

RESOLUTION NO. 2008 000955

RESOLUTION APPROVING AND ACCEPTING THE MEMORANDUM OF AGREEMENT AMONG THE U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION VII, THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, THE CITY OF SIOUX CITY, IOWA, AND THE IOWA STATE HISTORIC PRESERVATION OFFICE REGARDING THE MIDLAND/SWIFT PACKING PLANT DEMOLITION PROJECT

WHEREAS, the City of Sioux City (the City) proposes to clean up and demolish the Midland/Swift Packing Plant located on Leech Avenue, Sioux City, Iowa (the Project), in connection with a Neighborhood Initiative appropriation to enhance redevelopment in a highly visible neighborhood in the City; and,

WHEREAS, the City is the sponsor of the Project, which is funded in part by the United States Environmental Protection Agency (EPA) through the Brownfield Cleanup Revolving Loan Fund (BCRLF) Program, and the Project must comply with applicable federal authorities under the Small Business Liability Relief and Brownfields Revitalization Act (PL No. 107-118); and

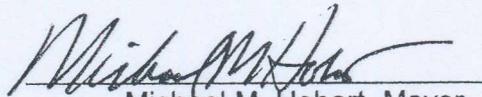
WHEREAS, the Project is funded in part by the United States Department of Housing and Urban Affairs (HUD) through the Neighborhood Initiative Grant # B-NI-08-IA-0024; and,

WHEREAS, Section 106 of NHPA requires that all federal agencies take into account the effects of their undertakings upon historic properties; EPA Region VII in consultation with the City under the BCRLF Cooperative Agreement, after the City consulted with the SHPO, determined that the Project constitutes an undertaking as defined at 36 CFR Section 800.16(y) (the Undertaking); and, found that this Undertaking will have an adverse effect on the subject property listed on the National Register of Historic Property; and,

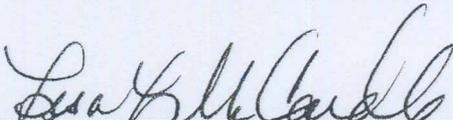
WHEREAS, the City, EPA Region VII, HUD and other consulting parties agree that it is in the public interest to expend funds to implement this Undertaking through documentation of the historic property and salvage of significant architectural elements thereby mitigating the adverse effects of the Undertaking; and,

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIOUX CITY, IOWA, that, the City of Sioux City, EPA Region VII, HUD and the SHPO agree that the Undertaking shall be implemented in accordance with the stipulations included in the Memorandum of Agreement to ensure protection of this historic resource including the recordation of the Midland/Swift Packing Plant property in a professional booklet and the salvage of architecturally significant terra cotta features from the property, which will be implemented in a timely manner and with adequate resources in compliance with the NHPA.

PASSED AND APPROVED: December 22, 2008


Michael M. Hobart, Mayor

ATTEST:


Lisa L. McCardle, City Clerk

**MEMORANDUM OF AGREEMENT
AMONG
U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION VII,
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
CITY OF SIOUX CITY, IOWA,
IOWA STATE HISTORIC PRESERVATION OFFICE
REGARDING THE
MIDLAND/SWIFT PACKING PLANT DEMOLITION PROJECT
2001 LEECH AVENUE, SIOUX CITY, WOODBURY COUNTY, IOWA
IOWA SHPO R&C #: 930297019**

WHEREAS, the City of Sioux City (the City) proposes to clean up and demolish the Midland/Swift Packing Plant located on Leech Avenue, Sioux City, Iowa (the Project), in connection with a Neighborhood Initiative appropriation to enhance redevelopment in a highly visible neighborhood in the City; and,

WHEREAS, the Project includes the Midland/Swift Packing Plant property including the six-story brick and block building, two-story wood-framed and sided electrical shop, one-story brick gas meter house, one-story block garage, and an elevated walkway all contained within the description of the property, which is listed on the National Register of Historic Places, and,

