal of a historic revolving door at the south Post Office elevation has also occurred.

Exterior wood windows present a high degree of integrity with minor condition issues presenting the need for repair.

Exterior doors have been entirely replaced over time with incompatible and/or inappropriate door styles and materials. Original plans exist for these elements and will be the basis for new compatible doors, frames, and transoms.

### POST OFFICE LOBBY:

The 1913 Post Office lobby interior retains many of its original historic features and finishes. Floors composed of gray terrazzo set within a gray marble border remain. Marble wainscot with plaster finished walls and pilasters make up much of the exterior wall finish with original windows and trims. Ceilings composed of painted plaster divided by plaster detailed beams with a dentil molding encircling the lobby complete the space. Historic light fixtures are present, while finish details have been painted out in a single color.

### SECOND FLOOR / FEDERAL COURT ROOM:

The second floor of the 1913 Post Office building further presents a degree of historic integrity as viewed from the hallway. Original wood doors, trims, and transom configuration remain, however much of the original door hardware appears to be removed. Floors are assumed to compose of terrazzo (currently covered with carpet) while gray marble base trims and fir doors (faux finished to resemble oak) and trims are present. Ceiling have been covered and original light fixtures have been removed. Office and other work areas beyond the hallway present less integrity with significant modification made to layout and finishes over time. Third floor areas of this construction are heavily modified and lack significant historic integrity.

The second floor 1915 Post Office courtroom addition further presents a high degree of historic integrity. Hallways and office spaces currently present similar to the notes above while the courtroom itself has integrity in its configuration, windows, and doors, but has been highly modified in its wall and ceiling finishes and fixtures. The original wood and leather double doors lead from the hallway to the courtroom proper.

## **East Addition & Connector - 1929**

### **GENERAL:**

With regard to the 1929 East Addition, historic integrity of interior finishes is limited. While much of the original floor finishes including terrazzo at the original hallways, and wood flooring in the offices remain, much of the original interior finishes, fixtures, and defining features have been removed with few exceptions. Post Office Connector, Broadway Entrance, Restrooms, Stairways, and Elevator areas present the best examples of integrity with the original construction.

### **EXTERIOR:**

The exterior of the building maintains a high level of original integrity. Compatible accessibility ramps and features have been added to the west (Pattee Street) facing entrances at both the Post Office and North Annex entrances. An additional entry was added to the north/east corner of the building (Pine Street) at an original window location. Removal of a historic revolving door at the south Post Office elevation has also occurred.

Exterior wood windows present a high degree of integrity with minor condition issues presenting the need for repair.

Exterior doors have been entirely replaced over time with incompatible and/or inappropriate door styles and materials.

### **GREENHOUSE:**

The third floor greenhouse added to the connector between the 1913 post office and 1929 addition remains of high integrity in its exterior architectural expression, greenhouse glazing construction, and finish.

## North Annex - 1938

### GENERAL:

Much of the interior of the 1938 Annex has been highly modified with limited integrity in layout, doors, fixtures, and finishes. It is anticipated from limited exploration that the original terrazzo and wood flooring remains in its original configuration below newer carpet finish. Office layouts have been highly modified and no longer present historic integrity. A number of vaults and closet spaces maintain original finishes as do the vertical circulation components of the building. Restrooms have been modified, but appear to contain limited original fixtures and marble finishes.

### EXTERIOR:

The exterior of the building maintains a high level of original integrity. Compatible accessibility ramps and features have been added to the west (Pattee Street) facing entrances at both the Post Office and North Annex entrances. An additional entry was added to the north/east corner of the building (Pine Street) at an original window location. Removal of a historic revolving door at the south Post Office elevation has also occurred.

Exterior wood windows present a high degree of integrity with minor condition issues presenting the need for repair.

Exterior doors have been entirely replaced over time with incompatible and/or inappropriate door styles and materials.

### NORTH/WEST ENTRY LOBBY:

The third floor greenhouse added to the connector between the 1913 post office and 1929 addition remains of high integrity in its exterior architectural expression, greenhouse glazing construction, and finish.





## PRIMARY TREATMENT LEGEND

*Number/Letter designation references additional detail*

**Character Defining Feature**  (tan)

**Preservation**  (pale green)

**Rehabilitation**  (pale blue)

**Restoration**  (lavender)

**Reconstruction**  (brick red)

# general preservation philosophy.

The Missoula Federal Office Building is proposed as a building to house combined City of Missoula & Missoula County governmental agencies & departments offering public service and interface for local residents in the Central Business District of Missoula. Proposed activities include offices and associated functions for City and County staff, municipal courts serving a judicial function, and public meeting spaces for the Missoula City Council and Missoula Board of County Commissioners serving a legislative function. These functions are in keeping with the original uses of the building. Modification to the existing building will be required to address functional needs, code/life safety, environmental and sustainability aspects, mechanical, electrical, and plumbing systems replacement, and architectural layout for functional space adaptation. All work will be completed to the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the Guidelines for Rehabilitating Historic Buildings (The Standards & Guidelines).

The Secretary of Interior's Standards and Guidelines for Preservation defines multiple levels of treatments, each with their respective focus and best practices. Although the full Standards & Guidelines generally apply to varying degrees to all work within the building, work elements listed and defined in this section will reference back to a primary treatment approach, generally denoting a treatment approach that best protects historic conditions and character defining features while facilitating necessary building modifications for the modern functional elements required.

The adjacent Primary Treatment Legend graphically references this "primary treatment approach" for elements that will be utilized within the narrative body of the document as well as color codes and designators utilized within the graphical drawings in the attached appendix. Modifications to areas of the building outside those indicated in this section will be undertaken in accordance with a standards and guidelines with a rehabilitation approach utilizing compatible modern materials integrated within the serviceable historic framework of the building.

This Preservation Plan document is intended as a "living" document noting general themes and approaches to work that can be applied into the future based on the area and level of historic integrity. Specific work elements outlined in this document are focused on the initial building modifications anticipated upon acquisition of the structure by Missoula City & County jointly. Phased construction of the initial work will be necessary to facilitate the modifications with this plan anticipated to guide the work over multiple phases of construction.

In addition to The Standards & Guidelines, all work undertaken in any treatment approach shall be in accordance with applicable federal, state and local laws and regulations including the following codes and standards in force at the time of this report:

- 2018 International Existing Building Code
- 2018 International Building Code
- 2018 International Electrical Code
- 2018 Uniform Plumbing Code
- 2018 Wildland Urban Interface Code
- 2017 National Electrical Code
- 2012 International Energy Conservation Code
- 2010 ADA Standards for Accessible Design
- 2009 ICC A117.1 Accessibility Standard

## CHARACTER DEFINING FEATURES

The Secretary of the Interior's Standards for the Treatment of Historic Properties embody two important goals:

1) the preservation of historic materials and, 2) the preservation of a building's distinguishing character.

Every old building is unique, with its own identity and its own distinctive character. Character refers to all those visual aspects and physical features that comprise the appearance of every historic building. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

A building's character can be irreversibly damaged or changed in many ways, for example, by inappropriate re-pointing of the brickwork, by removal of a distinctive side porch, by changes to the window sash, by changes to the setting around the building, by changes to the major room arrangements, by the introduction of an atrium, by painting previously unpainted woodwork, etc.

*\*reference to NPS Preservation Brief 17*



## PRESERVATION

Defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

As applied to the Missoula Federal Office Building, the areas identified will be used as they have historically been utilized, or will be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, the area will be protected and, if necessary, stabilized until addition work is undertaken. Historic character defining features will be retained and preserved, repair of intact and serviceable materials will be utilized over replacement.

The building and/or space indicated for this primary treatment approach will be recognized as a physical record of its time, place, and use. Work will focus on stabilization, consolidation, and conservation of existing historic materials and features. All work will be physically and visually compatible, identifiable as to its time upon close inspection and properly documented for future study. Changes that occur over time and acquire historic significance in their own right will be treated and preserved similarly. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved as such.

At each stage of the work, the existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where items are severely deteriorated and require repair or limited replacement of distinctive features, the new materials shall match the old in composition, design, color, texture, and every other appropriate salient characteristic. Chemical and physical treatments will be undertaken using the gentlest means possible; treatments that have the potential to do damage to historic materials will not be used. All archaeological discoveries will be protected and preserved in place to maintain context and keep the history for the future.

## PR-E1 stone cleaning/repointing

*Limestone finishes are proposed to be carefully cleaned to remove biological growth, graffiti, and atmospheric/dirt deposits. Damaged and deteriorated stone components, located mainly at roof levels, will be repaired and/or replaced in-kind as necessary with all efforts focusing on maintaining, stabilization and repair of the original fabric. Work may include selective graffiti protective and/or water resistive coatings. Anticipate use of appropriate Prosoco Corporation family of products for restoration, cleaning, and anti-graffiti applications.*



*Granite base and limestone finishes are proposed to be carefully cleaned to remove biological growth, graffiti, and atmospheric/dirt deposits. Selective repointing activities will occur to wall and trim elements. Damaged and deteriorated stone components, located mainly at roof levels, will be repaired and/or replaced in-kind as necessary with all efforts focusing on maintaining, stabilization and repair of the original fabric. Work may include selective graffiti protective and/or water resistive coatings.*





### PR-E2 brick cleaning/repointing

*Brick finishes are proposed to be carefully cleaned to remove biological growth, graffiti, and atmospheric/dirt deposits.*

*Damaged and deteriorated brick, located mainly at roof levels, will be repaired and/or replaced in-kind as necessary with all efforts focusing on maintaining, stabilization and repair of the original fabric. Work may include selective graffiti protective and/or water resistive coatings.*

*Repointing will occur where deterioration to joints is present and at interfaces with adjoining differential materials. Mortars will be formulated to match in-kind and consistent with a hardness appropriate for the original materials and assembly.*



### PR-E3 stone base repairs

*Where limestone finishes are cracked and/or spalling, assess location and consolidate/repair and/or replace in kind as necessary.*

*Where granite base and ADA ramp/stair stone damage and staining is occurring, assess location and repair and/or replace in kind as necessary.*





### PR-E4 brick repair

*Where brick has been drilled, damaged, or otherwise is deteriorating, careful custom matching of materials will occur and selective replacement specified. Repointing will occur where deterioration to joints is present and at interfaces with adjoining differential materials.*

*Mortars will be formulated to match in-kind and consistent with a hardness appropriate for the original materials and assembly.*

*Work may include selective graffiti protective and/or water resistive coatings.*



