

# Mishawaka Historical Marker Program

## 1. Evaluation Criteria

The Historic Signs and Markers Committee (Committee) of the Mishawaka Historic Preservation Commission (MHPC) will review all applications and allow selected applicants to make a presentation to the full Commission.

**The following factors will be used to evaluate eligibility for a marker. A site is not required to meet all criteria to be eligible for a marker.**

- The site/event must be over fifty (50) years old.
- Not currently marked by another marker program, public or private.
- Proposed marker location should generally be in a public right-of-way and/or visible from the public right-of-way.
- Individuals submitted for consideration would typically be deceased and must have played a significant part in the development of some aspect of the city's history, including, but not limited to, education, government, business, religion, cultural institutions, ethnic or civic leadership, or other aspects of the community that make that person stand out as an historic figure.
- The topic and facts set forth in the proposed marker text must be supported with reliable primary sources.
- Only one marker may be requested per application.

**The Committee will review each Application submitted by the published deadline, using the following criteria:**

### Historical Significance

- Is the subject especially noteworthy?
- Does the subject have a lasting impact on the local, state, national, or international level?
- Is the topic representative of major themes in local, state, or national history?

### MHPC Designated Priorities, Including:

- Impact on the present community (Does the marker help identify an area and/or create a sense of place?)

- Impact on preservation (Does the marker identify properties or areas considered for preservation or recognize properties or areas already determined for preservation?)
- Endangered or threatened historic site.
- A building of historical significance.
- Lesser-known historical places, events, or persons.
- A specific site associated with a historical event.
- Historic Landscapes.
- Historically significant anniversaries occurring during the application cycle.
- Location relative to other historic markers to encourage broad distribution of markers.

Completeness of the Application, Including:

- Completed Application Worksheet.
- A copy of the proposed marker text with a documentation sheet for the information put forth in each sentence in the text.
- Photocopied or scanned primary sources or links to digitized primary sources.
- Compliance with the Mishawaka Historical Marker Program Guidelines and Procedures and specific deadline requirements as promulgated by the MHPC.

## **2. Application Review Process**

Parties interested in obtaining a historical marker must complete an application detailing the significance of the proposed site for the marker. Supporting documentation must be collected and submitted with the application. The purpose of the documentation is to provide an accurate, lasting record of the history behind the subject of the marker. It is important that this be as accurate and complete as possible. Such documentation includes the following:

- A narrative of the importance of the structure or site to the history and/or culture of Mishawaka.
- Photos or high-resolution images of the structure or site.
- Dates of events related to the structure or site.
- A map showing the location of the structure or site.
- Sources from which you obtained your information.
- Collected oral histories or any interesting stories associated with the nomination.

- Additional documentation is outlined in Section 7 of the application, entitled: 'Supporting Documentation'.

The application cycle for the Historical Marker program generally runs from September to May of the following year. Markers are usually installed during the Historic Preservation Month of May. **To facilitate the installation of a marker during Historic Preservation Month, observance of the following application timeline is essential:**

- A Historical Marker Application form must be submitted to the Historic Signs and Markers Committee ("Committee") of the Mishawaka Historic Preservation Commission **by September 30<sup>th</sup>** to ensure consideration within the relevant application cycle. The application should be as complete as possible. It should include historical information with full citations to primary sources, should relate the site's eligibility under the criteria listed above, and should provide the most significant facts about the site in a brief list.
- All applications submitted by the September 30<sup>th</sup> deadline will be reviewed by the Committee during its fall meetings. The Committee will assess the information provided in the application, the integrity of the site, and the general suitability of the location for a marker. From the pool of applications submitted, the Committee will determine the number of applications, generally 3 or 4, that can reasonably be processed during the application cycle. The Committee will notify applicants regarding the status of their application.
  - a. If during a given application cycle the Committee receives more applications than can be reasonably processed by the MHPC during that cycle, but which are otherwise worthy of review by the MHPC. The Committee may hold those applications in reserve and place them in priority position for review during the next application cycle.
- At its January meeting, the MHPC will hear presentations from the applicants selected by the Committee. After all relevant presentations are heard, the MHPC will review the applications and will make its final decision regarding approval for a local marker. Applicants will subsequently be notified of the MHPC's decision in writing.

