

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Historic Marker Policy

**From:** Randy Hemann, Assistant City Manager

**Meeting Date:** January 19, 2016

**Public Hearing:** N/A

**Advertising Date /  
Advertised By:** N/A

**Attachments:** Historic Marker Policy

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### **PURPOSE:**

This Historic Marker Policy is designed to provide guidelines and criteria to facilitate the selection and placement of City of High Point Roadside Historic Markers.

### **BACKGROUND:**

In the past the City has allowed Roadside Historic Markers to be placed in recognition of important people and events that have contributed to the history and culture of the City of High Point on a case by case basis. This policy will formalize that process, set a standard for the marker that matches some of our existing markers and utilize the existing Historic Preservation Commission for the review process.

### **BUDGET IMPACT:**

N/A.

### **RECOMMENDATION / ACTION REQUESTED:**

Staff recommends City Council adopt the attached Historic Marker Policy.

# City of High Point

## Historic Marker Policy

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### **PURPOSE**

This Historic Marker Policy is designed to provide guidelines and criteria to facilitate the selection and placement of City of High Point Roadside Historic Markers (“Marker”). Approved Markers shall be placed in recognition of important people and events that have contributed to the history and culture of the City of High Point.

### **HISTORIC PRESERVATION COMMISSION**

The Historic Preservation Commission (“Commission”) was created under the authority given City Council by the North Carolina General Statutes and is codified in the High Point Code of Ordinances. By ordinance, the Commission shall consist of nine (9) members who have demonstrated experience or interest in historic preservation. Vacancies in the nine (9) member Commission shall not prevent the current members of the Commission from hearing applications under this policy.

### **REVIEW PROCESS**

All requests for recognition and placement of a Marker shall be heard by the Commission as follows:

1. The Commission will receive request from applicant, at which time Commission will determine whether or not the request meets the minimum evaluation criteria set forth below. Applications to the commission may come from High Point residents, City Staff, or as a request from the High Point City Council.
2. If the Commission determines the request meets the minimum evaluation criteria, the request will be evaluated based relevant criteria as determined by the Commission, including the following:
  - a. Is each historical claim by the applicant presenting the request supported by documentation or other evidence of the claim’s validity? Documentation should consist of primary sources that were created at the time of the event and may include tax records, deeds, newspaper articles, meeting minutes, photographs, etc. Secondary sources may be submitted to help provide context and justify the significance of the event, person, or location.
  - b. In an attempt to avoid repetition and promote diversity in the recognitions, is the requested site, event or individual closely related to a site, event or individual accomplishment that has already been recognized with a Marker?

- c. Has the site, event, or individual contribution maintained its significance over time?
- d. Is the site, event or individual recognized outside of High Point at state wide, national, or international levels?
- e. Marker proposals will be rejected if the Commission cannot authenticate or verify the historical information to its satisfaction. The Commission shall make the deciding rule if there is conflicting evidence.

## **MINIMUM EVALUATION CRITERIA**

The following criteria must be present and factually correct in order for the Historic Preservation Commission to review any request for placement of a Marker:

- 1. Any site or event requested to be recognized must be at least fifty (50) years old and for any individual to be recognized with a Marker, the individual's contribution that is the subject of the request must have occurred at least fifty (50) years before the request.
- 2. There may not be any current markers, public or private, currently recognizing the site or event within the City of High Point.
- 3. The location requested to be recognized must be within the corporate limits of the City of High Point and within public view.

## **VOTING AND RECOMMENDATION**

All applicants for Markers shall have the right, but not the obligation, to present their claim to the Commission. The Commission may limit the time and manner of the presentation. Upon hearing the claim, the Commission will vote to approve or deny the request for a Marker. If approved by majority vote, the Commission will forward a recommendation of approval to the City Council for final determination. The recommendation to the City Council shall be in writing and include the proposed language to be placed on the Marker. The Commission may set times throughout the year as they deem necessary to hear requests for Markers, but shall set forth at least two (2) dates annually for the hearing of such requests.

## **MARKER IDENTIFICATION AND INSCRIPTIONS**

All final marker titles and inscriptions shall be drafted by the Historic Preservation Commission and accompany their recommendation to the City Council for approval. The Commission may request input from the applicant regarding the final text of the Marker, but the final inscription shall be at the discretion of the Commission. The inscription shall only include acknowledged historical facts to the satisfaction of the Commission. The City Council shall have the authority to amend any inscription in so much as their amended text can be verified as historically accurate.

## **MARKER UNIFORMITY**

Each Marker shall be of the same size, shape, and general design. Any vendor engaged to produce the Markers for the City must do so in a manner consistent with the current Marker design as may be approved and amended by the City Council from time to time.

## **MARKER LOCATION**

All Markers approved under this policy shall be installed within public rights-of-way within the general area of the site requested for the marker's placement and within the City of High Point. If the most appropriate location for the requested Marker falls within a right-of-way not owned by the City, the Commission may coordinate with City staff to determine the feasibility and procedure for securing the interest necessary to place the marker in that area.

## **FUNDING**

The City shall not provide funds for the Markers through the budget process. However, the City may accept and utilize funds for Markers from any organization, private individuals, or other government entities. ***No Marker may be approved prior to its funding being previously secured.*** Unveiling ceremonies must be approved by the City Manager or his designee.

If a Marker is damaged, the City Council may at their discretion vote to pay for the repair or replacement of the Marker out of City funds. Nothing shall prevent a private organization or individual from offering funds for the repair or replacement.

## **APPROVAL, DENIAL AND RE-APPLICATION**

Markers approved by City Council through majority vote shall be placed in the approved location within one (1) year of approval. However, City Council reserves the right to remove any Marker without notice by a simple majority vote of the City Council.

An application that is denied may not submit for reconsideration until at least two (2) years after the denial of the application.