WHEREAS, the City is the sponsor of the Project, which is funded in part by the United States Environmental Protection Agency (EPA) through the Brownfield Cleanup Revolving Loan Fund (BCRLF) Program, and the Project must comply with applicable federal authorities under the Small Business Liability Relief and Brownfields Revitalization Act (PL No. 107-118); and

WHEREAS, the Project is funded in part by the United States Department of Housing and Urban Affairs (HUD) through the Neighborhood Initiative Grant # B-NI-08-IA-0024; and,

WHEREAS, and for purposes of this Memorandum of Agreement (MOA), HUD designates EPA Region VII and EPA Region VII agrees to be the lead federal agency for the Project pursuant to 36 CFR Section 800.2(a)(2); and,

WHEREAS, the City accepts the responsibilities for environmental review and decision-making and actions associated with the Project through terms of the grant and/or cooperative agreements with EPA Region VII and HUD, and has been in consultation with the Iowa State Historic Preservation Officer (SHPO), pursuant to 36 CFR Part 800, the regulations implementing Section 106 of the National Historic Preservation Act of 1966, 16 USC Section 470, et seq. (NHPA); and,

WHEREAS, Section 106 of NHPA requires that all federal agencies take into account the effects of their undertakings upon historic properties; EPA Region VII in consultation with the City under the BCRLF Cooperative Agreement, after the City consulted with the SHPO, determined that the Project constitutes an undertaking as defined at 36 CFR Section 800.16(y) (the Undertaking); and, found that this Undertaking will have an adverse effect on the subject property listed on the National Register of Historic Property; and,

WHEREAS, marketing of the Midland/Swift Packing Plant structures for rehabilitation was unsuccessful in spite of the best efforts of previous and current owners, the City of Sioux City "red tagged" the structures identifying the property as a public nuisance and health hazard to the community, and a fire occurring in 2007 severely damaged the structures making rehabilitation economically infeasible; and,

WHEREAS, the City, EPA Region VII, HUD and other consulting parties agree that it is in the public interest to expend funds to implement this Undertaking through documentation of the historic property and salvage of significant architectural elements thereby mitigating the adverse effects of the Undertaking; and,

WHEREAS, no other resources, historically, architecturally, or archaeologically eligible for the National Register, will be affected by the Undertaking; and,

WHEREAS, in accordance with 36 CFR 800.6(a)(1), the City notified the Advisory Council on Historic Preservation (ACHP) of the adverse effect determination with specified documentation, and the ACHP determined its participation in the consultation process was unnecessary; and

NOW THEREFORE, the City of Sioux City, EPA Region VII, HUD and the SHPO agree that the Undertaking shall be implemented in accordance with the following stipulations to ensure protection of this historic resource including the recordation of the Midland/Swift Packing Plant property in a professional booklet and the salvage of architecturally significant terra cotta features from the property, which will be implemented in a timely manner and with adequate resources in compliance with the NHPA.

STIPULATIONS

EPA, HUD and the City of Sioux City will ensure the following stipulations are carried out:

A. Midland / Swift Packing Plant Documentation

1. To the extent they have not been so documented already, the City shall document the Midland / Swift Packing Plant in accordance with the recordation plan, "*Iowa Property Study: Factory*", attached to this MOA as Attachment A.
2. The City shall carry out this documentation plan in a manner consistent with applicable criteria for meeting the Secretary of the Interior's four standards for architectural and historical documentation (48 FR 44731) by a person or firm whose education and professional experience meets the Secretary of the Interior's Professional Qualification Standards (48 FR 44738-9) for historians.
3. The City may proceed with demolition of the Midland / Swift Packing Plant after the SHPO approves the photos and other field information gathered at the site. The City shall notify the SHPO within 30 days of the demolition of the building.
4. The City shall submit the documentation booklet described in Appendix A, in proof format, to the Iowa SHPO for comment within 24 months of SHPO's approval of the photos and gathered information. If SHPO does not provide comments within 30 days of receipt, the content and layout of the booklet will be considered approved.
5. The City shall provide additional copies of the publication to signatories of this MOA, the Sioux City Public Museum, and the Sioux City Public Library. The booklet shall also be published as an Adobe file, ".pdf" on the City's website.

