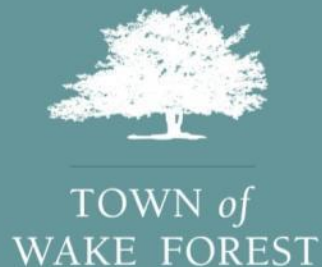


Historic Marker Program Policy Overview

Planning Department

Michelle Michael, Senior Planner (Historic Preservation)

Board of Commissioners Work Session
August 3, 2021 Meeting



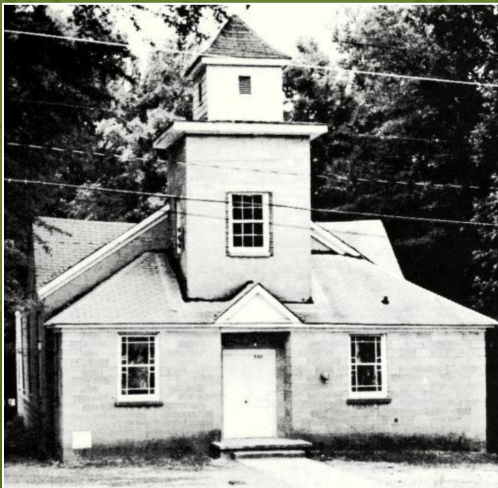
Historic Marker Program Policy Overview

The Town of Wake Forest has historic buildings and districts designated through National Register of Historic Places or by Local Ordinance however there is no policy for recognizing significant sites that are either no longer standing or not included in another program

The desire for such a program was raised during the public outreach portion of the NE Community Plan Update

Examples of Sites that may qualify for a Historic Marker

- Site of the Spring Street Presbyterian Church
- Site of the Wake Forest Normal and Industrial School



Historic Marker Program Policy Overview

Program Administration

Town Department - Planning Department - Historic Preservation

Approval Body - Historic Preservation Commission

Submittals - Electronic Application Submittal

Approval Requirements - Must meet criteria and approved by HPC

Funding - Five markers are currently funded in the Historic Preservation Planning Budget

