

W Y O M I N G
**MONUMENTS
AND MARKERS
HANDBOOK**



Ames Monument, Albany County

**ARTS. PARKS.
HISTORY.**

Wyoming Department of State Parks & Cultural Resources

* The Wyoming Monuments and Markers program is continually evolving, and with that evolution, frequent updates will be made to this document.

Wyoming Monuments and Markers Program Handbook

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Bozeman Trail Marker, SHPO file photo, c. 2005

I. Wyoming Monuments and Markers Program

A. Program Introduction

The Wyoming Monuments and Markers Program is a cooperative effort among the Wyoming Department of State Parks and Cultural Resources (SPCR), the Wyoming Department of Transportation (WYDOT), Wyoming Travel and Tourism, Wyoming Tribes, local governments, and private individuals and organizations. The Monuments and Markers Program installs new historical markers and maintains existing monuments, markers, and interpretive signage.

Per Wyoming state statute (Wyoming § 9-2-414, § 9-2-415 and, § 36-4-108), SPCR approves text for all new signage, oversees text changes for existing signage, erects new signage, inspects and repairs monuments and markers, and maintains a database of existing signage. WYDOT authorizes the location of new signage along state highways, assists in the inspection of monuments and markers, and coordinates with SPCR to relocate signage when necessary because of highway improvements. Wyoming Travel and Tourism provides grant funds to place new interpretive signs to promote the history and tourism of Wyoming. Local governments and Tribes assist in the maintenance of monuments and markers sited on property within their jurisdiction and report damage or deterioration of monuments and markers to the Monuments and Markers program coordinator.

B. Purpose

Historical signage educates and informs the public about buildings, structures, sites, and objects of interest to both Wyoming residents and visitors to the state. Through the Wyoming Monuments and Markers program, the Wyoming Department of State Parks and Cultural Resources seeks to identify and mark sites and subjects having historic significance.

Monuments and Markers:

- Provide interpretation of significant events, people, and/or places in Wyoming history.
 - o Interpretation is “a communication process that forges emotional and intellectual connections between the interests of the audience and the inherent meanings of the resource.”
 - *National Association for Interpretation*
(<http://www.interpnet.com/>)
- Educate the public about significant people, places, and things in Wyoming history and thereby develop the public’s knowledge of the importance of Wyoming history and inspire them to learn more.
- Foster people’s ability to make connections between extant resources and the past.
- Encourage the Wyoming public to preserve historic resources indicative of Wyoming history and to develop a sense of identity as Wyomingites.

- Enhance cultural tourism in this state by encouraging residents and visitors to investigate Wyoming history and the state's historic sites.

C. Program History

Wyoming boasts one of the oldest monuments and markers program in the nation. At a time when few thought to mark history, interested and concerned residents of Wyoming realized the need to commemorate the past. These people placed monuments and markers that served to preserve a piece of the state's heritage.

While the creation of the Wyoming Historical Landmarks Commission formally established a markers program in 1927, marking historic points actually began more than fifty years earlier. In 1882, the Union Pacific Railroad Company erected the Ames Monument, a 60-foot stone monument located at the original summit of the transcontinental railroad. The monument memorializes Oakes and Oliver Ames, brothers from Massachusetts, whose wealth and influence played an important role in the construction of the Union Pacific line through Wyoming.

The Union Pacific may have been the first to place a marker in Wyoming, but it was Ezra Meeker, an Oregon Trail veteran, who built support for marking important pieces of that great westward highway. Ezra Meeker was born in Huntsville, Ohio in 1830 and traveled over the Oregon Trail in 1852 with his wife. Meeker felt that the Oregon Trail was a "symbol of the heroism, the patriotism, the vision, and the sacrifices of the pioneers who had won the West for America."¹

Twenty-two monuments and markers existed along the Trail when Meeker began a campaign to mark points in March 1906. By 1908, Meeker had succeeded in either directly or indirectly erecting 150 monuments. Inspired by Meeker's actions, the Oregon Trail Memorial Association formed. Meeker served as the Association's first president and helped to promote the Memorial Coin Bill. This bill authorized the creation and sale of Oregon Trail Memorial Fifty-Cent Pieces. The proceeds went to funding new signs. When Meeker died in 1928, the Association carried on his passion and vision for marking sites along the Trail.

The Oregon Trail Association and the State of Wyoming made good partners. The Association worked with many state leaders such as Governor Frank Emerson, Grace Raymond Hebard, Clarence B. Richardson, and others. This amiable relationship accomplished preservation goals for both sides.

The Daughters of the American Revolution (DAR) began marking historic places in 1908 and is responsible for many of the markers seen today. Also active within the DAR, Grace Raymond Hebard worked to mark the Oregon Trail before it vanished. In 1913, with the support of the Sons of the American Revolution and other interested Wyoming residents, the DAR introduced a bill to the Twelfth State Legislature that passed and created the Wyoming Oregon Trail Commission. To accompany the establishment of the

¹ Mike Jording, *A Few Interested Residents*, p. 1.