B. Architectural Salvage

1. The demolition contractor will work with the Sioux City Historic Preservation Commission advisor to identify significant pieces of terra cotta to be removed from the exterior of the KD Station building. This is to be done in a manner that will allow the City to reuse these historical pieces in their original form. All attempts will be made by the contractor to prevent damage to the terra cotta during removal and transport to an off-site storage location. The plans and specifications will detail the exact pieces that are to be salvaged and the location of where they are to be delivered upon a successful removal.
2. The salvaged terra cotta pieces will be retained by the City of Sioux City for reuse in the stockyards as district identification.

C. Unexpected Discovery

- a. advise EPA that the ACHP concurs in EPA's proposed response to the objection, whereupon EPA will respond to the objection accordingly; or
- b. provide EPA with recommendations, which EPA will take into account in reaching a final decision regarding its response to the objection; or
- c. notify EPA that the objection will be referred for comment pursuant to 36 CFR § 800.7(a)(4), and proceed to refer the objection and comment. EPA shall take the resulting comments into account, and respond to them, in accordance with 36 CFR § 800.7(c)(4).

2. Should the ACHP not exercise one of the options set forth above, within thirty (30) days after receipt of all pertinent documentation, EPA may assume the ACHP's concurrence in its proposed response to the objection.

3. EPA shall take into account any ACHP recommendation or comment provided in accordance with this stipulation with reference only to the subject of the objection. EPA's responsibility to carry out all other actions under this MOA that are not the subject of the objection will remain unchanged.

4. EPA shall provide all parties to this MOA, when the ACHP has issued comments hereunder, with a copy of its final written decision regarding and objection addressed pursuant to this stipulation.

5. EPA may authorize any action subject to objection under this stipulation to proceed after the objection has been resolved in accordance with the terms of this stipulation.

6. At any time during implementation of the measures stipulated in this MOA, should an objection pertaining to such implementation be raised by a member of the public, EPA shall notify all parties, in writing, of the objection and take the objection into consideration. EPA shall consult with the objecting party and, if the objecting party so requests, the SHPO for no more than fifteen (15) days. Within ten (10) days following closure of this consultation period, EPA will render a decision regarding the objection and notify all parties of its decision in writing. In reaching its decision, EPA will take into account any comments from all parties regarding the objection, including the objecting party. EPA's decision regarding the resolution of the objection will be final. EPA may authorize any action subject to objection under this paragraph to proceed after the objection has been resolved in accordance with the terms of this paragraph.

Termination

1. If any signatory party proposes termination of this MOA, the signatory party proposing termination shall, in writing, notify the other parties to this MOA, explain the reasons for proposing termination, and consult with the other parties

Archaeology

If at any point in the Undertaking, construction work should uncover previously undetected archaeological materials, the City will cease construction activities involving subsurface disturbances in the area of the resource and notify the Iowa SHPO and the City of Sioux City Community Development Department of the discovery and proceed with the following procedure:

1. The Iowa SHPO, or an archaeologist retained by the City that meets the Secretary of the Interior's Standards for archaeology, will immediately inspect the work site and determine the extent of the affected archaeological resource. Construction work may continue in the area outside the archaeological resource as defined by the Iowa SHPO, or by Iowa SHPO in consultation with the City's retained archaeologist.
2. Within 14 days of the original notification of discovery, the City, in consultation with the Iowa SHPO, will determine the National Register eligibility of the resource. The City may extend this 14-day calendar period one time by an additional 7 days by providing written notice to the Iowa SHPO prior to the expiration date of said 14-day calendar period.
3. If the resource is determined eligible for the National Register, the City shall submit a plan for its avoidance, protection, recovery of information, or destruction without data recovery to Iowa SHPO for review and comment. The City will notify all consulting parties including interested tribes of the unanticipated discovery and provide the proposed treatment plan for their consideration. The Iowa SHPO and consulting parties will have 7 days to provide comments on the proposed treatment plan upon receipt of the information.
4. Work in the affected area shall resume upon either:
 - a. the development and implementation of an appropriate data recovery plan or other recommended mitigation procedures, or
 - b. the determination by Iowa SHPO that the newly located archaeological materials are not eligible for inclusion in the National Register.