## PR-E5 window preservation

*Existing windows generally appear to be in good condition with only minor paint/interior finish, hardware, and weather stripping issues present.*

*Windows shall be maintained and preserved in their current configuration.*

*Exterior and interior components will be refinished in-kind.*

*Hardware and weather stripping will be repaired and/or replaced in-kind as applicable.*

*Reference NPS Preservation Brief No. 9 for additional information.*





## PR-B1 hallways preservation

*Anticipated terrazzo floor to be exposed and preserved throughout hall. Existing marble plinth blocks and door side and head casing details to remain. Existing door locations throughout the hallway to be maintained, and historic doors and hardware to remain. Existing dropped ceiling finishes to be removed and replaced with compatible ceiling finish. Lighting throughout the hallway to be replaced with historically compatible light fixtures.*

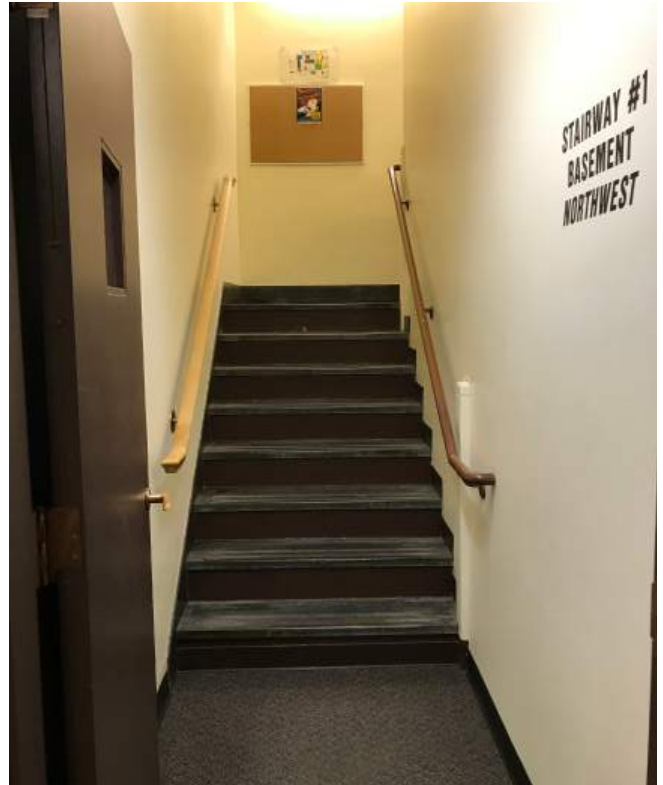


## PR-B2 elevators & stairs

*Terrazzo floor finish to remain exposed and preserved. Existing marble base, and marble plinth blocks at elevator door opening to remain. Existing casing at elevator to remain. Painted elevator door and adjacent wall finishes to be cleaned and painted with historically appropriate color. Existing dropped ceiling finishes to be removed and replaced with compatible ceiling finish. Lighting throughout the hallway to be replaced with historically compatible lights fixtures.*

*Exposed quarry tile floor finish in the (SE) corner of hallway to remain exposed and preserved. Marble baseboards, plinth blocks and door thresholds at existing openings to remain. All door casing at door opens to remain. Wall finishes to be cleaned and repainted with historically appropriate color. Historic doors to remain in current configuration. Existing dropped ceiling finishes to be removed and replaced with compatible ceiling finish. Lighting throughout the hallway to be replaced with historically compatible light fixtures.*

*Stairway configuration to be maintained. Removal of intermediate wall finishes in order to restore as much of the historic character as possible given code requirements. Modification of handrails to meet current code requirements.*



## PR-F1 post office lobby

The post office lobby shows significant integrity to the original construction. Work will include sensitive treatments to protect existing historic fabric while facilitating infrastructure upgrades.

- Exposed marble banding floor with terrazzo infill throughout the post office to remain and repaired in kind as required to maintain historic integrity.
- Marble wainscoting and banding to remain throughout.
- Wall pilasters with crown detail, coffered ceiling with dentil crown molding to remain in current configuration and preserved, repaired, and/or replaced in-kind as necessary to accommodate new work.
- Exploration of historical paint finishes will be undertaken and decorative painting supported by historic precedent included as appropriate.
- Historic light fixtures and associated mounting hardware to be preserved, while fixtures will be re-wired and re-lamped to achieve energy and safety goals.
- Existing non-historic post office boxes and “wood box” lighting will be removed if function change occurs and compatible finish treatment utilized to interpret post-office function.



## PR-F2 northwest lobby

The North West Annex Lobby maintains significant historic integrity. Compatible treatments will be undertaken to accommodate project goals, including restoration of non-historic components where applicable.

- Existing exposed non-painted stone wall finish to be maintained throughout.
- Ceiling crown molding to remain, as well as the painted ceiling finishes / repaint as necessary.
- Carved stone non-painted ceiling medallion to remain, as well as the historic light fixture and associated mounting hardware to be preserved.
- Light fixture to be restored, rewired, and re-lamped.
- Exposed terrazzo and marble floor finishes and bases trims to remain throughout.
- Arched exposed stone opening to remain, cleaned and restored as necessary.
- Brass/Bronze elevator doors, opening, call bells, directory, and other miscellaneous details to be cleaned, preserved, and maintained.
- Raised panel elevator door to remain.
- Compatible MEP and security upgrades to occur.



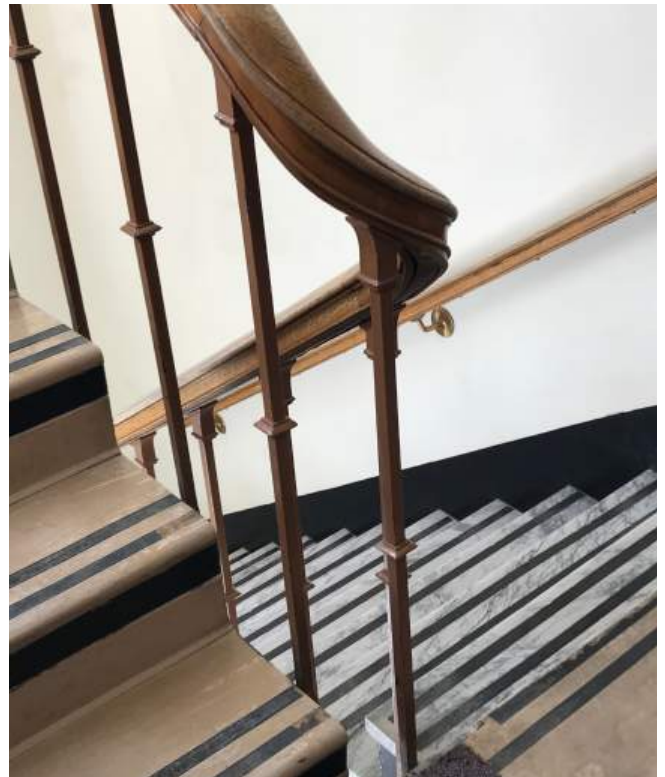
### PR-F3 elevators & stairs

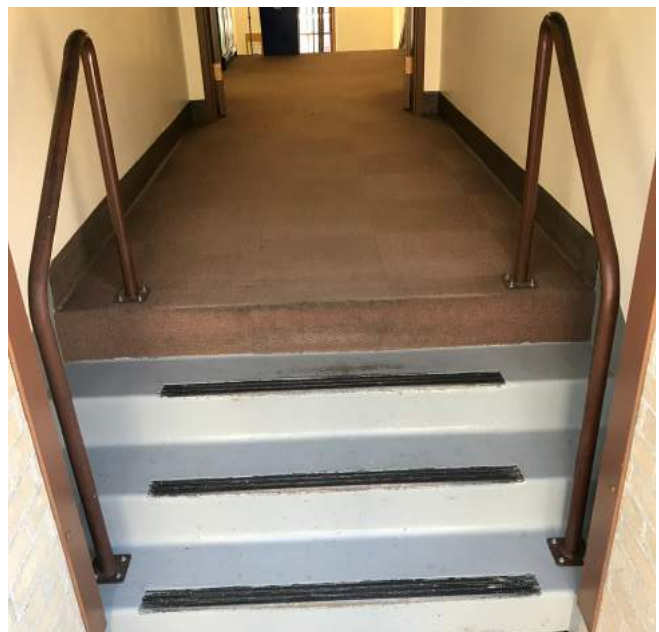
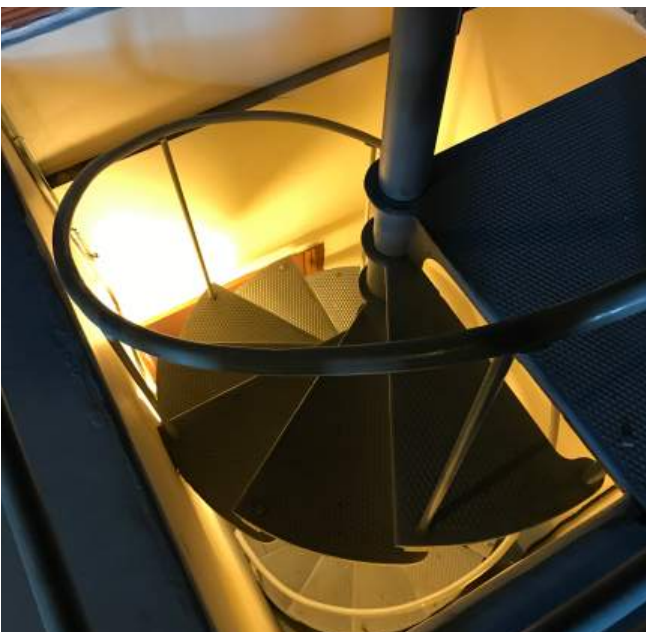
### PR-S1 elevators & stairs

### PR-T1 elevators & stairs

*Elevator openings to be preserved including maintenance/ repair of damaged and deteriorated base trims, plinths, elevator surrounds, call bells, operation hardware, and doors. Restoration and refinishing as applicable will be undertaken as well as compatible enhancements required by building code and accessibility requirements as applicable.*

- *Stairway to remain in original configuration wherever possible.*
- *Continuous wood handrails and metal baluster spacing to be preserved and maintained.*
- *Handrail modifications and/or additions will be considered to meet current code and accessibility requirements.*
- *Treads & risers to be cleaned, repaired and maintained. Removal of added intermediate wall finishes as appropriate to return to historic appearance and details depending on code requirements.*
- *Stair doors and hardware modified with compatible components as necessary to meet current code and accessibility requirements.*
- *Lighting to be modified with compatible fixtures/ components to meet project energy goals.*





## PR-S2 courtroom offices

*Existing courtroom offices maintain a high level of integrity related to doors, trims, hardware, configuration, windows, and associated bathrooms (fixtures and finishes). These offices are intended to be maintained in the current configuration with compatible modifications to floor, wall, and ceiling finishes to the greatest extent possible.*

*New electrical, mechanical, plumbing, and associated building systems upgrades will occur. Finish removal and replacement with in-kind/compatible materials is anticipated.*

*Associated bathroom tile finishes will be replaced as they do not appear original, however marble base, fixtures, accessories, etc. will be maintained to the highest degree possible.*





## PR-S3 hallway preservation

## PR-T3 hallway preservation

*The associated hallways within the original Post Office construction appear to have a high degree of integrity and represent the style and character associated with the original layout and configuration.*

- It is assumed that terrazzo flooring remains below placed carpet, this is anticipated to be exposed, cleaned, & repaired.
- Marble base and wood door trims and transoms will be maintained, as will historic doors.
- Ceilings will be treated with compatible new finish and appropriate lighting installed.