Commission, the Legislature also appropriated \$2500 for the purchase and installation of markers. Subsequent legislatures appropriated \$500 at each session.

Mrs. H. B. Patten, the first secretary of the Oregon Trail Commission recorded descriptions of every marker installed by both the Commission and the DAR. Her reports provide a helpful record for the state's first historical markers. In the Commission's first two years, from 1913-1914, they marked 24 sites. They dedicated another 20 to 25 markers in the next two years. World War I slowed their marking progress as they turned to the war effort and very few markers were placed. The Oregon Trail Commission dedicated their last marker in September of 1920 at the Wagon Box Fight.

The Wyoming Historical Landmark Commission grew out of the desire of many citizens to preserve the deteriorating Fort Laramie. On February 26, 1927, Governor Frank C. Emerson appointed the first members of the newly formed Wyoming Historical Landmark Commission; Robert Ellison of Casper, Joseph S. Weppner of Rock Springs, Warren Richardson of Cheyenne, Mrs. Cyrus Beard of Cheyenne, and Dan Greenburg of Casper. The making of the Commission created a means for acquiring, marking, and preserving historic sites and monuments in Wyoming. The Commission was also given the power to evaluate sites, recommend them for acquisition, and appoint an advisory committee in each county. The Commission succeeded in acquiring many sites of historical importance, including Fort Bridger and Fort Reno. Generally, these privately owned sites were donated to the State of Wyoming. Eventually, the Historical Landmark Commission also aided in the purchase of Fort Laramie, which the State of Wyoming then turned over to the federal government, who made it a National Historic Site in 1938. The Wyoming Historical Landmark Commission operated until 1959, when its duties were turned over to the Wyoming State Archives, Museum and Historical Department.

The State Archives, Museum and Historical Department worked closely with the State Historical Society and its local chapters. They sponsored a historical marker style and design contest, which the Campbell County Chapter won with their design featuring a 4" x 6" wooden sign with text carved into it. This design template lasts into the present.

The "Wyoming Historical Sites and Markers and Museums," brochure, featuring 208 historical markers, 115 historic sites, and 25 museums, was published in 1962. Also in that year, the State Parks Commission began working with the Archives and Historical Department. The Parks Commission installed and maintained the signs, while the Archives and Historical Department did research and drafted text. From 1959 to 1966, 56 markers were placed.

In July of 1967, the Wyoming Legislature created the Wyoming Recreation Commission. This Commission was created in response to the passing of the National Historic Preservation Act in 1966, which required each state to establish a state historic preservation officer. The preservation officer operated within the Historic Section of the Recreation Commission and was responsible for the management of the monuments and markers throughout the state. The State Historic Preservation Office was transferred to the Archives, Museum and Historical Department in 1985. In 1999, the Department of

State Parks and Cultural Resources (SPCR) formed and incorporated the Archives, Museum, and Historical Department as the Division of Cultural Resources.

Today, the Wyoming Monuments and Markers Program operates through a partnership between SPCR, WYDOT, Wyoming Travel and Tourism, local governments, Tribes and private individuals and organizations. Within the Department of State Parks and Cultural Resources, the Division of State Parks, Historic Sites, and Trails and the State Historic Preservation Office share responsibilities for creating and maintaining signs.

- For more information on Ezra Meeker and the marking of historic places in Wyoming, read “Story Spots” by Tom Rea in *Annals of Wyoming: The Wyoming History Journal*, Spring 2006, Vol. 78, No. 2, pg 25-36.
- For more information on the monuments and markers found throughout Wyoming, read
 - o Mike Jording’s *A Few Interested Residents: Wyoming Historical Markers and Monuments*, Skyhouse Publishers: Helena, MT, 1992.
 - o Susan Carlson’s *Wyoming Historical Markers at 55mph: A Guide to Historical Markers and Monuments on Wyoming Highways*, Beartooth Corral: Cheyenne, WY 1994.

D. Contacts

If you have questions, or want to apply for historical signage, please contact:

State Historic Preservation Office
Monuments and Markers Program Coordinator
2301 Central Ave.
Cheyenne, WY 82002

Phone: 307-777-7697
Fax: 307-777-6421



Fort Halleck-Fort Laramie Road Marker near Bosler

II. Wyoming Monuments and Markers Program Components

A. Monuments and Markers Advisory Committee

Powers and Duties

The SPCR Monuments and Markers Advisory Committee (MMAC) reviews and approves all new signage and signage with revised text under the jurisdiction of SPCR. The MMAC may also be consulted for recommendations for maintenance and replacement of markers. Interpretive signage that is historical in nature and installed by other state agencies must be reviewed by SHPO and approved by the Director of SPCR, however, this signage will not be included in MMAC review.

Please see Appendix E for a copy of the MMAC By-Laws.