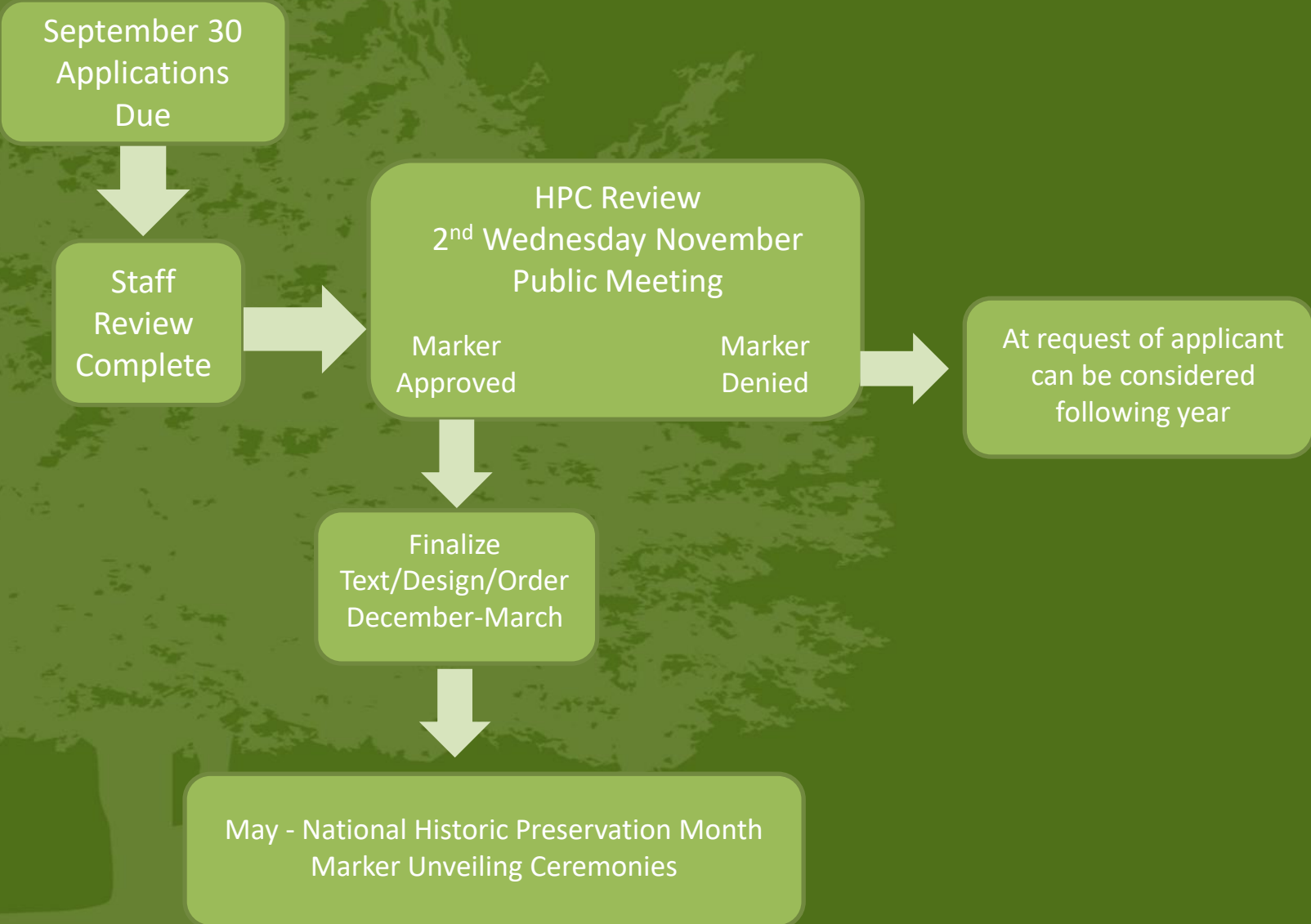
Installation - Public Works



1921 Wake Forest College Bulletin

Historic Marker Program Policy Overview

Annual Historic Marker Approval Process - Historic Preservation Commission



Historic Marker Program Policy Overview

Selection Process - Historic Preservation Commission - November HPC Meeting

HPC Review
2nd Wednesday November
Public Meeting

Application

Five Minute
Presentation

Public Comment



Apply Criteria

Historic Marker Program Policy Overview

Selection Process - HPC Applies the Criteria Based on Information Received

Qualifying Criteria
Must be over 50 years of age
Significant person, event, site
Not currently recognized
Location Identified
Public view

Is a historic marker the proper form of recognition for the site?
Majority of members must answer yes to proceed

Priority 1
(up to 5 points each)
20 point maximum/8 point minimum

- Lesser-known historical site, event, organization or person
- Site connected to under-represented history or historical narrative
- Building, public or private, of historical/cultural significance that was demolished
- Historical or cultural event at specific site

Priority 2
(up to 3 points each)
12 point maximum/3 point minimum

- Existing building of historical/cultural significance
- Historic Landscape
- Person or Organization of historical/cultural significance
- Site of historical or cultural significance

Priority 3
Priority 3 (1 point each) 3 point maximum/1 point minimum

- Location is an under-represented area
- Impact on community (does the marker help create a sense of place within the community)
- Impact on preservation (Is this an area that needs recognition/area already recognized?)

Historic Marker Program Policy Overview

Draft Application with be Electronic Submittal

HISTORIC MARKER PROGRAM—DRAFT APPLICATION FORM



This application form must be filled out completely and signed and dated at the bottom. Attach documentation and supporting information as required. Please type or print clearly.

APPLICATION INFORMATION:

Applicant's Name (Individual/Organization):

Contact Person (if different):

Mailing Address:

Telephone (Include Area Code):

Email:

PROPOSED TITLE OF MARKER:

PROPOSED MARKER SITE:

THE MARKER WILL COMMEMORATE:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> an event | <input type="checkbox"/> a landscape | <input type="checkbox"/> other |
| <input type="checkbox"/> a graveyard | <input type="checkbox"/> a historic property, building or district | |
| <input type="checkbox"/> an organization | | |

SUBMISSION MATERIAL SHOULD INCLUDE:

Statement of Significance
Source Material and/or Bibliography

Proposed Marker Text
Digital images at the location (if possible)

Signature: _____ Date: _____

Historic Marker Program Policy Overview

Self-Funded Marker Application

Due to limited funds the HPC
Will only fund 5 markers per year

Up to 2 self-funded markers may be
approved but must go through
the same process

SELF-FUNDED HISTORIC MARKER PROGRAM

PROPOSED TITLE OF MARKER:

Policy

Private property owners, nonprofit organizations, and governmental departments/agencies may apply for self-funded markers for eligible sites. These marker applications will follow the same review and evaluation criteria as city-funded markers. No more than two self-funded markers may be approved annually.

The cost for a self-funded marker is approximately \$3,250.

Procedures

The Historic Preservation Commission will approve text for self-funded markers. Staff will order the markers, and the fabricator will direct bill the applicant.

If your historic marker is not selected to be funded by the Town of Wake Forest, would you like to be considered for a self-funded marker?

yes

no

Signature: _____

Date: _____

To ensure that all marker applications are considered fairly without regard to the applicant's willingness or ability to self-fund a marker, staff will keep this information confidential until after the Historic Preservation Commission has voted on approval.