### PR-T2 greenhouse

*The greenhouse added to the connector during the 1938 Annex addition remains largely intact with little apparent modification over the years. Work will include:*

- *Cleaning and repairing damaged/deteriorating metal components*
- *Replacement of discolored and cloudy curved transparent panels*
- *Restoration of the existing floor finish*
- *Upgrades for code and accessibility at entrance stairs*
- *Utilities, lighting, MEP and other miscellaneous upgrades and enhancements.*



## **BUILDING ELEMENT FUNCTION\*:**

### **FOUNDATION**

“The foundation walls that penetrate the ground, the piers that support raised structures, and the ground immediately around a foundation (known as grade) serve important structural functions. The maintenance goal is to prevent moisture from entering foundations and crawl spaces and damaging materials close to grade, and to provide ventilation in damp areas.”

### **WALLS**

“Exterior walls are designed to help prevent water infiltration, control air infiltration, and serve as a barrier for unwanted animals, birds, and insects. The primary maintenance objective is to keep the walls in sound condition and to prevent water penetration, insect infestation, and needless decay.”

### **PROJECTIONS**

“Numerous projections may exist on a historic building, such as porches, dormers, skylights, balconies, fire escapes, and breezeways. They are often composed of several different materials and may include an independent roof. Principle maintenance objectives include directing moisture off these features and keeping weathered surfaces in good condition.”

### **OPENINGS**

“Exterior wall openings primarily consist of doors, windows, and passageways. The major maintenance objective are to retain the functioning nature of the opening and to keep in sound condition the connection between the opening and the wall in order to reduce air and water infiltration.”

### **ROOF**

“The roof is designed to keep water out of a building. Thus one of the principle maintenance objectives is to ensure the water flows off the roof and into functional gutters and downspouts directly to grade and away from building to prevent water from penetrating the interior spaces.”

*\*reference to NPS Preservation Brief 47*



## REHABILITATION

Rehabilitation is defined as the act or process of making possible a compatible use for a property or space through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. This standard is applied taking into consideration the economic and technical feasibility of each project. This treatment approach as applied to areas of the Missoula Federal Office Building as the primary treatment approach will be completed in accordance with the following requirements.

The area will be used as it was historically or in a new capacity that requires minimal change to its distinctive materials, features, spaces and spatial relationships. Historic character of the space will be retained and preserved while maintaining distinctive materials, features, and relationships. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the space or element will be preserved. Deteriorated historical features will be repaired rather than replaced wherever possible. Where the deterioration is of a level that requirement of materials or distinctive features, new materials and features will match the original in design, color, texture, materials, and all other important salient characteristics. Replacement of missing features will be substantiated by documentary and physical evidence.

Chemical and physical treatments will be completed by the gentlest means possible; treatments that may damage or destroy historic materials shall not be used. All archaeological discoveries will be protected and preserved in place to maintain context and keep the history for the future.

New additions, exterior alterations and related new construction shall not destroy historic materials, features, and spatial relationships that characterize the building. New work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale, proportion and massing of the historic. All new work adjacent to, interacting with, or concealing historic fabric shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the original would be unimpaired.

## RH-E1 exterior foundation & light wells

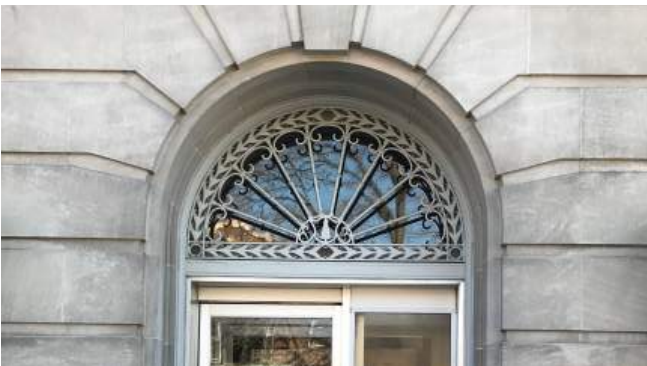
## RH-B2 basement foundation & light wells

*Due to condition issues and water infiltration, the original foundation and light wells require repair. It is proposed that where water infiltration is present and/or suspected that the original foundation be exposed to facilitate water proofing and drainage installation. Light wells to lower level windows will be reconstructed and restored to extent possible. Selected filled or blocked windows and doors may be restored to their original configuration, and code/accessibility required upgrades will be incorporated.*



## RH-E2 exterior doors/entrances

Entrance doors and assemblies have been heavily modified over the years. Further, to meet the need for security and access controls for the building to integrate with the County & City's standards, entrance doors, frames, and lites will require modification. All exterior entrance doors will be replaced with compatible doors, frames, sidelights, and transoms in-keeping with the historic appearance. Where historic elements of the entrances exist, they will be cleaned, restored, and re-integrated into the opening to the greatest extent possible. The north/east entrance installed after the buildings original construction will be modified such that the opening is more in-keeping with the historic character and stone issues present repaired. Existing light fixtures will be restored, rewired, and re-lamped to meet current security and energy goals. Where historic fixtures are absent, new compatible fixtures will be provided that better represent the style and integrity of the building. Entrance approaches will be addressed to enhance accessibility and safety in a compatible approach.



## RH-B1 basement restrooms

Restrooms within the building have been heavily modified over the years while appearing to maintain and/or add new compatible marble finishes & maintaining existing terrazzo flooring. Fixtures, doors, trims, ceilings, and miscellaneous equipment and accessories are mixed in origin, time period, and functionality. Work will be undertaken to rehabilitate those restrooms exhibiting a high degree of integrity. Revised layouts for code compliance and accessibility will be undertaken within restrooms identified as having defining characteristics, while restrooms that have been compromised through modification will be reviewed for reconfiguration and/or replacement. Work to restrooms noted as containing character defining features will include:

- Possible sensitive layout modification to meet current code and accessibility requirements.
- Maintenance and repair of existing marble and terrazzo floor finishes.
- Sensitive fixture replacement with compatible types where necessary for accessibility and code compliance.
- Sensitive reconfiguration utilizing historic marble materials for cubical construction and wall finish/trims.
- Door, frame, trim, and hardware replacement with compatible materials.
- Compatible standardization and replacement of miscellaneous accessories such as mirrors, soap dispensers, etc.
- Ceiling finish replacement with compatible finish.
- Window preservation where applicable.



### RH-B3 light well grate revisions

Basement light wells have been grated over the years for security. A mixed application of grating, and grating with guard rails (in various styles) exists around the structure. Much of the materials are showing signs of deterioration and/or modification over time. With additional work items for water infiltration repair/remediation work, this item will include:

- Replacement of all light well grating with new in a style to be selected for ventilation and lighting enhancement.
- Repair of supporting structure and associated components.
- Removal of all non-decorative guard rail components.
- Removal of grating at east light well serving basement access and re-establishment of compatible code/ accessibility compliant guard and handrail.



### RH-F1 first floor restrooms

### RH-S1 second floor restrooms

### RH-T1 third floor restrooms

Restrooms within the building have been heavily modified over the years while appearing to maintain and/or add new compatible marble finishes & maintaining existing terrazzo flooring. Fixtures, doors, trims, ceilings, and miscellaneous equipment and accessories are mixed in origin, time period, and functionality. Work will be undertaken to rehabilitate those restrooms exhibiting a high degree of integrity. Revised layouts for code compliance and accessibility will be undertaken within restrooms identified as having defining characteristics, while restrooms that have been compromised through modification will be reviewed for reconfiguration and/or replacement. Work to restrooms noted as containing character defining features will include:

- Possible sensitive layout modification to meet current code and accessibility requirements.
- Maintenance and repair of existing marble and terrazzo floor finishes.
- Sensitive fixture replacement with compatible types where necessary for accessibility and code compliance.
- Sensitive reconfiguration utilizing historic marble materials for cubical construction and wall finish/trim.
- Door, frame, trim, and hardware replacement with compatible materials.
- Compatible standardization and replacement of miscellaneous accessories such as mirrors, soap dispensers, etc.
- Ceiling finish replacement with compatible finish.
- Window preservation where applicable.





## RH-F2 ada access (north west)

## RH-F3 ada access (post office)

*Given the sloped nature of the site and stair entrances required to all but one of the existing entry doors, accessibility upgrades will be required to meet current codes and standards. As such each of the existing accessible entrances will be reviewed for compliance and where necessary enhancement integrated into the work. Items may include, but are not limited to compatible modifications:*

- *Replacement of sloped walkways and ramps with compatible materials to meet current design standards.*
- *Replacement of handrails/guards with compliant sensitive and compatible features standardized to the building.*
- *Modification of existing stairways, handrails, guards with compliant sensitive compatible features standardized to the building.*
- *Door, hardware, threshold, and/or operator enhancements and modifications to accommodate required accessibility features.*
- *Re-grading/sidewalk replacement to achieve accessibility standards as necessary.*
- *Ground and floor finish installation for compliance with accessibility codes and standards.*





### RH-F4 north east entrance

The North East entrance to the building is evidenced to have been added to the building sometime after the original construction. It appears the opening was established at an existing window, however in-sensitive modifications to the building façade occurred. Damaged and deteriorated stone is also noted in the area of the opening. Work of this item may include:

- Replacement of non-historic metal door, frame, and glazed opening with sensitive compatible construction.
- Repair/modification/replacement of existing stone wall finishes, trims, and details to achieve a cohesive installation respecting the non-original construction.
- Repair/modification/replacement of damaged and deteriorated stone components with compatible in-kind components.
- Modification and reconstruction of light well 'bridge' access including guards and associated construction to meet work goals and accessibility standards.
- Modification to interior floor finishes and vestibule with compatible finishes.
- Replacement of lighting and signage with sensitive modern equipment.



