



P-052

## Historical Marker Program

Holly Springs, N.C.

### Policy & Procedure Statements

of the Holly Springs Town Council

Prepared By:	Linda McKinney and Sean Ryan
Department:	Clerk's office and Development Services
Date Approved by Council:	June 20, 2023
Effective Date:	June 20, 2023
Supersedes Old #:	Resolution #11-36
Old Effective Date:	October 18, 2011

#### **SECTION 1: Purpose:**

To establish the process and evaluation criteria for the selection and installation of historical markers within the town.

The Historical Marker Program will increase public awareness of the rich cultural heritage of the Town, encourage historic preservation, and enhance the enjoyment of our local history.

Historical markers tell the history of the Town by identifying the people, places, and events that represent our past and shaped the Town's history. Although not excluded, the Town of Holly Springs Historical Marker Program is not exclusively intended to identify a Local Historic Landmark or a property listed on the National Register of Historic Places.

#### **SECTION 2: Historical Marker Program Committee:**

This policy establishes a Historical Marker Program Committee ("Committee").

##### Composition of the Committee:

The Town Manager shall designate to this committee one (1) representative from each of the following Town Departments: Administration; Town Clerk; Communications & Marketing; Parks and Recreation; and Development Services.

Town Council shall appoint one (1) council member to serve as a member of the historic marker recommendation committee.

##### Duties of the Committee:

The Committee shall be responsible for administering the Historical Marker Program with coordination from the Town Clerk's office.

#### **SECTION 3: Historical Marker Application:**

Applications for a historical marker may be submitted at any time during the fiscal year however must be received by the second Monday in January to be considered. The Town shall be permitted to submit an application for consideration by the Committee.

Complete applications must include thorough documentation (with selected photocopies and bibliographies from primary and secondary sources) and verification of the facts claimed.

Applications that are not recommended for selection for a historical marker by the Committee may be submitted again for further consideration in the next fiscal year.

#### **SECTION 4: Historical Marker Criteria:**

##### *A. Local Historical Significance*

Local historical significance shall be determined by the Committee based on the following factors:

1. The relationship of the subject to Holly Springs' history.
2. The relationship of the subject to existing historical markers, such as whether the subject is included on an existing marker.
3. The subject's contributions to the Town of Holly Springs.
4. Consequence of the subject on the Town of Holly Springs' history.

##### *B. Special Consideration*

The Committee shall give special consideration for applications that demonstrate the following:

1. The subject has had a significant and lasting local, state, or national impact on the Town of Holly Springs.
2. The subject is related to historically underrepresented groups in the Holly Springs community.

##### *C. Limitations for Consideration*

The Committee shall limit its consideration of applications as follows:

1. The subject cannot be considered until at least ten (10) years after the death or date of occurrence of the subject.
2. Individual structures listed on the National Register of Historic Places and/or recognized as local, county, state or national landmarks may receive consideration but should not receive a historical marker for their individual architectural value. Rather, an individual or historic event associated with a site is more likely to receive consideration.
3. Subjects already marked with existing monuments or historical markers shall receive less consideration.
4. Cemeteries and burial places shall not be considered unless the application demonstrates that the cemetery or burial place meets the listed criteria.

#### **SECTION 5: Selection of Applications for a Historical Marker:**

The Committee shall decide, within the constraints of the annual allotted budget, how many historical markers shall be recommended in any given year – subject to funding availability.

The Committee shall present a recommendation of a subject and location for a historical marker to the Planning Board. The Planning Board shall approve, disapprove, or defer consideration of the recommended historical marker. Should an application be denied by the Planning Board, the applicant may appeal that decision to the Town Council who may choose to allocate funds to said marker.

Applications denied by the Planning Board will have thirty (30) days from notice of the denial to file their appeal with the Town Council. Appeals should be made in writing to

the Clerk's office stating the reason the applicant believes the marker should be funded, and including any additional documentation to support their appeal.

Subjects reviewed and disapproved three (3) times in succession are not eligible for consideration for a period of three (3) years. The Town reserves the ability to reject any applications for Historical Markers that are not in keeping with the appropriate content standards of the Town as determined by the Town Council.

#### **SECTION 6: Historical Marker Text:**

The Committee shall compose the draft text to be placed on the historical marker. The text will include only information that has been verified with appropriate documentation.

The Committee shall provide the proposed draft text to the applicant who submitted the historical marker application. The applicant shall provide comments on the text of the historical marker or make recommendations for any changes. These recommendations shall be accepted, modified or not accepted at the discretion of the Committee.

#### **SECTION 7: Ordering and Installation of the Historical Marker:**

The following items are required prior to the ordering of the historical marker:

1. Applicant acceptance of the recommended text.
2. Dedicated easement / ownership and permission agreement. This easement/agreement gives the Town authorization to install the historical marker on private property and to maintain the historical marker.
3. A map identifying the proposed location for installation of the historical marker.

Upon receipt of the required items, the Town shall order the historical marker as specified in the Historical Marker Design Specifications.

The Town shall, upon delivery, install the historical marker in the location indicated on the location map.

The Town shall hold a public unveiling of the historical marker.

#### **SECTION 8: Historical Marker Design Specifications:**

Size Specification: 33" x 43"

Pattern Style: Revised Ohio

2 Sides: Yes

Emblem: Holly Springs Seal

Wing Cap: Yes

Mounting Post: 7 feet

Text: Same on both sides

Text Size: 1 inch

Plate Color: Black

Post Color: Black

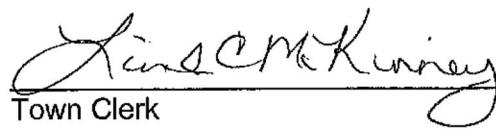
Letter Color: Gold

Insignia Color: Gold

Rail Color: Black

***End Policy Statement No. P-051***

Adopted by the Holly Springs Town Council on June 20, 2023 as certified by:

  
Linda McKinney  
Town Clerk