Return Application by September 1st to:

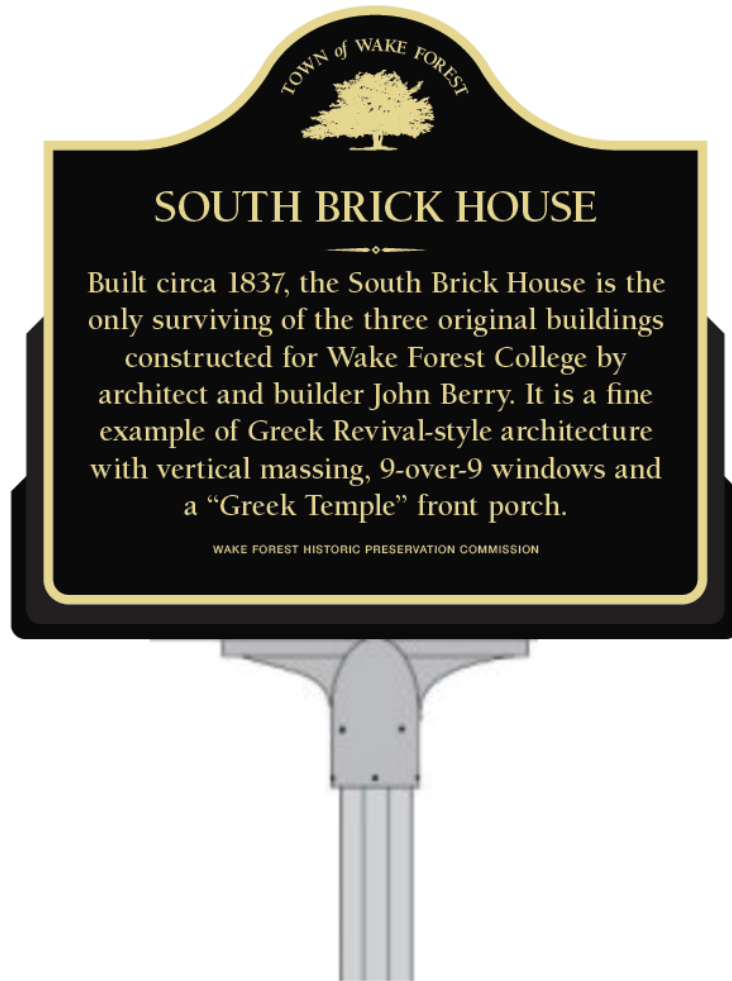
Michelle Michael
(919) 435-9516

mmichael@wakeforesinc.gov

301 S Brooke St
Wake Forest NC 27587

Both electronic and physical applications are accepted

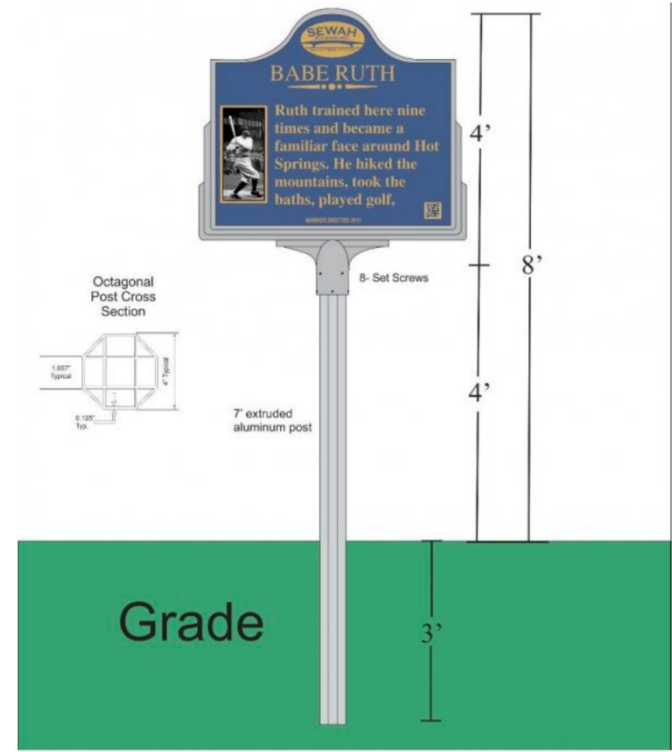
Historic Marker Program - Marker Design Approved by the HPC June 9, 2021



Approved Marker Design

Single Post Mount

Single post markers are manufactured with a mounting cap that include 8 set screws for securing the marker to the post. Standard marker orders ship with a 7' post with 3' to be inserted in ground with above grade positioning the marker panel for an appealing eye level of readability. A 10' post is available for mounting on side walk allowing for head room clearance and compliance with any local sign ordinance.



Recommended Height and Installation

Historic Marker Program - Additional Information

Definitions - Historic Markers



NC Highway Markers
State of NC
Statewide Significance



Town of Wake Forest
Parks, Recreation & CR
Interpretative Panels
for Parks/Recreation
Sites



Wake Forest Historical
Markers
HPC
Criteria For Wake Forest



Wake Forest Historic
Landmark Plaques
Provided for Local
Historic Landmarks



Historic Site
Interpretative Markers
Wake Forest Public
Historic Sites



National Register
Plaques Only for NR
Properties - Owners
Order

Historic Marker Program Overview

Questions?





TOWN *of*
WAKE FOREST

Board of Commissioners Work Session August 3, 2021