### RH-F5 new parking/utilities alley

The existing east area adjacent to the building currently presents a paved access and associated landscaping. In order to meet City needs for emergency services and building operations, it is proposed that this area be modified to accommodate a number of emergency vehicle parking spots with associated direct pass through access from Pine Street to Broadway. The work of this area is anticipated to include modifications to paved and landscaped features to accommodate these functional needs in addition to security fencing and associated upgrades.



## RH-S2 courtroom addition

## RH-T2 light well roof

*In order to achieve the needs of the Board of County Commissioners and City Council to locate a shared hearing room/council chambers within the building, the area associated with the post office light-well is proposed to be modified. The work will include sensitive removal of the second floor portion of the south courtroom wall, associated adjacent hallway, and second floor level of the north exterior wall of the light well. Removal of the existing roof and construction of new floor structure and addition of a new roof assembly between 2nd and 3rd floors within the light well will facilitate the public gallery and associated support spaces for the restored courtroom to serve as a shared hearing room/council chambers. New construction will be of sensitive compatible finish while historic components such as the original courtroom doors and restored sky lights will be incorporated within the modifications.*





## RH-S3 historic courtroom

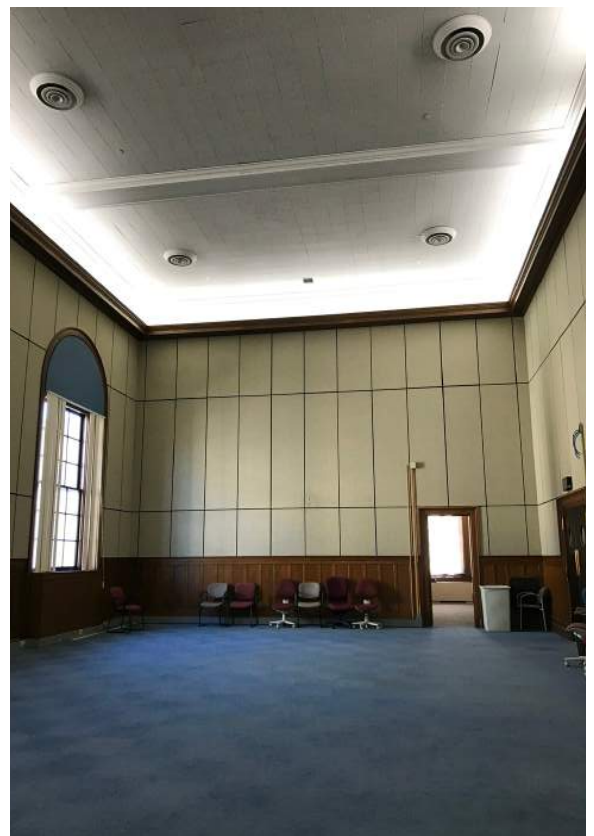
The historic federal courtroom has been significantly modified over time with non-historic and in-compatible wall, floor, and ceiling finishes. While significant historic components in the windows, wood wainscot, original double doors, and miscellaneous components exist, the overall space does not maintain the sense of its original construction. It is proposed as part of the operational requirements for a shared hearing room/ council chambers to restore the existing historic components present, and re-establish compatible modern finishes to floors, walls, and ceilings (accounting for acoustical necessities) in combination with modern utilities and infrastructure modifications.

*Restored elements include:*

*Floor finishes & trims to extent feasible for proposed use.  
Windows, trims, and hardware  
Wall trims and wainscot,  
Ceiling trims and detailing,  
Judge's chambers doors, trims and hardware.  
Historically appropriate lighting (as can be determined).*

*Rehabilitated elements include:*

*Floor finishes to extent required for proposed use.  
Wall finish at areas of acoustic paneling  
Ceiling finishes at areas of acoustic tile  
Mechanical and Electrical devices, enclosures, etc.  
Chamber Entrances Doors (Relocated to serve as new entrance)*



## RH-S3 historic courtroom (continued)

*Preservation of the main spatial volume of the courtroom is also deemed to be important in maintaining the historic grandeur and character of the room. As such the original two-story volume of the space will be maintained in its original proportions. Expansion of the space for public gallery capacity to allow the rooms to serve as the city council chambers/county commissioner hearing room is proposed into the current exterior light well to the south. This functional rehabilitation addition component of the work proposes the expansion of courtroom via removal of the lower south wall into the adjacent hallway and exterior light-well along with capture of modified office spaces and restrooms located adjacent to the light-well to the south side. These modification will protect and preserve the original volume of the historic courtroom while facilitating the expanded footprint and necessary function of the space overall.*





### RH-S4 second floor north hallway

### RH-T3 third floor north hallway

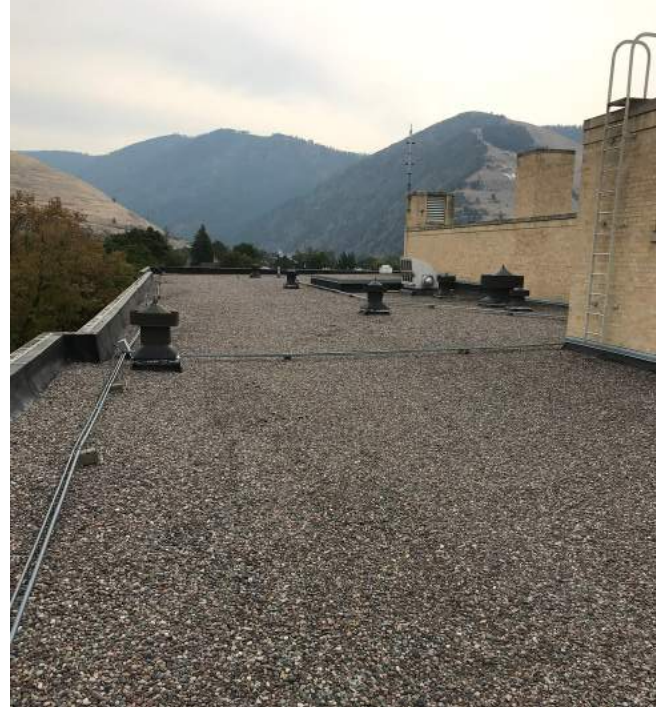
*In order to achieve the needs for municipal court functions within the building and their associated controlled access requirements and footprint, it is proposed to modify the hallway circulation at the north area of the Annex addition at the second and third floors. This area currently presents as a disjointed assembly of open office environments and modified original circulation patterns. With this rehabilitation treatment, a cohesive compatible circulation path will be established along the norther exterior wall, maintaining the historic window fenestration and pattern, allowing the area to the south to be reconfigured into 4 courtrooms (2 at each level) and associated controlled access support spaces. Finishes will be of modern, compatible expression in-keeping with the final reconstruction of the central circulation noted later in this report.*



## RH-R1 roof mechanical area

Roof areas associated with the north annex fourth floor and mechanical areas will be identified for potential new roof top mounted mechanical elements associated with the building system upgrades. It is proposed that the modifications at this area will be set back from the existing building elevation and parapet. Heights of equipment and screening will be limited to the greatest extent possible for both screening and mechanical elements with the intent to prevent street level visual impacts to the historic presentation of the façade. Roof finish replacement and associated upgrades will occur throughout.

Viewshed studies will be utilized to determine optimum placement and screening based on mechanical unit sizes and configuration with the intent of limiting significant visual impacts to the primary elevation as viewed at street level.





### RH-R2 roof photo-voltaic array area

*Roof areas associated with the east side of the 1929 addition and 1938 annex have been identified for potential new roof top mounted photo-voltaic arrays to meet energy and sustainability goals. It is proposed that the modifications at this area will be set back from the existing building edges and parapet to the greatest extent possible. Heights of equipment and screening will be limited to with the intent to prevent street level visual impacts to the historic presentation of the primary building façade. Roof finish replacement and associated upgrades will occur throughout.*



## STEWARDSHIP & PRIORITIES

For historic structures, **stewardship** focuses on five major activities: (a) control of treatment and use, (b) monitoring conditions of deterioration and structural failure, (c) protecting structures from human and environmental threats, (d) retaining or delegating responsibility for structures, and (e) developing the skills, knowledge, and attitudes needed to support the program.

Part of proper historic resource stewardship is about understanding the buildings architectural elements, the ability to develop guideposts for acceptable conditions before they turn into major issues that could result in loss of character defining features, and setting an appropriate precedence for level of maintenance and preservation priorities throughout the buildings life.

*\*reference to NPS-28: Cultural Resource Management Guideline*



## RESTORATION

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

As this standard applies to the work at the Missoula Federal Office Building as a primary treatment, the areas of application shall be used as it historically was or given a new use that interprets the area and its historically significant period. Materials and features from the restoration period will be retained and preserved. Removal of materials or alterations of features, spaces, and spatial relationships that characterize the period will not be undertaken.

Areas will be recognized as a physical record of their time, place, and use. Work required to stabilize, consolidate, and conserve materials and features from the period will be physically and visually compatible, identified upon close inspection as to time of installation, and properly documented for future reference. Materials, features, finishes, and spaces that characterize other historical periods of significance will be documented prior to alteration or removal. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the period of significance will be preserved.

Deteriorated features from the period of significance will be repaired rather than replaced. Where severe deterioration requires replacement, new materials will match the historic in design, color, texture, material, and every other important salient characteristic. Replacement of missing features from the period will be substantiated by documentary and physical evidence. Restored areas shall not present a false “sense of history” by the addition of conjectural features, features from other properties, or by combining features that never existed together historically.

Chemical and physical treatments will be undertaken using the gentlest means possible; treatments that may cause damage to historic materials shall not be used.

All archaeological discoveries will be protected and preserved in place to maintain context and keep the history for the future.

Designs that were never executed historically shall not be constructed.

With this treatment it shall be determined that the design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

## RS-E1 historic exterior light fixtures

The existing exterior light fixtures at main entrances appear to be original to the building, however there is evidence of the color of the fixtures changing over time. Further research will be conducted to determine the appropriate finish allowing for the restoration, rewiring, and re-lamping of the fixtures to meet project sustainability goals. Missing and/or damaged metal work will be replicated; glass removed and cleaned, non-historic glass replaced period appropriate glazing; fixtures generally brought back to their original appearance.