Human Graves

In the event that human remains or burials are encountered during additional archaeological investigations or construction activities, the City shall proceed with the following process:

1. Cease work in the area and take appropriate steps to secure the site.

2. Notify the Office of the State Archaeologist, the SHPO, the City of Sioux City Community Development Department, and the City of Sioux City Police Department.
3. If the remains appear to be ancient (i.e. older than 150 years old), SHPO shall have jurisdiction to ensure NAGPRA and the implementing regulations (43 CFR 10) are observed. The deposition of the remains will be determined in consultation with the culturally affiliated tribe(s) if known.
4. If the remains appear to be less than 150 years old, the remains may be legally protected under Iowa Code, Chapter 566, and the Iowa Department of Health will be notified.

D. Amendments

1. Any signatory party to this MOA may propose that this MOA be amended, whereupon the parties to this MOA will consult for no more than thirty (30) days to consider such amendment. This MOA may be amended only upon the written agreement of all the Signatory Parties. If it is not amended, this MOA may be terminated by any signatory party in accordance with Stipulation E.
2. The Appendix A, mitigation plan, may be amended through consultation among the Signatory Parties without amending the MOA proper (See Stipulation E, *Resolving Objections*).

E. Administrative Conditions

Resolving Objections

1. Should any signatory party to this MOA object in writing to EPA at any time to the manner in which the terms of this MOA are implemented, or to any action carried out or proposed with respect to the implementation of this MOA, or to any documentation prepared in accordance with and subject to the terms of this MOA, EPA shall immediately notify the other Signatory Parties to this MOA of the objection and consult with the objecting party and the other Signatory Parties to the MOA for no more than fourteen (14) days to resolve the objection. EPA shall reasonably determine when this consultation will commence. If the objection is resolved through such consultation, the action in dispute may proceed in accordance with the terms of that resolution. If, after initiating such consultation, EPA determines that the objection cannot be resolved through consultation, then EPA shall forward all documentation relevant to the objection to the ACHP, including EPA's proposed response to the objection, with the expectation that the ACHP will, within thirty (30) days after receipt of such documentation:

for a minimum of thirty (30) days to seek alternatives to termination, including an amendment per Stipulation D. Such consultation shall not be required if EPA proposes termination because the Project no longer meets the definition of undertaking as set forth in 36 CFR § 800.16(y).

2. Should such consultation result in an agreement by all Signatory Parties on an alternative to termination, then the Signatory Parties shall amend the MOA accordingly and proceed accordingly.

3. Should such consultation fail, the signatory party proposing termination may terminate this MOA by promptly notifying the other parties to this MOA in writing. Termination hereunder shall render this MOA without further force or effect.

4. If this MOA is terminated hereunder, and EPA determines that the Undertaking will nonetheless proceed, or if the EPA finds it necessary to materially alter the character of the Undertaking or modify the above measures to a degree that consultation under Stipulation D, *Amendment*, above cannot accommodate, then EPA shall either consult in accordance with 36 CFR § 800.6 to develop a new MOA or request the comments of the ACHP pursuant to 36 CFR § 800.7.

Duration of the MOA

Unless terminated pursuant to Stipulation E., *Termination*, above, or unless it is superseded by an amended MOA, this MOA will be in effect following execution by the Signatory Parties until EPA, in consultation with the other Signatory Parties, determines that all of its stipulations have been satisfactorily fulfilled. This MOA will terminate and have no further force or effect on the day that EPA notifies the other parties in writing of its determination that all stipulations of this MOA have been satisfactorily fulfilled.

1. The terms of this MOA shall be satisfactorily fulfilled within five (5) years following the Effective Date as specified below. If EPA determines that this requirement cannot be met, the parties to this MOA will consult to reconsider its terms. Reconsideration may include continuation of the MOA as originally executed, amendment, or termination. In the event of termination, EPA will comply with Stipulation E., *Termination*, subparagraph 4, if it determines that the Undertaking will proceed notwithstanding termination of this MOA.