Members

Committee members are selected from SPCR Commission members and from internal agency staff, other state agencies, and the interested public. The Monuments and Markers program coordinator will recommend five to nine potential members to the Director of SPCR, who will make final appointments to the MMAC. Members may be appointed from the following organizations:

- Wyoming State Historic Preservation Office
- Wyoming Division of State Parks, Historic Sites and Trails
- Wyoming State Archives
- Wyoming State Museum
- Wyoming Department of Transportation
- Wyoming Division of Travel and Tourism
- Wyoming State Historical Society
- Wyoming Archaeological Society
- Wyoming Tribal Liaison(s) (the Tribal Liaisons may choose to delegate their MMAC responsibilities to their Tribal Historic Preservation Officer)
- Wyoming State Parks and Cultural Resources Commission (to be appointed by the Commission President)

Members of the Wyoming Public may be appointed from the following interest organizations:

- Alliance for Historic Wyoming
- Oregon California Trails Association
- T.R.A.C.K.S. Across Wyoming

* If you are interested in serving on MMAC, please contact the Monuments and Markers program coordinator. The Director of SPCR will make final appointments.

Chair

MMAC will elect a chairperson for the Committee.

Duties

Speak for MMAC, after consultation with the Director of SPCR
Conduct MMAC meetings

Role of the Public

The public is invited to participate in the approval process for signage throughout Wyoming. Members of the public are invited to serve on the MMAC and to attend MMAC meetings. The public is also encouraged to apply for new signage or text revisions for signage.

Administration of MMAC

MMAC will meet twice a year to review applications and discuss other pertinent Monuments and Markers issues. Changes to the handbook will be approved at MMAC meetings. The Monuments and Markers program coordinator will make all arrangements for meetings, including proper public notification.

Applications are due March 1 and September 1 of every year for consideration. This schedule is in effect for applications for new markers and new marker text only (which includes a turnout approval application). All other marker activities requiring the completion of a request or approval form will be handled by the SHPO office on a case-by-case basis.

Staff from the SHPO office will review applications and suggest revisions the beginning of March and/or September. Applicants will make any appropriate changes and resubmit to the Monuments and Markers Advisory Committee (MMAC) on the first of April and/or October. Committee members will have 2-3 weeks to review the applications and meet either in person or by conference call. The SHPO office will notify applicants the beginning of May and/or November with the results of the MMAC meeting; this will provide applicants adequate time to apply for the Wyoming Travel and Tourism sign grant program. Applications are reviewed on a case-by-case basis and are not rated against each other in order to determine approval.

Criteria for signage approval can be found in Section IV.C.

B. Monuments and Markers and State Parks, Historic Sites, and Trails

New signage that is being created by the State Parks, Historic Sites, and Trails (SPHST) will be added to the Monuments and Markers program. SPHST regularly creates interpretive signage and follows an internal process that includes creating a committee of people with an interest in and knowledge of the subject being interpreted. These committees are specific to the subject and change depending on the project. The committees review and approve signage being developed by SPHST. Because these signs have already gone through an extensive approval process and are often under time

constraints, they will not go through the same Monuments and Markers Advisory Committee (MMAC) process as other signage.

The Monuments and Markers Program Coordinator will serve as the MMAC representative for new signage that is being developed by SPHST. When the signage is finalized the Monuments and Markers Database Entry Form will be completed by the Project Manager for SPHST and submitted to the Monuments and Markers Program Coordinator. The Monuments and Markers Program Coordinator will forward the signage to the SPCR Director for final approval.

The MMAC will be provided final text and notified by the program coordinator of all SPHST signage twice a year at its regularly scheduled meetings.

C. Monuments and Markers, Section 106, and the WYDOT Right-Of-Way

Federal agencies will need to comply with the Monuments and Markers program guidelines for signage that will be placed in the Wyoming Department of Transportation (WYDOT) right-of-way only.

New signage that has been created through Section 106 of the National Historic Preservation Act is frequently added to the Monuments and Markers program. Through the Section 106 process, this signage has been developed by a committee of preservation professionals who have determined need for the signage, an appropriate location, and approved the text and signage design. Because these signs have already gone through an extensive approval process and are often under time constraints, they will not go through the same Monuments and Markers Advisory Committee (MMAC) process as other signage.

The Monuments and Markers Program Coordinator will serve as the MMAC representative when consulting on new signage that is being developed because of Section 106 mitigation responsibilities. Only signage being proposed for the WYDOT right-of-way will require this consultation. When the signage is in the final stages of development, the Monuments and Markers Approval Form will be completed by the lead federal agency, the project proponent, or their consultant and submitted to the Monuments and Markers Program Coordinator. The program coordinator should be contacted to determine the portions of the form that are necessary.

The MMAC will be provided final text and notified by the program coordinator of all Section 106 signage twice a year at its regularly scheduled meetings.