**RS-B1 basement window (east addition)****RS-B2 basement window (post office)**

*The historic windows associated with areas of the original post office and east additions have been covered and concealed over the years. It is the intention of this work that these originally occurring elements are restored with modern compatible windows, frames, trims, and associated hardware. Interior, these windows and openings will provide users access to light, air, and views. New compatible light well construction and security grating will be added. Where existing historic windows are present and in serviceable condition within concealed construction, they will be reviewed for potential restoration and reinstallation. Associated drainage and waterproofing enhancements will also occur.*



## RS-F1 hallway and entrance

The first floor main entrance and hallway at the 1929 east addition has been highly modified over the years. It is proposed within the work (and as outlined in other sections) that the entrance be re-established in its historic configuration and finishes along with restoration of the adjoining hallway to the point of the original stair and elevator. Materials and construction will be of in-kind modern finish to match observed, extant, and design drawing details associated with this area of the building in order to bring back the original expression of the additions construction and time period. Existing terrazzo and tile floor finishes are anticipated to remain and will be restored. Historic plaster wall finish, trims, and associated doors will be incorporated, as will ceiling, lighting, and hardware.





## RS-F2 connector hallway

## RS-S2 connector hallway

*The first & second floors connector at the 1929 east addition has been modified over the years, but still maintains a number of historically significant components. It is proposed within the work of this item to re-establish the connector in its historic configuration and finishes to preserve the components that exist while enhancing their ability to be understood in the historic context of the building and its change over time.*

*Materials and construction will be of in-kind modern finish to match observed, extant, and design drawing details associated with this area of the building in order to bring back the original expression of the additions construction and time period. Existing terrazzo and tile floor finishes are anticipated to remain and will be restored. Historic plaster wall finish, trims, and associated doors, windows, trims, etc. will be restored and where required, replicated in-kind. Modern compatible ceiling finishes integrating new building systems with compatible historically appropriate lighting will complete the space.*







## RECONSTRUCTION

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

As applicable to the work proposed at the Missoula Federal Office Building, this standard shall take into consideration the economic and technical feasibility of the project. Reconstruction will be utilized to depict vanished or non-surviving portions of a space or area with regard to documentary and physical evidence to permit accurate reconstruction with minimal conjecture and where such reconstruction is essential to the public understanding of the space and building.

Reconstruction of landscape, building, structure, or object in its historic location shall be preceded by a thorough archaeological investigation to identify and evaluate those features and artifacts that are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken. The work shall include measures to preserve any remaining historic materials, features, and spatial relationships that exist.

Reconstruction shall be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstruction properly will re-create the appearance of a non-surviving historic element in materials, design, color and texture. Work shall be clearly identified as contemporary recreation. Designs that were never executed historically shall not be constructed.

Reconstruction shall be considered as the primary treatment when a contemporary depiction is required to understand and interpret the historic value, including the re-creation of missing components; when no other elements with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction.





## RC-F1 hallway circulation

*The existing circulation patterns and original double-loaded hallway configurations have been significantly removed from the building over time. It is proposed with the work, in order to re-establish the building with its public access function, to re-create and integrate the historic circulation pattern into a significant portion of its original extent. It is anticipated the work will include:*

- *Exposure of historic terrazzo floor finishes anticipated below the existing carpet with associated repair/restoration.*
- *Provisions for compatible, modern finishes, trims, and details to re-establish the historic circulation patterns and conditions similar to the original construction while accounting for space needs, continuity, access, and security required by the County and City departments.*
- *Provisions for compatible, modern doors, frames, hardware, and in certain circumstances side-lights and transoms in keeping with the historic expression while accounting for budgetary and modern functionality, codes, standards, and accessibility.*
- *Provision for compatible ceiling finishes and details within the historic context of the original construction taking into account access and utility infrastructure needs of the building.*
- *Modern, historically compatible lighting and other life safety and security devices to building operations and energy efficiency.*



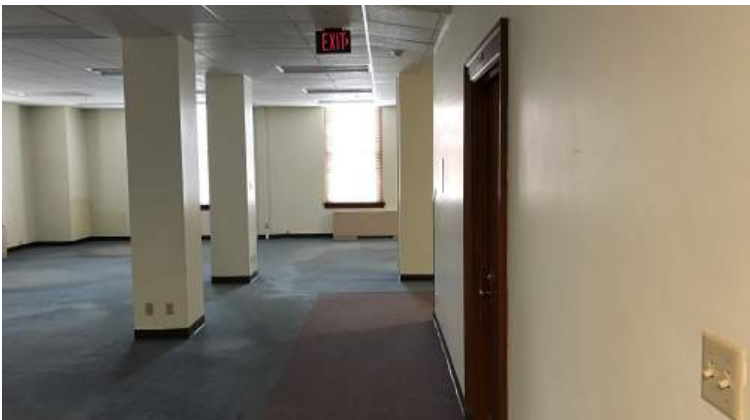
## RC-S1 hallway circulation

## RC-S2 hallway circulation

*The existing circulation patterns and original double-loaded hallway configurations have been significantly removed from the building over time. It is proposed with the work, in order to re-establish the building with its public access function, to re-create and integrate the historic circulation pattern into a significant portion of its original extent. It is anticipated the work will include:*

- *Exposure of historic terrazzo floor finishes anticipated below the existing carpet with associated repair/restoration.*
- *Provisions for compatible, modern finishes, trims, and details to re-establish the historic circulation patterns and conditions similar to the original construction while accounting for space needs, continuity, access, and security required by the County and City departments.*
- *Provisions for compatible, modern doors, frames, hardware, and in certain circumstances side-lights and transoms in keeping with the historic expression while accounting for budgetary and modern functionality, codes, standards, and accessibility.*
- *Provision for compatible ceiling finishes and details within the historic context of the original construction taking into account access and utility infrastructure needs of the building.*
- *Modern, historically compatible lighting and other life safety and security devices to building operations and energy efficiency.*





## RC-T1 hallway circulation

## RC-T2 hallway circulation

## RC-T3 hallway circulation

*The existing circulation patterns and original double-loaded hallway configurations have been significantly removed from the building over time. It is proposed with the work, in order to re-establish the building with its public access function, to re-create and integrate the historic circulation pattern into a significant portion of its original extent. It is anticipated the work will include:*

- *Exposure of historic terrazzo floor finishes anticipated below the existing carpet with associated repair/restoration.*
- *Provisions for compatible, modern finishes, trims, and details to re-establish the historic circulation patterns and conditions similar to the original construction while accounting for space needs, continuity, access, and security required by the County and City departments.*
- *Provisions for compatible, modern doors, frames, hardware, and in certain circumstances side-lights and transoms in keeping with the historic expression while accounting for budgetary and modern functionality, codes, standards, and accessibility.*
- *Provision for compatible ceiling finishes and details within the historic context of the original construction taking into account access and utility infrastructure needs of the building.*
- *Modern, historically compatible lighting and other life safety and security devices to building operations and energy efficiency.*