2. If the Undertaking has not been implemented within five (5) years following execution of this MOA, this MOA shall automatically terminate and have no further force or effect. In such event, EPA shall notify the other parties in writing and, if it chooses to continue with the Undertaking, shall comply with Stipulation E., *Termination*, subparagraph 4.

Public Participation

In providing notice and information to the public regarding the resolution of adverse effects of the Undertaking, consistent with 36 CFR § 800.2(d)(3), EPA will follow the procedures for public involvement under EPA will follow the procedures for public involvement under its Brownfields Program, which includes the City's Community Relations Plan for the Project.

Effective Date

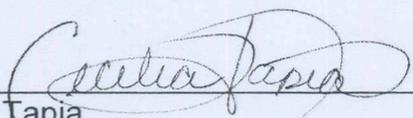
In order to more expeditiously implement the agreement set forth herein, the Parties to this MOA agree that the MOA may be executed in two or more counterparts as if all parties signed one document and each executed counterpart shall be regarded as if it were an original document. The original executed counterparts shall be kept by EPA. This MOA will take effect on the date that it has been executed by all of the Signatory Parties.

EXECUTION and implementation of this MOA, pursuant to 36 CFR § 800.6, including its transmittal by the EPA to the ACHP in accordance with 36 CFR § 800.6 (b)(1)(iv), shall evidence that the EPA has taken into account the effects of this Undertaking on historic properties in order to resolve (avoid, minimize or mitigate) any adverse effects on historic properties and thereby comply with Section 106 of the NHPA, and shall further evidence that the EPA has afforded the ACHP an opportunity to comment on the Undertaking and its effect on historic properties.

The UNDERSIGNED Parties enter into this Memorandum of Agreement regarding the Midland/Swift Packing Plant Project.

SIGNATORY PARTIES:

For the **U.S. Environmental Protection Agency**:

By  _____
Cecilia Tapia
Director, Superfund Division

12/16/08
Date

The UNDERSIGNED Parties enter into this Memorandum of Agreement regarding the Midland/Swift Packing Plant Project.

SIGNATORY PARTIES:

For the **U.S. Department of Housing and Urban Development:**

By *Patricia M. McCauley*

Patricia M. McCauley
Director, Community Planning and Development

12/15/08

Date

The UNDERSIGNED Parties enter into this Memorandum of Agreement regarding the Midland/Swift Packing Plant Project.

SIGNATORY PARTIES:

For the **Iowa State Historic Preservation Officer:**

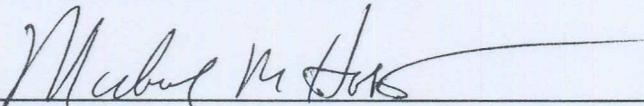
By Barbara Mitchell
Barbara Mitchell, Deputy SHPO, Architectural Historian
State Historic Preservation Office

Dec 15 2008
Date

The UNDERSIGNED Parties enter into this Memorandum of Agreement regarding the Midland/Swift Packing Plant Project.

CONCURRING PARTIES:

For the **City of Sioux City, Iowa:**

By 

Michael M. Hobart, Mayor
City of Sioux City

12/22/08
Date

The UNDERSIGNED Parties enter into this Memorandum of Agreement regarding the Midland/Swift Packing Plant Project.

CONCURRING PARTIES:

For the **Sioux City Historic Preservation Commission:**

By: Jim Jung
Jim Jung, Chairperson
Sioux City Historic Preservation Commission

12/15/08
Date

Appendix A

Iowa Historic Property Study: Factory-Midland / Swift Packing Plant

The documentation identified below is for the Midland/Swift Packing Plant, a property of national, state, and local significance. It is to be written for a broad public audience (simple, direct, and free of technical jargon) with the information presented (i.e. edited, cataloged, packaged) in accordance with the State Historical Society of Iowa guidelines. The character of the document produced (content, materials, and presentation) will meet the Secretary of the Interior's four standards for architectural and historical documentation (48 FR 44731).