Applicants should be aware that if approved for a historical marker, it is for historical interest and educational purposes and does not affect the property owner's ability to alter or add improvements to the property. However, future changes to the property may compromise the appropriateness of a

marker. Therefore, the MHPC reserves the right, at its sole discretion, to retract any marker previously granted.

### 3. Denial and Reapplication

If an application is denied, the MHPC will provide the reason for denial. If denial resulted from insufficient information provided to support the application, the applicant may reapply, however the applicant must submit a new application which will not be reviewed by the MHPC until the supporting documentation is deemed sufficient by the Committee.

### 4. Inscriptions

All final marker inscriptions will be drafted by MHPC staff and reviewed by the MHPC. MHPC staff will provide the applicant(s), where appropriate, a courtesy draft to ensure significant information has been included. However, the final marker copy will ultimately be approved by the MHPC. Historical markers are not intended to editorialize or pass judgment, but aim to set forth straightforward, undisputed, historical facts. In furtherance of this objective, the MHPC avoids the use of subjective and superlative terms such as 'first,' 'best,' 'most,' or 'last.' Such claims require extensive research to be truly accurate, and sometimes are not verifiable with extant primary sources. Additionally, space limitations due to the size and configuration of the markers require concise statements.

### 5. Marker Format

Each historical marker will be of a roadside marker format, as determined and approved by the MHPC, and will be the same size and design, unless otherwise determined by the MHPC.



## **6. Location**

Markers within the City of Mishawaka will normally be installed within the public right-of-way in the general area of the selected site. However, the MHPC may pursue easements/permission from private property owners, when appropriate, to erect markers for eligible sites meeting the program's criteria.

## **7. Replacement Markers**

Mishawaka Historical Markers may be relocated or removed only with the approval of the MHPC, upon the recommendation of the Committee. The City of Mishawaka may authorize temporary removal of a marker for maintenance work. The City of Mishawaka may authorize the removal and disposition of markers that have been damaged or are at risk. Mishawaka Historical Markers containing incorrect information may be removed with the approval of the MHPC.

When replacement of a Mishawaka Historical Marker is requested because it has been damaged or stolen, or because the text contains errors, the marker shall be reviewed by the MHPC per marker guidelines in effect when replacement is requested. Some marker replacements may require the applicant to complete the full application process.

## **8. Supporting Documentation**

Applicants should include the following supporting documentation with every application:

- Several high-resolution photos/images of the structure or site. Please include photos of each side of the structure or from various angles of the site, as well as photos that put the structure or site in its surrounding context. If possible, provide at least one (1) historic photo of the property or site. When possible, please provide photos and images in an electronic format.
- Dates of significant events related to the structure or site.
- A map showing the location of the structure or site.
- A list of sources that provided the historical and descriptive information used in preparing this application, i.e., books, pamphlets, newspaper articles, government records, etc.
  - o Wherever possible, the information used to prepare and support an application should be derived from primary sources. Primary Sources are immediate, first-hand accounts of a topic. Primary sources can include:
    - Official documents and records

- Photographs, audio/video recordings
- Letters and diaries which record first-hand accounts of an event
- Newspaper articles which report first-hand accounts of an event
- Interview transcripts
- Recordings of speeches
- Where available, secondary sources which support the information used to prepare and support the application should also be included. Secondary Sources interpret and/or analyze primary sources. Secondary sources can include:
  - Analysis or interpretation of data
  - Articles about a topic, especially by people without first-hand knowledge of a given topic
  - Most books and documentaries surveying a given topic.

#### **Additional Suggested Documentation**

For the MHPC and/or the Committee to make a well-informed decision as to the significance of the nomination, it is recommended that the following documentation, as applicable, be included with the application.

- A. Alterations: List any known changes or modifications to the structure or site throughout its history.
- B. Prominent Historical Figures: List any known prominent local, state, or national historical figures associated with the property.
- C. Property Ownership: List all known owners of the property, including the original owner and any subsequent owners.
- D. Tenant History: List all known tenants of the property throughout its history.
- E. Narrative History: Attach a narrative explanation of the chronological and historical development of the property.
- F. Oral History: Provide a transcript of any oral histories or documented interesting stories associated with the property.
- G. Drawings: If available, provide construction or site plan drawings for the structures.
- H. Additional Information: Provide any additional information that supports the application. This may include drawings, letters, newspaper/magazine articles, oral histories, book references, etc.