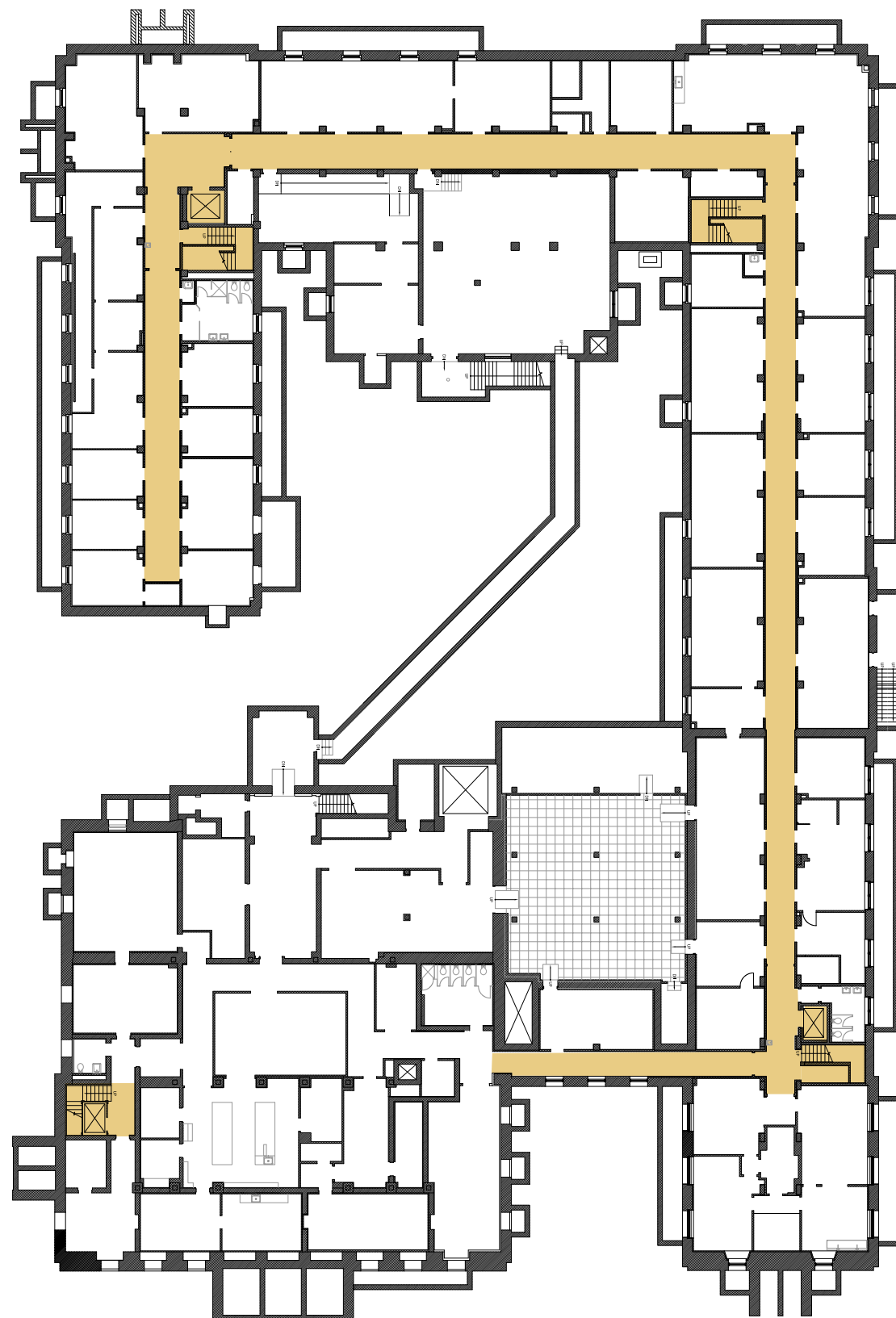


# **appendix A.**

## **character defining features plans**

LEGEND  
Character Defining Features

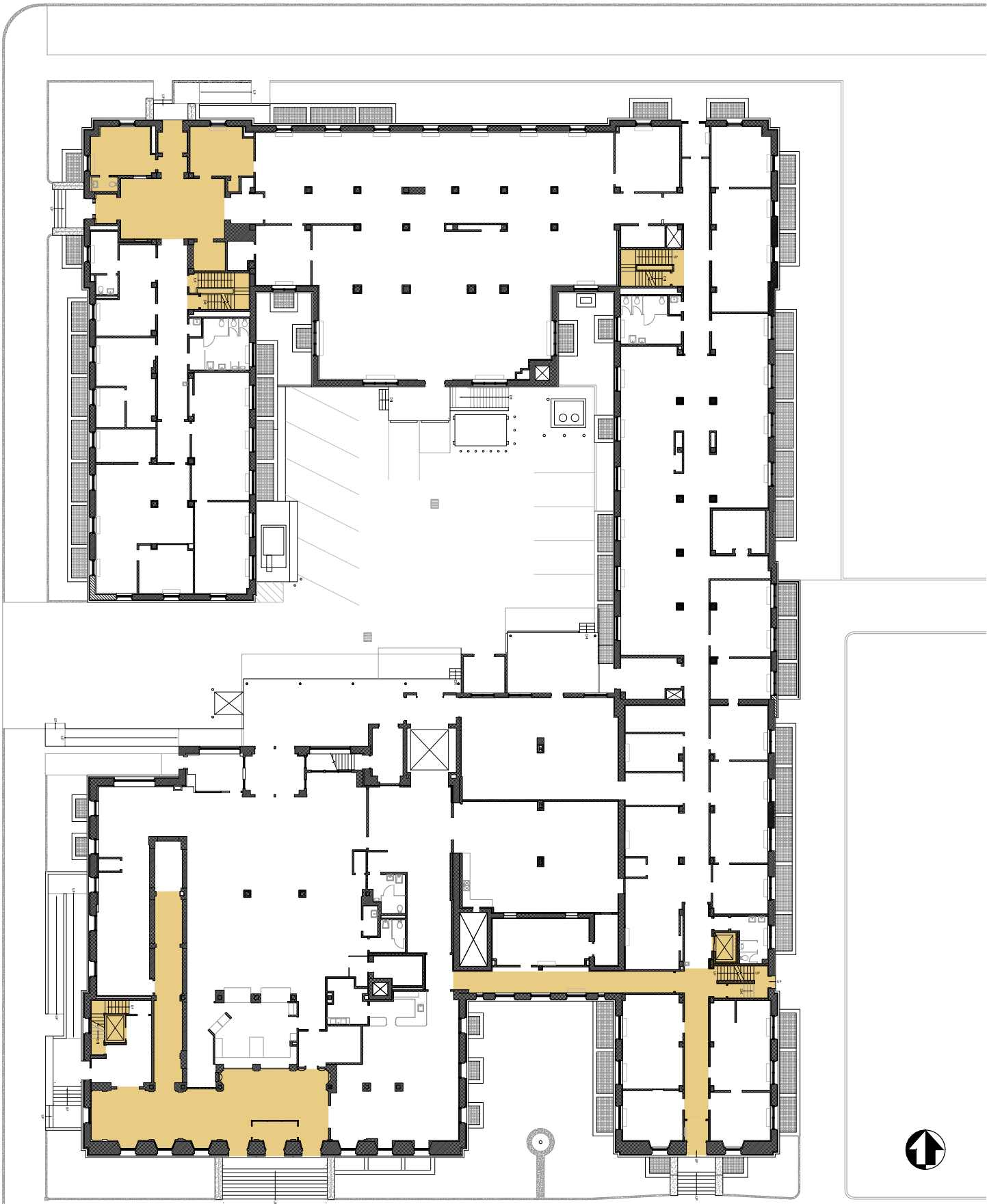
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LEGEND

Character Defining Features

XX



**missoula federal building - preservation plan.**  
existing first floor plan



LEGEND

Character Defining Features

XX



LEGEND

Character Defining Features

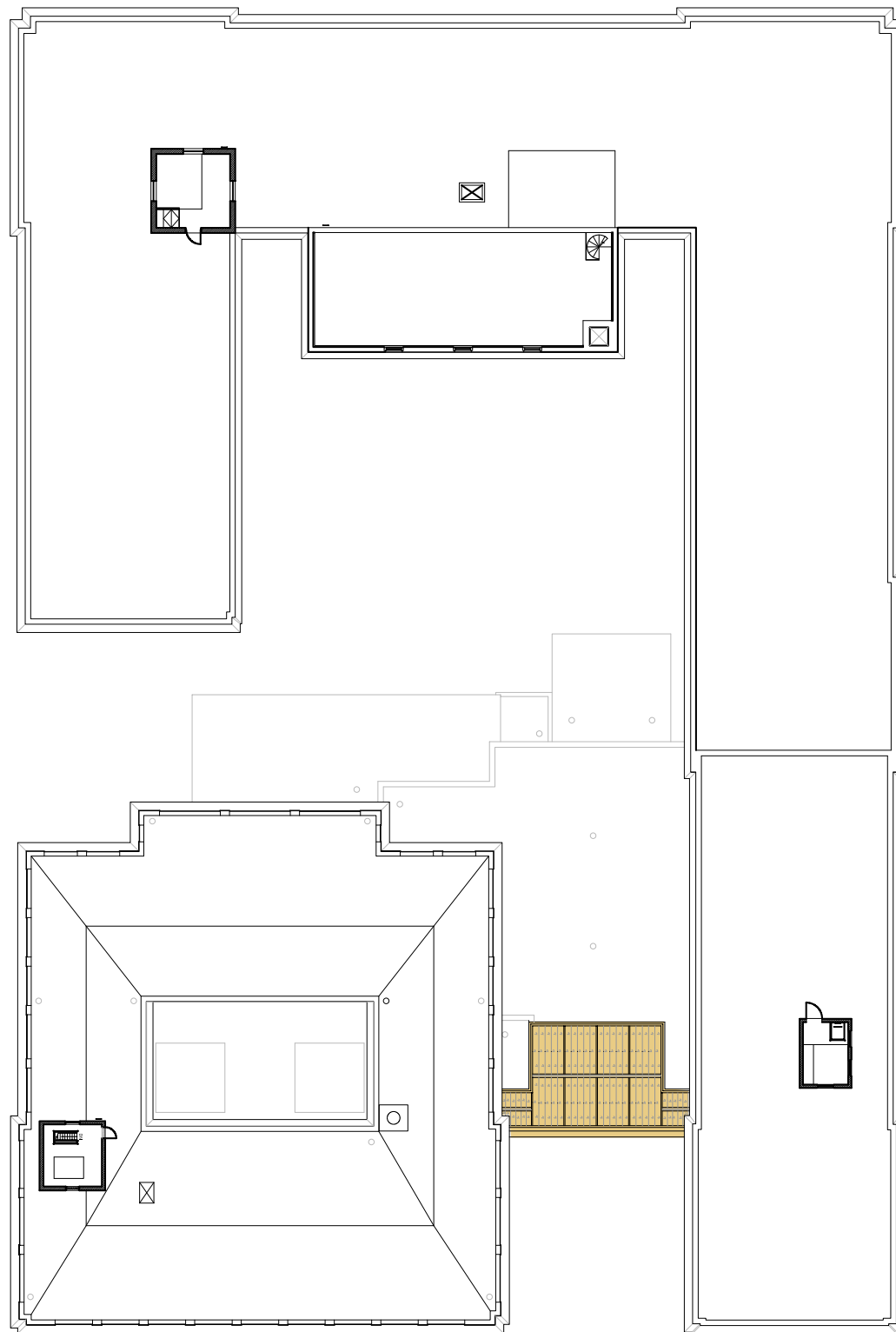
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LEGEND

Character Defining Features

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# **appendix B.**

## **preservation plans & elevations**

**PRIMARY TREATMENT LEGEND**  
 Number/Letter designation references additional detail

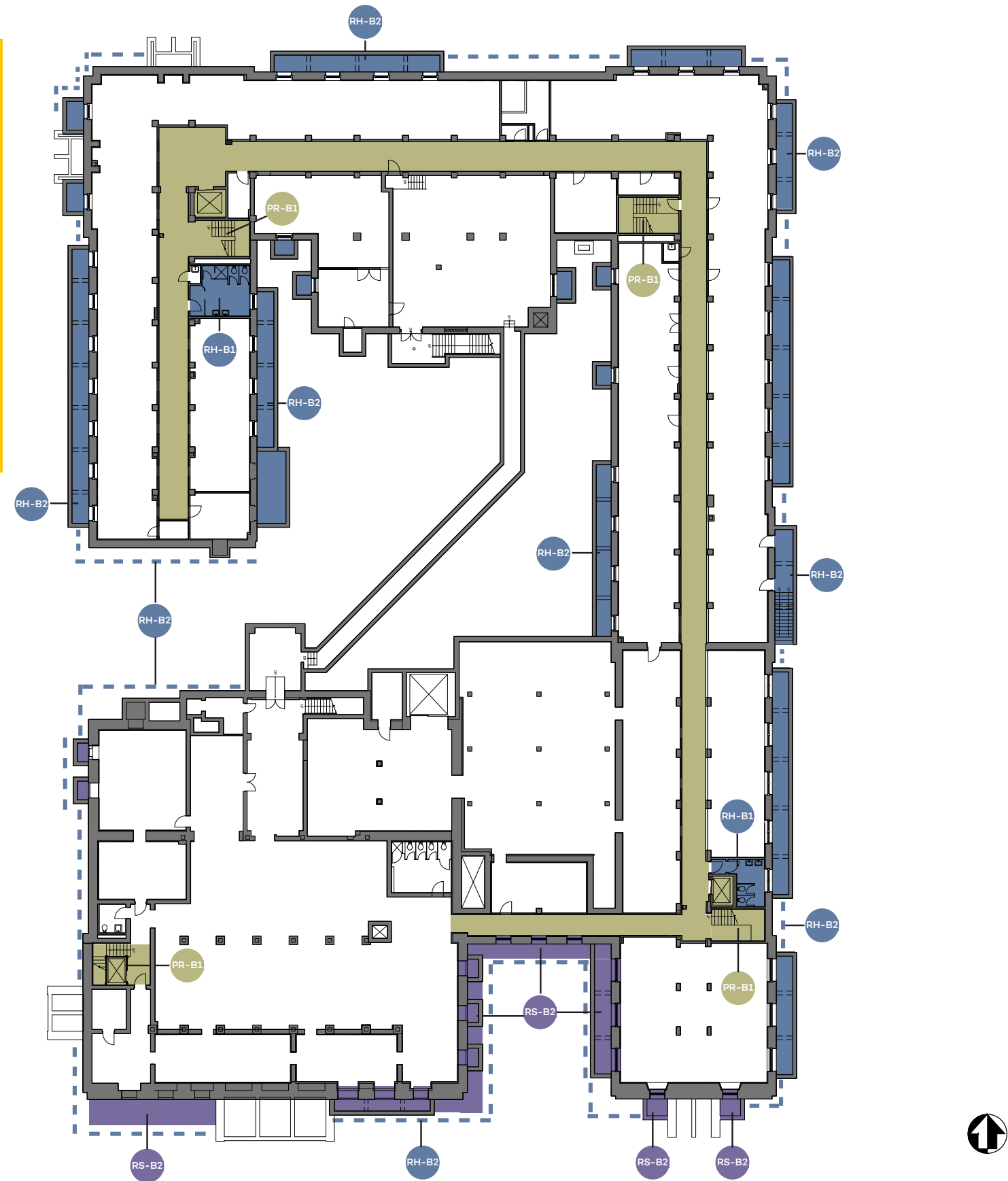
Character Defining Feature # (tan)