The purpose of the report will be to place the building and its historical use in architectural and historical context, explaining how the story of this building and its historical use played out against their related local, state, and national trends. The research emphasis will be placed on recovering information about the construction, growth, use, and evolving emphases of the building based on primary sources to the greatest extent possible. Thus, the weight of total effort is to be given not to elaborate architectural description or structure photography, but on amplifying what is known about the story of the packing plant as grasped through research in local archives and with persons knowledgeable about the factory's past.

The document to be produced for the purpose of inclusion in the State Historical Society of Iowa's records must meet the Secretary of the Interior's Standards for documentation and other guidelines provided by the State Historical Society of Iowa. The Society retains the right to refuse to accept documentation for inclusion in the collection given that documentation (edited, cataloged, and packaged) does not meet requirements specified herein.

Booklet Contents:

Booklet: The publication will be designed to tell the story of the development, evolution and eventual decline of the Midland / Swift Packing Plant (KD Station) as a property and employment type in the growth and expansion of Sioux City. The Midland / Swift Packing Plant provided attractive and economical employment for citizens of Sioux City. As Sioux City grew and repositioned its industrial base, the strong need for multi-story meatpacking buildings in the community became obsolete. The professional publication will rely heavily on a report of the Midland / Swift Packing Plant prepared by a qualified historian. The booklet is to be written for the general public and presented in an attractive, easy to read format including professional illustrations.

The publication is to be authored by a professional historian or architectural historian meeting the Secretary of Interior's Standards, and with demonstrated writing ability and familiarity with historical research, professionally edited and produced by a professional graphic artist consultant, and produced by a printing firm capable of producing high quality materials.

At least 1,200 copies of this publication will be printed. Distribution will be made as indicated in the distribution list at the end of this document. In order to help foster further public awareness of the Midland / Swift Packing Plant, the author will submit the manuscript with accompanying illustrative material to *Iowa Heritage Illustrated* (formerly the Palimpsest) for consideration as an article in this magazine of popular history. The publication shall be prepared in accordance with the following guidelines:

Contents:

1. The body of the text will contain at least two sections:
 - a. A discussion of the development and evolution of the Midland / Swift Packing Plant related to the meatpacking industry in Sioux City and the region. Emphasis will be placed on those factors that influenced the success of meatpacking in Sioux City in addition to the influences that ultimately caused the plant to close. Also, the influence of the various architectural styles, advances in building and construction technology, and the role of local builders and architects will receive attention as well.
 - b. Photographs and images that illustrate the Midland / Swift Packing Plant in Sioux City and architecture of similar meatpacking plants in the Midwest. Following the narrative will be a bibliographic discussion of major sources consulted and an extensive list of where the reader might find further information of interest on the topic.
2. The publication shall credit reference sources to scholarly standards through footnotes or endnotes.
3. Interspersed within the publication will be illustrations, such as appropriate maps, drawings, historic and current photographs (color and/or black and white) that can effectively help convey significant aspects of the double house story.

Production: A copy of the draft text and photographs / illustrations will be submitted to SHPO for approval. All comments received from the SHPO shall be addressed in writing. If the SHPO does not comment within thirty (30) days from receipt, preparation of the final draft and layout of the booklet may proceed. Using the final draft manuscript, a mock-up of the booklet will be produced for the SHPO review and approval. If the SHPO does not comment within thirty (30) days from receipt, preparation of the final booklet publication may proceed.

Distribution Copies: The Iowa State Historic Preservation Office, the State Historical Society of Iowa, shall be provided with copies of the published booklet as demonstrated in the attached chart. The SHPO shall provide mailing labels as indicated on the distribution list to facilitate delivery.

Copyright: This booklet, prepared by the consultant in connection with this project, is the State's sole property in which the consultant has no proprietary or other rights or interests. The consultant shall not use the booklet for any other purpose without the

prior written consent of the State. Nothing written in this paragraph, however, will be interpreted to forbid the consultant from retaining a copy of information for file.