D. Historic Mine Trail and Byway Program

Program Background

The Historic Mine Trail and Byway program was established by the Wyoming Legislature in 2005. The program was created for the purpose of identifying historic mine locations and designating trails and byways that link historic mining areas within the

state. Objectives of the program are to 1) Provide a precise history of mineral development in Wyoming; 2) Interpret the role of mining and minerals in the development of Wyoming's economy; 3) Identify and describe Wyoming's mining and mineral development heritage.

The program originally operated under a commission created by legislation. During the 2009 Legislature, the program was moved to the Wyoming Department of State Parks and Cultural Resources, Division of the State Historic Preservation Office Monuments and Markers Program (2009 SF0007). The Monuments and Markers program coordinator currently administers the Mine Byway program. The Monuments and Markers Advisory Committee also reviews nominations for the Mine Byway program.



Establishing a Historic Mine Trail or Byway

Nomination

The Historic Mine Trail and Byway program designates historic mining areas and links them through a nominated trail or byway. Nominations for historic mine trails or byways are submitted either by the public, a government agency, or internally by the SHPO staff. Nominations are reviewed by the MMAC according to their regular review schedule for Monuments and Markers applications. At least two members of MMAC are selected based on their expertise in Wyoming's mining history. The nomination packet for the Historic Mine Trail and Byway program can be obtained from the Monuments and Markers program coordinator, or from the Monuments and Markers website.

<http://wyoshpo.state.wy.us/MM/Byway.asp>

Interpretation

Once a trail or byway has been approved, the sponsoring entity will work with the Monuments and Markers program coordinator to develop an interpretive plan for the trail or byway. This interpretive plan will be used to determine the location of interpretation, what type of interpretation is appropriate, and what information will be conveyed. Signs created for the historic trail or byway will become part of Monuments and Markers. They will be installed by the State Parks, Historic Sites, and Trails Central Construction Office and will be under the care of the SHPO.

Dedication

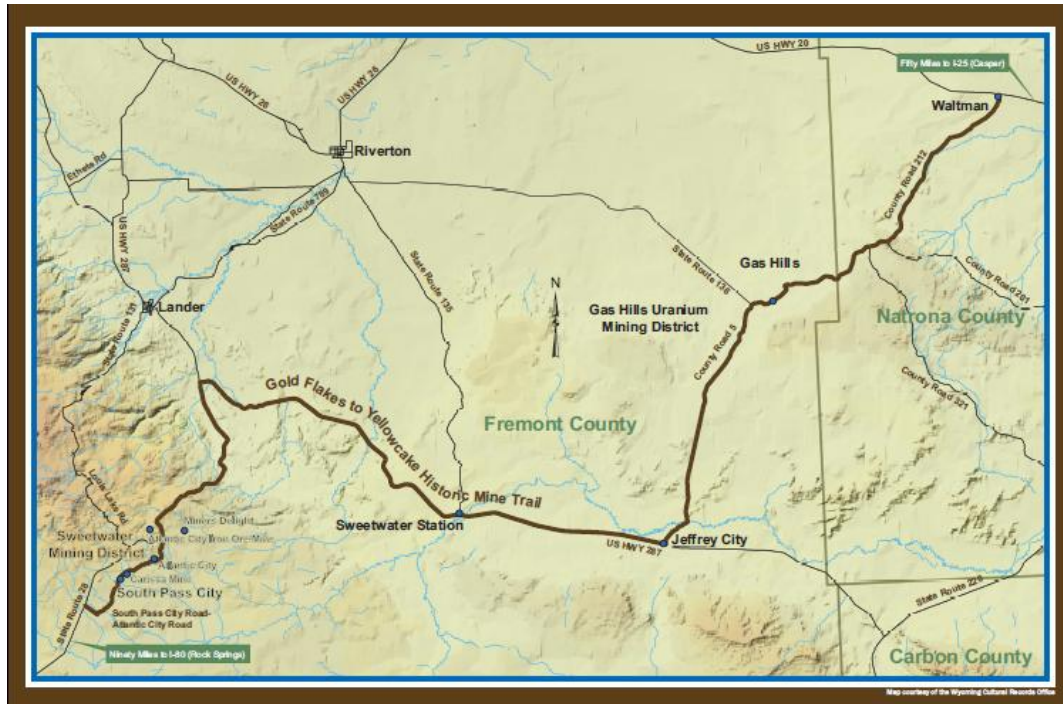
There will be a dedication ceremony held once an appropriate amount of interpretation has been placed. The sponsoring entity will work with the Monuments and Markers program coordinator to determine the specifics of the dedication ceremony.

Gold Flakes to Yellowcakes Historic Mine Trail

The 2005 Legislature established the first Historic Mine Trail. This Trail links the gold mines located in South Pass City, Miners' Delight, and Atlantic City, to the uranium mines in the Crooks Gap and Gas Hills mining districts located in Fremont County, Wyoming.

