

Historic Marker Program

Policies

Approved by the Forsyth County Historic Resources Commission on February 6, 2019.

Introduction

The Forsyth County Historic Resources Commission is responsible for administration of the historic marker program, including the selection of annual marker recipients. To facilitate the process, the Commission follows the following policies.

Policies

Historic marker programs are designed to be selective and based upon objective criteria, while still allowing a measure of flexibility.

A. Evaluation Criteria

The Historic Marker Committee of the Historic Resources Commission will review all applications and require each applicant to make a five-minute presentation to the committee at its annual meeting.

Qualifying Criteria (All applications must meet all five of the following):

1. Site, event, organization, or personal contribution must be over 50 years old. Recognition of an individual must be posthumous.
2. Not currently marked by any other marker or any other program, either public or private.
3. Proposed marker location is to be in a public right-of-way. If in the State right-of-way, the State's approval will be required before installation.
4. Proposed marker must be in public view.
5. Is a historic marker the proper form of recognition for this site? A majority of Committee members must respond yes to this question.

The Committee will evaluate applications based on the following weighted priorities:

Priority One: Each criterion met is given up to 5 points. (20 points maximum)

- A) Lesser known historical site, event, organization, or person
- B) Site connected to under-represented history or historical narrative
- C) Building, public or private, of historical/cultural significance that was demolished, such as a school, court house, house, etc.
- D) Historical or cultural event at specific site

Priority Two: Each criterion met is given up to 3 points. (12 points maximum)

- A) Endangered or threatened site
- B) Existing building of historical/cultural significance
- C) Historic landscape
- D) Person or organization of historical/cultural significance

Priority Three: Each criterion met is given 1 point. (3 points maximum)

- A) Location is in an underrepresented area (Does the marker introduce the historic marker program into a part of the City or County that currently does not have any markers?)
- B) Impact on present community (Does the marker help identify an area and/or help create a sense of place within an area?)

- C) Impact on preservation (Does the marker identify a property or area prioritized for preservation or recognize a property or area already preserved?)

B. Voting Process

At the annual Historic Marker Committee meeting, each applicant shall make a five (5) minute presentation to the Committee. After each presentation, the Committee will have the opportunity ask questions, and the public will have an opportunity to comment in support of, or opposition to, the application.

The Committee will evaluate each application using the criteria in Section A. Scores will be normalized using statistical analysis and tabulated by staff. The top two scoring applications in the City of Winston-Salem and the top scoring application in Forsyth County will be recommended for funding to the Historic Resources Commission. The next two highest scoring applications for which an applicant has indicated a willingness to self-fund a marker will be recommended to the Historic Resources Commission.

C. Inscriptions

All final marker inscriptions will be drafted by Historic Resources Commission staff, reviewed by the Historic Marker Committee, and approved by the full Historic Resources Commission. Commission staff will provide the applicant, if applicable, with a courtesy draft to ensure significant information has been included. Commission staff and the Committee do not editorialize or speculate; marker text will only include widely acknowledged historical facts. Additionally, space limitations due to the size and configuration of the markers require concise statements.

D. Marker Format

Each marker will be of a roadside marker format and will be the same size and design, unless otherwise determined by the Commission.

E. Marker Purchase/Related Fees

Private property owners, nonprofit organizations, or governmental departments/agencies may apply for self-funded markers for eligible sites. These marker applications will follow the procedures and deadlines outlined in these policies. These applications require Committee evaluation and Commission approval of the marker. They also require Commission approval of the text as outlined above. No more than two self-funded markers may be approved annually. Staff will order all self-funded markers, but applicants are responsible for the payment of all purchase costs. All markers will be in the same format outlined above. Commission staff and the Committee may be available to assist the applicant with installation of markers.

F. Marker Rollover List

At the written request of the applicant, marker applications that are not selected by the Commission will be placed on a rollover list to be considered the following year. Applications will be removed from the rollover list at the request of the applicant. Applicants should be prepared to make a presentation to the Historic Marker Committee each year to assure full consideration. Inclusion on the list is not a guarantee that the application will be selected in the future.

G. Location

Markers within the City of Winston-Salem will be installed within the public right-of-way in the general area of the selected site. Markers for Forsyth County must be located on sites in the unincorporated areas of Forsyth County, or on property owned by Forsyth County. For markers recognizing sites along the State of North

Carolina right-of-way, Commission staff will coordinate, upon approval of said marker application, with the appropriate adjacent property owner for an easement in which to place the marker.

H. Implementation/Timing

At a designated time each year, the Historic Resources Commission's Historic Marker Committee will meet to review submissions. After this review, the Committee will recommend marker recipients to the Commission. The Commission will consider the Committee's recommendations and vote on final marker sites for the year. An opportunity for public comment regarding marker sites under consideration will be provided at both the Committee and the Commission levels. Staff will prepare inscription text in accordance with the Policy above and provide it to the foundry for marker production. Markers are usually installed in the spring and fall of each year. The Commission typically holds two marker unveiling ceremonies during Historic Preservation Month in May, one for a city-funded site and one for a county-funded site.

Applicants will be responsible for any unveiling ceremonies for self-funded markers.

I. Replacement Markers

If a publically-funded marker is damaged and must be replaced, the appropriate governmental agency may purchase a replacement marker (as funding allows). Replacement costs and associated fees for self-funded markers that have been damaged are the responsibility of the applicant. All reinstallations will be managed by Commission staff.

The Historic Resources Commission provides detailed information about the Historic Marker Program on the internet at: <http://www.cityofws.org/Departments/Planning/Historic-Resources/Historic-Resources-Commission/Historic-Marker-Program>