Booklet Distribution List

Booklet Distribution	Mailing labels	Number
Iowa State Historical Society – SHPO		200
Regional SHPOs		pdf
Iowa DOT		pdf
FHWA		pdf
Iowa public and regional libraries		585
ISU College of Design		10 / pdf
Area-wide education agencies, regional and/or state universities, community colleges, and school libraries (1ea)		pdf
Regional and city newspapers		pdf
Author's informants & sub-consultants		10
Author		10
Iowa Tourism		50
Extra for public distribution		100
Total		

Kinds of Documentation to be Gathered:

1. *Iowa Site Inventory Number, Historical Architectural Data Base Number, and Photograph (black and white film roll number and color slide sheet) Numbers:* Three kinds of project reference numbers are to be obtained from the statewide inventory coordinator at the State Historical Society's historic preservation office. The first is the Iowa Site Inventory Number, which can be assigned upon providing a specific street address in a town or city or, for rural areas, its quarter section, township and range. This number would be cited in the report, appear on reference maps and site plans, and be identified on photographic prints, slides, etc. The second number refers to the number assigned for entering this report into the state's Historic Architectural Data Base (HADB) through completing the HADB form for inclusion in the appendix. The third

class of numbers are film roll numbers and color slide 20-slot sheet number to be obtained from the State Historical Society's Inventory Coordinator so that images can be cataloged into the agency's file system and cross-referenced to Iowa Site Inventory Forms.

2. *Photographs:* Unless stipulated elsewhere, the coverage will be field photography, with each view taken in both 35mm black and white film and Kodachrome-64 color slides. Digital photographs are also acceptable per the requirements of the State Historical Society of Iowa and the National Park Service. The black and white photographs shall be on fiber-based papers or on resin-coated papers of double or medium-weight paper that have been processed in trays in order to meet guidelines outlined in National Register Bulletin 16A. The documentation is to meet requirements for ready inclusion in the records of the State Historical Society of Iowa. The purpose of the number and kind of views taken will be to sufficiently illustrate what is significant or valuable about the factory as if one were intending the views to be used in a brief visual presentation on the story of the facility. For each factory element, the following views will be minimally taken:

a. Overall factory. At least two contextual views showing the facility's placement on the landscape.

b. Main factory building. Exterior perspective views, including a general view from the distance showing its environment and landscaping. For the interior, include views that reveal the building's method of construction and other details that help impart its construction history.

c. Office Building (if applicable). Exterior perspective views, a general view from the distance showing its environment and landscaping, and views of significant interior or exterior details.

d. Other outbuildings and structures in the assemblage of factory workplaces. Views showing the exterior facades of each plus, if noteworthy, significant interior or exterior details.

2. *Drawings:* Unless stipulated elsewhere, the standard coverage will comprise straightforward, one-line drawings no larger than 8 1/2 by 11 inches in size showing elements in correct relation and proportion to one another, with label, north arrow, overall dimensions, and the date sketched. The drawings include:

a. Factory site plan to which the buildings and structures are keyed.

b. Factory building floorplans sufficient to illustrate:

(1) the organization and arrangement of spaces, including exterior dimensions;

(2) the location of machinery

(3) the flow of materials and manufacturing processes through the industrial

structure.

3. *Available historic photographs or illustrations* that reveal the factory or its individual buildings under construction or in later use, or is a flow chart of a significant industrial process or a schematic of how an important machine functions, will be selected and appropriately reproduced.

4. *Narrative Report* printed on archival bond paper of approximately eight to ten pages with statements within the narrative footnoted as to their sources, where appropriate. The format for presentation is stated below.

Format for the Narrative Report:

Cover Page:

Includes report title, governmental entity or source of support for sponsoring the survey, author/authors, name of affiliated firm or research organization, date of report.

Acknowledgments: (if applicable)

This might include acknowledgment of valuable oral informants, or recognition of those who provided useful research leads, or tendered special library assistance or helped locate and access useful courthouse archives.

Table of Contents

Introduction:

The project's purpose is described, including the time frame when research and field work occurred, and limitations of the project.