Preservation # (pale green)

Rehabilitation # (pale blue)

Restoration # (lavender)

Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
 basement floor plan



PRIMARY TREATMENT LEGEND
Number/Letter designation references additional detail

Character Defining Feature

# (tan)

Preservation

# (pale green)

Rehabilitation

# (pale blue)

Restoration

# (lavender)

Reconstruction

# (brick red)



missoula federal building - preservation plan.  
first floor plan



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

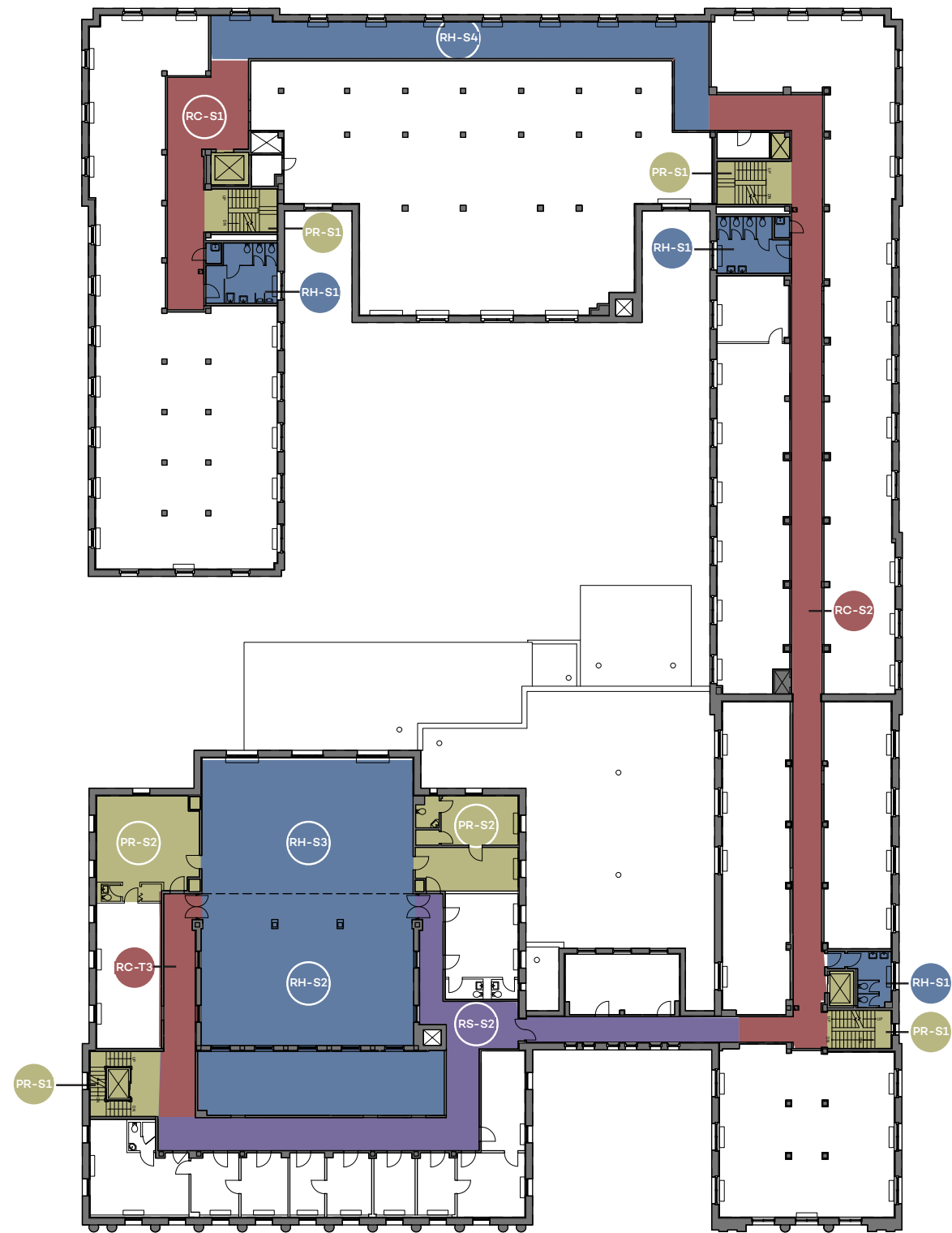
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Preservation # (pale green)

Rehabilitation # (pale blue)

Restoration # (lavender)

Reconstruction # (brick red)



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail.*

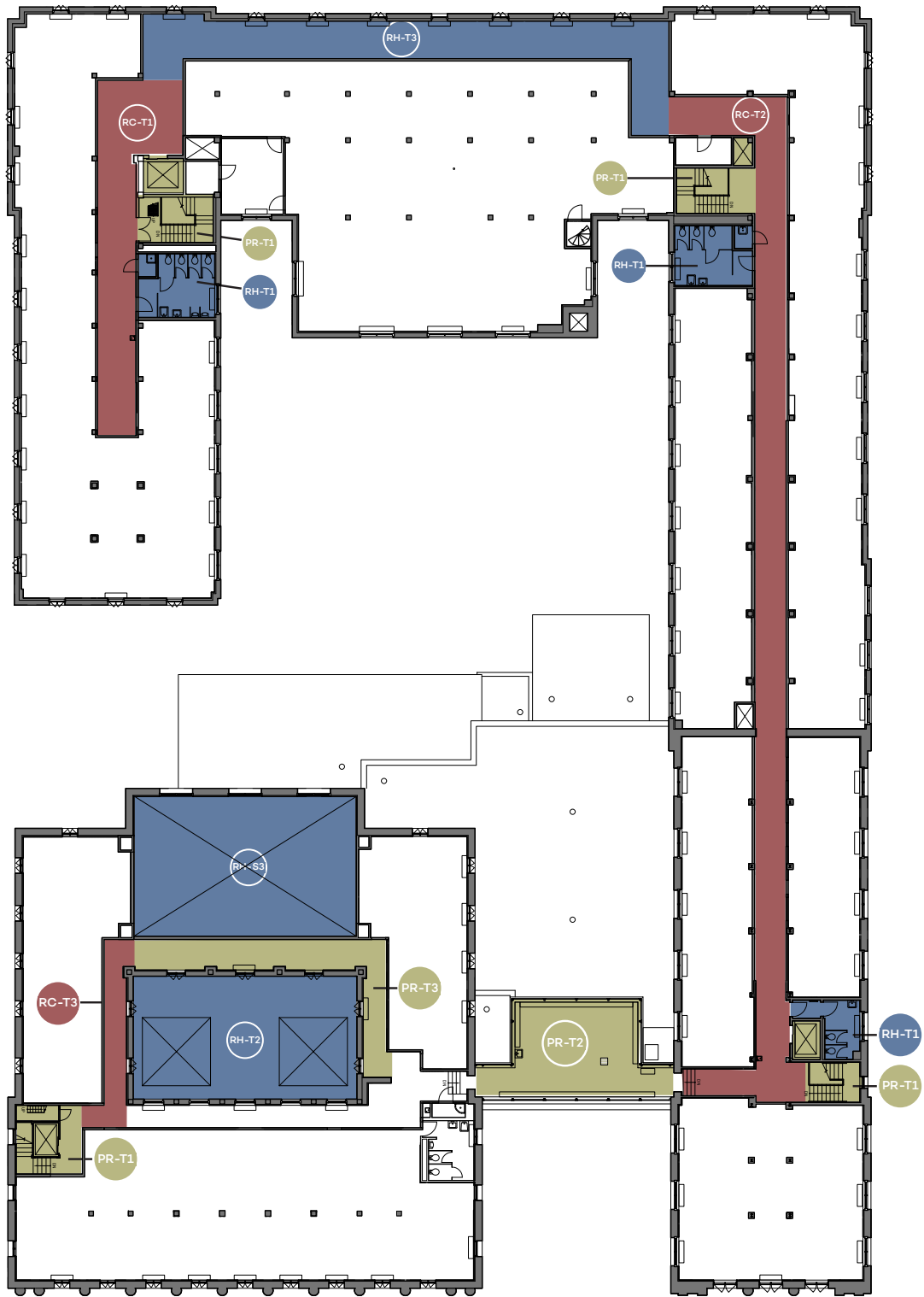
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Preservation # (pale green)

Rehabilitation # (pale blue)