The Trail as designated follows the route described below:

Fremont County Road 479 beginning at its junction with WYO 28, to its junction with Fremont County Road 237; Fremont County Road 237 to its junction with old WYO 28; old WYO 28 to its junction with new WYO 28; WYO 28 to its junction with US 287; US 287/WYO 789 South (East) to Fremont County Road; Fremont County Road 5 north from Jeffrey City to its junction with WYO 136 and Dry Creek Road (BLM road); Dry Creek road northeast to junction with Natrona County Road 212; Natrona County Road 212 to its junction with US 20/26 at Waltman.



Map of the Gold Flakes to Yellowcake Historic Mine Trail, SHPO, 2009

E. Monuments and Markers Stewardship Program

The Monuments and Markers Stewardship Program establishes regular, annual or bi-annual, on-site inspections of all of the state's monuments and markers and provides annual photo documentation of existing monuments, markers, and wayside interpretive exhibits.

The stewardship program capitalizes on the high quality volunteerism seen throughout the state by using local citizens to conduct inspections. Stewards use the *Condition Form* to keep up-to-date information on each piece of signage. This assists the SHPO in

maintaining current records of the monuments, markers, and wayside interpretive exhibits in its care.

Regularly scheduled on-site inspection:

- provides SHPO and WYDOT with current information on the condition of monuments, markers, and wayside interpretive exhibits;
- establishes the basis for prioritizing regular replacement of existing monuments;
- and serves as a means of collecting data to update the monuments and markers database.

Annual photo documentation:

- enables the state to develop a historical record of monuments, etc.;
- creates a visual record of damaged monuments, etc.;
- and provides the basis for a website and public information brochure for the program.

For more information about the Wyoming Monuments and Markers Stewardship Program, please see the *Stewardship Handbook*.

Questions about the Monuments and Markers Stewardship Program should be addressed to the Monuments and Markers Program Coordinator, whose contact is listed on page 4 of this handbook.

F. Monuments and Markers Tribal Committee

In January of 2009, the State Historic Preservation Office (SHPO), Monuments and Markers Program, began meeting with members of the Wyoming Tribes to discuss tribal involvement in the signage on the Wind River Reservation and other signage across the state that contains Native American subjects. SHPO intends for this process to involve the Tribes in choosing subjects for signs and for determining appropriate text for the signs that are part of SHPO's Monuments and Markers Program.

MMTC reviews SHPO signage projects that contain Native American content and/or are located on or near Tribal lands. The MMTC also identifies necessary new projects in order to achieve more comprehensive interpretation of Tribal history in Wyoming.

As a result of the first meeting in early 2009, the two Tribal Liaisons to the State of Wyoming, have been appointed to the Monuments and Markers Advisory Committee. The Tribal Liaisons will continue to be involved with the review of signs SHPO is proposing for replacement.

The Committee has two main foci:

- 1) Assessing current signage and markers
 - a. Condition assessment
 - b. Accuracy/appropriateness of text assessment

- 2) Determining needs for future signage
 - a. Finding funding
 - b. Determining interpretive needs

The Committee meetings are open to all Tribal members. Tribal members that are instrumental to the continuation of the Committee may represent the following organizations:

Northern Arapaho Tribal Historic Preservation Officer
 Eastern Shoshone Tribal Historic Preservation Officer
 Tribal Transportation Department
 Northern Arapahoe Preservation Society
 Eastern Shoshone Cultural Center
 State of Wyoming Tribal Liaison(s)

G. Monuments and Markers Database

The Monuments and Markers Database is a comprehensive storage, retrieval, and management system containing information about Wyoming's historical monuments and markers. The database was originally developed in 2002 and was updated in 2010 in order to be more user friendly.

The database can be accessed from the Monuments and Markers webpage at <http://wyoshpo.state.wy.us/mm/>. From this webpage, users are able to search for monuments and markers, find signage text, see photos, browse a map and much more. For instructions for using the database, please contact the Monuments and Markers Program Coordinator at the contact listed on page 4 of this handbook.



Signs along the Gold Flakes to Yellowcake Historic Mine Trail at the Carissa Mine, SHPO file photo, 2009

III. Monument, Marker or Wayside Exhibit Criteria

A. Monument Standards

A monument is primarily artistic or commemorative in nature and is associated with a specific event or person. Plans, drawings, or photographs must be submitted to SPCR for review. The size, scale, quality, and appropriateness of content and location of the proposed monument will be considered.



Ames Monument, originally constructed 1882, SHPO file photo, c. 2005

B. Marker Standards

A marker is generally made of stone and simply marks the location of a significant event, place, or person. Markers contain an inscription that identifies its purpose. The Wyoming Landmarks Commission placed many markers in the 1950s – „60s. Plans, drawings, or photographs must be submitted to SPCR for review. The size, scale, quality, and appropriateness of content and location of the proposed marker will be considered.