Part I: The Factory Today describes where it is situated, its general appearance and arrangement, and important physical characteristics of its setting, buildings, and landscape features that have influenced the way things developed.

Part II: Historical Background steps back to describe the development of this kind of industrial activity and broad trends in the location and character of such manufacturing in the state, region, or nation. Relevant innovations in the design of products or changing market conditions that fostered a rise or fall in the demand for such products would be identified.

Part III: Factory History narrates the particular factory's story of creation, growth, and change that brought it to what we witness today. In examining the life of the factory, periods of particularly informative activity may be found in:

- Changes in ownership, management, or internal organization;
- The influx of new, innovative blood;

- The introduction of new machinery, products or processes--patented and otherwise--at the site and its effects:
 - on others (e.g., subsequent adoption by competitors)
 - on the internal organization of work, on the labor force, on productivity, on profitability
- The effect of changes in the regional or national economy--recessions, depressions, etc.;
- Changes in the size of the labor force in response to changing product lines, economic downturns, changes in ownership, etc.

Part IV: Construction history documents the physical evolution of the factory and its leading periods of construction activity, major changes in terms of buildings that have been demolished, replaced, or when new kinds of buildings were introduced. The description would also note specific features the factory or its individual buildings share with other known properties (e.g., similarities in plan, materials, construction techniques, and subsequent alterations). Aspects to bear in mind include:

- Site constraints and opportunities (e.g., obstacles that affected design or limited expansion, convenience of transportation ties to the outside--rail, water, or road;
- Community incentives offered to promote development of this site;
- Sequence of construction, alterations, additions, replacement, demolition, or losses due to fire at the site;
- Individuals who designed, engineered, or built the assemblage of factory buildings and structures;
- Materials used in construction;
- Form that the buildings took in relation to their functions;
- The relative importance of individual buildings at the site to the factory's activities, with the least important meriting minimal study and documentation;
- Machinery and systems housed in the factory (including function, date of fabrication, and manufacturer, if known);
- Sources of power used to drive the machinery and how it was transmitted throughout the structure

Part III: Significance explains how the factory's story helps explain the course of local or state manufacturing, pointing to how the characteristics of the property and the company's history informs us about important industrial trends, entrepreneurs, innovations, or markets served. Also, if applicable, of how its buildings illustrate new, innovative, or typical design practices and uses of material. Photographs, illustrations, or site plan may be integrated into the narrative as needed to help convey the property's interpretive value.

Part IV: Reference Sources

A paragraph or two about the quality and quantity of information consulted, its location, noting any conflicts in source materials, their accuracy, biases or noteworthy historical perspectives. This would be followed by a bibliography of the reference source materials.

Part V: Appendices

The information here--if not placed elsewhere in the report--would include, but not be limited to, the following:

1. A site plan drawing showing the factory's relation to its immediate landscape configuration.
2. Map(s) showing location in county/town, changes in property size, etc.
3. A 5" X 7" enlargement of each black and white view taken to satisfy specifications above, arranged sequentially, from the most general view to the most detailed view. Each is to be labeled on the back as to building/structure name, view taken, and roll/frame number with a No. 1 (soft) pencil, and placed in Print-File (57-4P), or equivalent, sleeve.
4. A "Photograph Catalog Field Sheet" completed for each sleeve of black and white negatives and color slides.
5. Negatives of 35mm (ASA 125 or less) black and white film in Print-File (35-7B), or equivalent, sleeves.
6. A contact print sheet for each roll of black and white film placed in a Print-File (810-1B), or equivalent, sleeve.
7. Kodachrome-64 slides properly labeled (property name, Iowa Site Inventory number, and Slide sleeve number/slot number) and placed in Print-File (2x2-20B), or equivalent, 20-slot sheet sleeves.
8. Completed Iowa Historical Architectural Data Base (HADB) form.
9. Other relevant information (e.g., photocopy of biographical information about a noteworthy owner, architect or builder associated with the factory, remaining sketch plans and drawings that were not integrated into the report).