

WALKERTOWN HISTORICAL MARKER COMMITTEE
MONDAY – FEBRUARY 16, 2026
4:00 P.M. – WALKERTOWN COMMUNITY BUILDING

Present: Committee members Caroline Jones, Tim Anderson, Vernon Brown and Sandra Grogan. Also attending: Mayor Doc Davis, Michelle McCullough, and Town Manager Scott Snow.

Meeting Notes

Introductions and Committee Purpose

- Participants introduced themselves, sharing their connections to Walkertown and interest in history.
- The committee is an official advisory body to the Walkertown Town Council for the town's historical marker program.
- All meetings are subject to North Carolina's public meeting laws, with agendas and minutes made public on the town website.

Committee Bylaws and Structure

- The official name is the Walkertown Historical Marker Committee.
- Membership consists of five members: one from the town council, one from the Walkertown Area Historical Society, and three appointed via application. The committee will be kept at five members for manageability.
- Member terms are two years, with potential for reappointment. Applications for new members are accepted anytime and kept on file.
- A quorum is defined as three members, which is required for official business.
- Staff support for notices, agendas, minutes, and public records requests will be provided by town staff.
- Bylaws can be amended by a majority vote, but changes to core aspects like membership numbers require a recommendation to and approval from the Town Council.

A motion to accept the bylaws as read was made, seconded, and passed unanimously.

Election of Officers

- The committee elected a Chair and Vice Chair. The Chair will preside over meetings and serve as the primary liaison to the town council.
 - Caroline Jones was nominated and elected as Chairperson.
 - Tim Anderson was nominated and elected as Vice Chairperson.

Meeting Schedule

- Regular meetings are planned for the third Monday of each month. Meetings can be canceled if there is no business.

- Special meetings can be called with proper public notice.

A motion to adopt the meeting schedule as presented was made, seconded, and passed.

Historical Marker Program Overview

- The committee's goal is to install official markers to highlight historical areas.
- Committee Responsibilities:
 - Identify significant sites, events, and organizations for markers.
 - Work with property owners for installation.
 - Review and decide on marker text and design.
 - Make recommendations to the council for final approval.
 - Coordinate community unveiling events.
- The committee will primarily focus on historical places, events, and organizations rather than individuals to avoid a large volume of personal requests, though individuals can be mentioned in the context of a place.
- The design for markers is flexible, but consistency is preferred to create a recognizable town identity. It was agreed all markers should be two-sided.
- The markers are made by a foundry in Ohio and have good longevity. Touch-up kits are available.
- Features can include the town crest, specific colors, photos, and QR codes. However, QR codes may be impractical on markers in the right-of-way, which require a height of 7 feet.
- Markers should be publicly visible.
- Placement on a state right-of-way requires a state agreement.
- Placement on private property requires an encroachment agreement or easement, which stays with the property upon sale. While owner permission is not legally required for placement in a public right-of-way, it is preferred.
- The town owns the markers, even those on private property.
- There are no direct tax incentives for property owners, but the program provides recognition. Other programs like Local Landmark status or the National Register offer tax benefits but have stricter requirements.
- An application form with a point-based ranking system, similar to one used by the city and county, was presented for review. This system aims to provide a transparent and justifiable process for selecting marker locations.
- The text on markers is very limited, requiring concise and verified information.
- All submitted historical information must be verified. It is recommended to get applicant sign-off on the final text to avoid disputes.
- The council aims to budget for approximately one marker per year.
- A recent marker cost around \$3,100, up from \$2,500, with a delivery time of about a year due to post-COVID shortages.
- A specific budget will be established for the committee. A figure of \$10,000 was proposed to cover the marker cost plus potential legal or engineering expenses.
- Committee funds do not roll over; unspent funds return to the town's general budget. Donations must be formally accepted by the council.

- The Cruz property was identified as a strong candidate for the first project, as it is the only site in Walkertown on the National Register of Historic Places.
- The property is significant for its connection to a major tobacco factory and the first school in the area. The Cruz and Sullivan tobacco interests were also connected.
- There is currently no local marker for the property, presenting an opportunity for the committee.

- Michelle will email resources, including information on the Cruz property, an inventory and survey project report, and other materials on Walkertown.
- It was noted that the Walkertown Area Historical Society has a large collection of materials and could potentially partner to host a website with detailed information linked from the markers.
- Historical walking tours are being developed for Walkertown.

Submitted by: Scott Snow, Town Manager