Bozeman Trail Marker, originally placed 1914, SHPO file photo, c. 2005

There are two classes of signs:

Class II: Angled Mount (Low Profile)

Type A: from a moving vehicle

Type C: on foot reading single sign

Type D: on foot reading kiosk

Upright signs can be placed in nearly any situation. Angled signs are used most effectively as interpretive signs. They can be used singularly or grouped in combination with an upright, either stand alone, or attached to an upright kiosk structure.

Class II

Wayside Exhibit

Rest Area

Vista

Along Trail

Information Center

Historic Site

Trailhead Parking

CLASS I: UPRIGHT MOUNTS

[illegible]

Henry Joy Info Sign, photo courtesy of Randy Wagner, 2008.

SPCR has traditionally placed standardized signs that are cast aluminum and framed on either side by 12-foot and 7-foot high posts that are bolted together. These signs measure 4" x 6".

These signs will be used in the following cases:

At the historic site (ex. Register Cliff, Dull Knife Battle, etc.)

To replace an existing marker

Applications for a traditional historical marker must include:

Text – less than 250 words

Photographs or illustrations – 1-2

CLASS II: ANGLED MOUNTS

Wayside Interpretive Exhibit sign



Sign by Rocky Mountain Region Center for Design and Interpretation

A wayside interpretive exhibit contains interpretive panels or kiosks with panels and is located along roads or trails. Interpretive signs are smaller, low profile, and contain more graphics and less text than the traditional historical signs.

Standard Size: 2" x 3" (24" x 36")

Standard Frame: (pic) pedestal mount with rustic style supports to match traditional historical markers

Standard Mounting: Low profile

Template: SPCR has developed a sign template to be used in most cases. Please contact the Monuments and Markers program coordinator to discuss sign design.

History Theme Identifier

Sign Title

Header

Pulling Team



Ulpacimus eriam ent hilitas re, od quia sum dolut eum imin remperselit facest, ommoloressim sus eaque vent. Berum quia cum et a venisquisi cus.

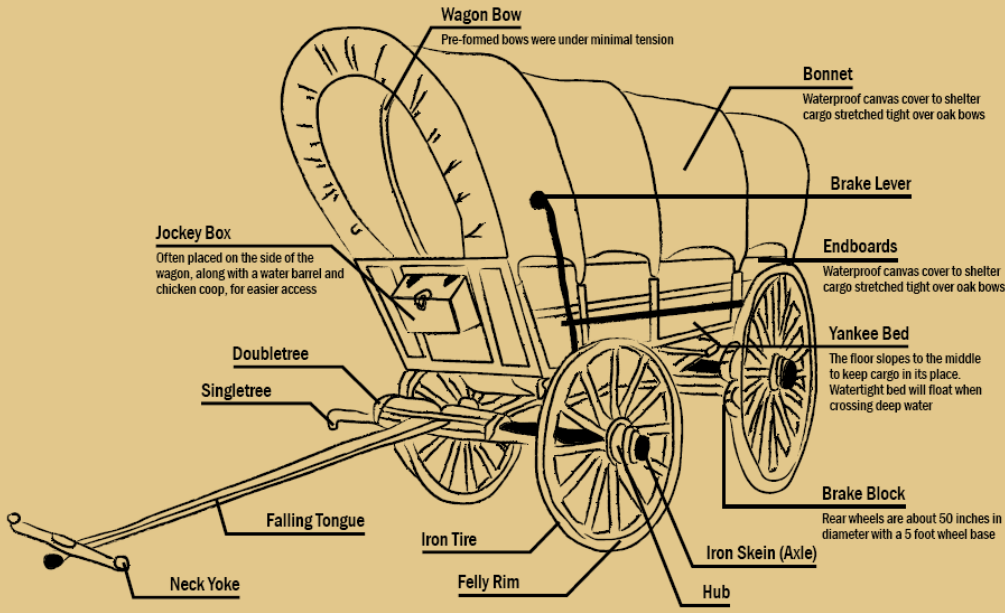


Tsint quaspelibusa deratibus et as exerum eturia plabo. Ut qui dicaborero tem. Nam volorum dentem. Alis conserum, officae ctotas que voloreh enitem expla nim quodior untotatur?

ARTS. PARKS. HISTORY.
Wyoming State Parks & Cultural Resources

Prairie Schooner

Aliandae liqui offic te magnam nissi ducia natur? Quid et is volorion nobissit voluptatur, aut ea volo totatem ut omniae volorro dolore eate que.