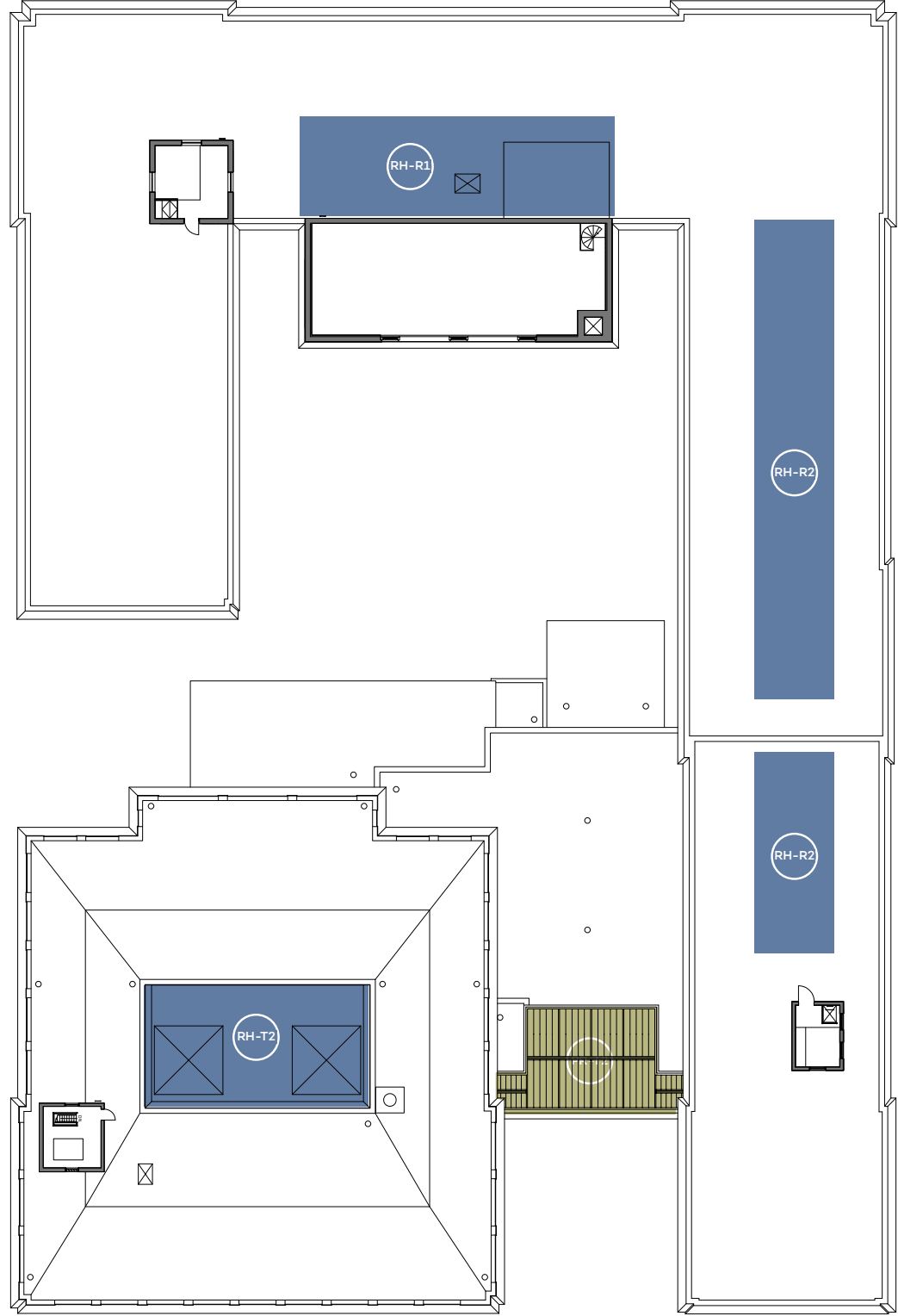
Restoration # (lavender)

Reconstruction # (brick red)



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

Character Defining Feature	#	(tan)
Preservation	#	(pale green)
Rehabilitation	#	(pale blue)
Restoration	#	(lavender)
Reconstruction	#	(brick red)



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

- Character Defining Feature # (tan)
- Preservation # (pale green)
- Rehabilitation # (pale blue)
- Restoration # (lavender)
- Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
exterior elevation - interior courtyard - east a



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

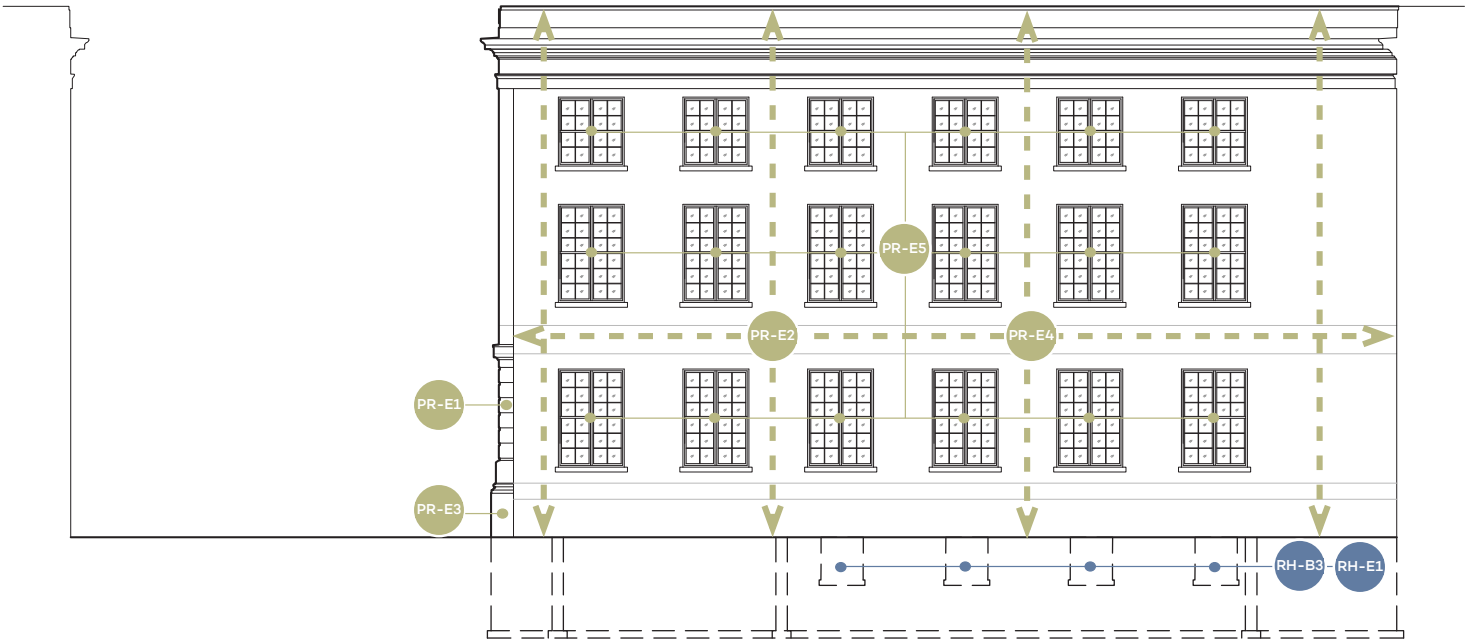
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Preservation # (pale green)

Rehabilitation # (pale blue)

Restoration # (lavender)

Reconstruction # (brick red)



PRIMARY TREATMENT LEGEND

Number/Letter designation references additional detail

Character Defining Feature

#

(tan)

Preservation

#

(pale green)

Rehabilitation

#

(pale blue)

Restoration

#

(lavender)

Reconstruction

#

(brick red)



missoula federal building - preservation plan.
 exterior elevation - interior courtyard - north



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

Character Defining Feature	#	(tan)
Preservation	#	(pale green)
Rehabilitation	#	(pale blue)
Restoration	#	(lavender)
Reconstruction	#	(brick red)



**missoula federal building - preservation plan.**  
exterior elevation - interior courtyard - south



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

Character Defining Feature # (tan)

Preservation # (pale green)

Rehabilitation # (pale blue)

Restoration # (lavender)

Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
exterior elevation - interior courtyard - west



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

Character Defining Feature	#	(tan)
Preservation	#	(pale green)
Rehabilitation	#	(pale blue)
Restoration	#	(lavender)
Reconstruction	#	(brick red)



**missoula federal building - preservation plan.**  
exterior elevation - north



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

- Character Defining Feature # (tan)
- Preservation # (pale green)
- Rehabilitation # (pale blue)
- Restoration # (lavender)
- Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
exterior elevation - south



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

- Character Defining Feature # (tan)
- Preservation # (pale green)
- Rehabilitation # (pale blue)
- Restoration # (lavender)
- Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
exterior elevation - west



**PRIMARY TREATMENT LEGEND**  
*Number/Letter designation references additional detail*

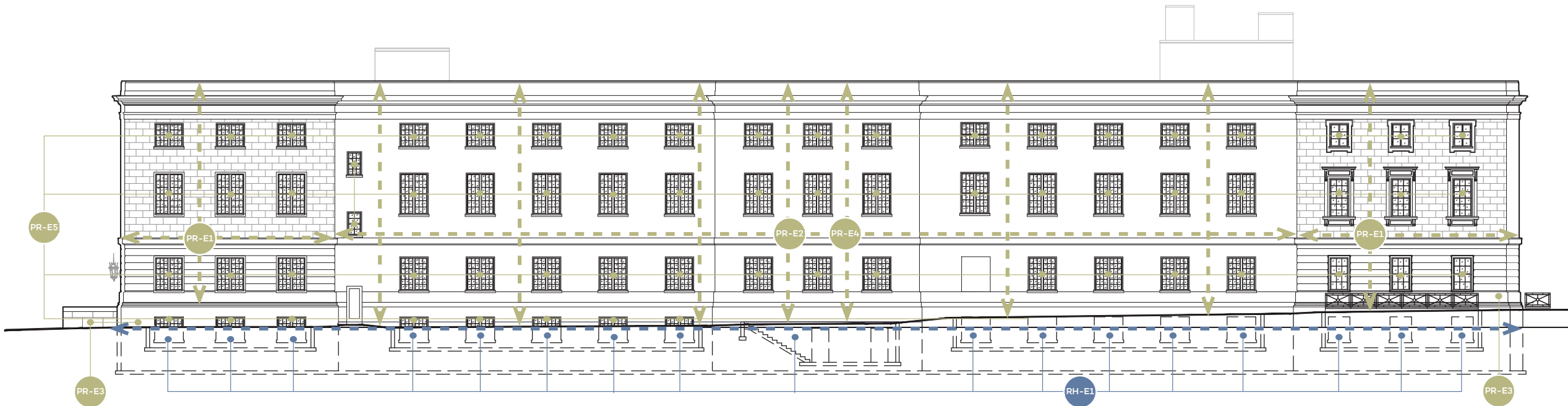
Character Defining Feature # (tan)

Preservation # (pale green)

Rehabilitation # (pale blue)

Restoration # (lavender)

Reconstruction # (brick red)



**missoula federal building - preservation plan.**  
exterior elevation - east





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