Wagon Bow
Pre-formed bows were under minimal tension

Bonnet
Waterproof canvas cover to shelter cargo stretched tight over oak bows

Brake Lever

Endboards
Waterproof canvas cover to shelter cargo stretched tight over oak bows

Yankee Bed
The floor slopes to the middle to keep cargo in its place. Watertight bed will float when crossing deep water

Brake Block
Rear wheels are about 50 inches in diameter with a 5 foot wheel base

Iron Skein (Axle)

Hub

Felly Rim

Iron Tire

Falling Tongue

Neck Yoke

Doubletree

Singletree

Jockey Box
Often placed on the side of the wagon, along with a water barrel and chicken coop, for easier access

WY Monuments and Markers branding

These signs will be used in the following cases:

When it is in a safe and convenient place for people to stop

When there are more than two historic events/sites that need interpretation

In places where the interpretation is removed from the actual site

Applications for an interpretive marker must include:

Text – less than 150 words

Photographs or illustrations – less than 10 (not all graphics will be used)

D. Criteria for Monument/Marker Placement

To ensure that highway signage is accessible to motorists and can most effectively educate the traveling public, WYDOT is responsible for approving the site for new signage. The final location of the signage is based on the following criteria:

- **Safety.** It is expected that travelers will need to pull off the road to read the signage, and then reenter the highway; they must be able to do so conveniently and safely. Hence, signage must be placed so that it does not block drivers' lines of sight when making turns or create traffic hazards when travelers stop to read the signage.

Signage also must be placed where they are least likely to be struck by motor vehicles or otherwise endanger motorists or the signage. Curves, industrial or commercial intersections, congested areas and similar hazardous places should be avoided whenever possible.

- **Visibility.** The signage should be placed in a safe but relatively high-traffic area, so that the largest possible number of travelers can read it. Given the choice between a secondary road and a primary road, the signage will be placed on a primary road. Signage is not permitted on interstate or other limited access highways, except in rest areas.
- **Location.** Ideally, the signage should be placed as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the signage must be placed some distance away.
- **Cost efficiency.** It is more cost effective to place the signage at an existing turnout or wide shoulder rather than construct one. Sometimes, however, it is necessary to clear a pull-off area, because signage cannot be read from a moving vehicle.
- **Placement inside WYDOT right-of-way.** WYDOT determines the final location and acceptable material for signage. It is the applicant's responsibility to obtain an encroachment permit from WYDOT to place signage in its right-of-way.
- **Placement on State Parks Property.** When signage is placed on State Parks property, ownership of the signage must be turned over to the Department of State Parks and Cultural Resources. A Memorandum of Agreement between the State Historic Preservation Office, State Parks, Historic Sites, and Trails, and the signage proponent will be created.
- **Placement outside of WYDOT right-of-way.** State signage is usually placed in WYDOT rights-of-way. Under special circumstances it may be placed on private, city, or county property (usually because of highway

conditions). It is the applicant's responsibility to obtain the necessary permission to place signage.

E. Placement Costs and Long-term Maintenance Issues of Monuments and Markers

SPCR's budget often does not provide for the manufacture of new markers. In the past, the manufacture of markers, and frequently the materials for signposts used to erect markers, has been paid for by private individuals or organizations. If an organization or group is interested in placing a new monument or marker, they should be aware of the associated costs. Approximately \$2700 - \$3500 will be necessary to cast a traditional historical marker and additional installation costs will apply. Approximately \$1,000 - \$2,000 will be necessary to fabricate an angle mounted sign. When signage is placed on State Parks property, ownership of the signage must be turned over to the Department of State Parks and Cultural Resources. The Department of State Parks and Cultural Resources then assumes ownership of the signage, erects, monitors, and insures them. All signage will be considered in relation to budgetary allowances and long-term costs assumed by the State.

SPCR will consider the associated cost of the placement of the signage and will inform the sponsor of the anticipated cost prior to the approval of the sign. All associated future costs will be the responsibility of the sponsor.

The sponsor of the marker should consider contacting Wyoming Travel and Tourism to apply for a grant to place an interpretive marker and/or develop a new highway turnout.

Wyoming Travel and Tourism Turnout and Sign Grant Program. For more information contact Wyoming Travel and Tourism at 307-777-7777.

Visit the Wyoming Business Council website to keep up-to-date on current activities with Wyoming Travel and Tourism. <http://www.wyomingbusiness.org/tourism.aspx>

F. Private Markers

If SPCR declines a subject for a state historical marker, it may be an appropriate topic for a local or private marker. Several counties, cities, and historical groups have in place local historical marker programs for marking places of local and regional significance. Please see Appendix B.

Individuals or groups are free to pursue the purchase of privately funded markers or plaques. Such markers must be placed outside the highway right-of-way and may not use the same sign brand identification used by the State. Private signage is not considered part of the official state marker program.

IV. Signage Content

A. Signage Content Criteria

Criteria Approval

The Monuments and Markers program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. Each proposed marker text shall be reviewed and edited by the coordinator of the marker program and the staff of SPCR and, with the location, shall be approved by the SPCR Monuments and Markers Advisory Committee.

MMAC cannot approve the placement of plaques commemorating a person on signage that is or will become part of the Monuments and Markers program.

Subject Matter Criteria

No signage shall be erected to commemorate a living person.

In order for an historic event to be eligible for commemoration with signage, the event must have occurred at least fifty years ago. Likewise, a place or person must have attained its significance at least fifty years ago, although there are exceptions if the event, place, or person is of extraordinary historical significance.

It is recognized that many people, events, and sites are important to the heritage of Wyoming. Because of limited locations available for signage and the cost of manufacturing and erecting new markers and insuring them, SPCR will consider placing new signage only if the subject matter of the marker illustrates and clarifies the role of a person, organization, industry, site, building, or event that played a significant role in Wyoming's history.

The burden of proof is on the applicant to provide documentary evidence that demonstrates and substantiates that the resource or subject:

- is associated with events that have made a significant contribution to the broad patterns of our history; or
- is associated with the lives of persons significant in our past; or
- embodies the distinctive characteristics of a type, period, or method of construction or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
- has yielded or is likely to yield information important to history or prehistory.

Historical Accuracy

Text must be historically accurate and developed using available published sources. If possible, an expert on the sign topic will review the proposed text for content and SPCR staff will correct any historical inaccuracies. Sign content should rely upon historical fact and avoid local myth or folklore. A list of references should be included with the submission of the proposed text.

Educational Value and Relevance

The program strives to inform people from all backgrounds about Wyoming's history. Therefore, the text of signage should provide the reader with significant and meaningful historic information about the subject addressed by the signage and should be written as if the reader has no previous knowledge about the subject.

B. Monuments and Markers Writing Style

To ensure stylistic consistency among state signage, SPCR staff will revise and edit draft texts. The goal is to provide as much accurate and interesting information as possible in a limited space. Sponsors can assist us by following these suggestions when writing their drafts.

- Aim for no more than 25 lines of text containing no more than 82 to 86 character spaces per line.
- Spell out numbers less than 10, otherwise use Arabic numerals (one, two, etc., or 10, 599, 34,987, etc.).
- Do not use honorary titles such as Mr. and Mrs., but do use and abbreviate occupational titles and ranks (the Rev., Col., Maj. Gen., Dr., etc.).
- Use military style for dates; abbreviate months (7 Dec. 1941)
- Do not use commas before or after Jr., Sr., II, etc. (e.g. James Brown Jr. was secretary of the board)
- On first use, give a person's full name as he or she used it or as it is best known (e.g. Alexander Graham Bell; Maggie L. Walker), but on subsequent use only the last name.

For advice on writing concisely and vigorously, refer to the *Elements of Style* by William Strunk Jr. and E.B. White. The text should be submitted with the understanding that it will likely undergo further editing and revision by SPCR staff in consultation with the sponsor or original author.

C. Text Content

When preparing the application, take into account the following questions:

- What was the cause and effect?
- What changes or consequences occurred and why?
- How did the subject influence the course of events?
- What and how widespread was the impact?
- How was the person, place, or event of statewide or national historical significance?
- What was the subject's lasting influence in history?
- What role did the subject play in their area of significance?
- What factors contributed to the subject's development?

D. Themes for Text Content

These themes have been developed in order to place signage content within Wyoming history. Some subjects will be applicable to more than one theme.

a. Themes

The First People

- Culture
- Conflict

The Push West

- Exploration
- Mountain Men
- Missionaries
- Emigrant Trails
 - Oregon
 - California
 - Mormon Pioneer
 - Bozeman
 - Bridger
 - Overland
 - Cherokee
 - Pony Express

Military

- Forts
- Roads
- Conflicts

Transportation

- Railroad
- Aviation
- Roads

Telegraph

On the Range

- Agriculture
- Stockmen
- Homesteading
- Landscapes (natural and manmade)
- Wildlife
- Settlement
- Settlement Trails/Roads
- Conflict (including outlaws)
- Water

Building Community

- Town/City Founding
- Development (building towns and cities)
- Architecture and Planning
- Transportation
- Politics/Government
- Women and Minorities
- Education
- Cultural and Social Traditions
- Religion
- Military

Boom and Bust

- Resources
- Industries
- Railroads
- Mining
- Agriculture
- Tourism
- Energy Development
- Commerce
- Great Depression
 - CCC
 - WPA

b. Time Periods

Protohistoric 1720-1800
Early Historic 1800-1842
Pre-territorial 1842-1868
Territorial 1868-1890

Expansion 1890-1920
Depression 1920-1939
World War II 1940-1946
Post WWII 1947-1955
Modern 1956-Present



Fort Bridger Monument, SHPO file photo, 2009.

V. Applying for a Monument or Marker

A. Procedure for Developing and Submitting a Marker Application

- 1) **Contact the State Historic Preservation Office (SHPO)**, Monuments and Markers Coordinator, 307-777-7697, to check on the need for your proposed marker before taking further steps in the process.
- 2) **Suggest a Suitable Marker Location.** Preferably, the marker should be placed on public land or WYDOT right-of-way; **if it is on private land then SPCR must receive the land owner's consent** for access to monitor the sign. This consent will be documented in a Memorandum of Understanding between SPCR, the landowner, and any other appropriate entities. See, "Criteria for Monument/Marker Placement," (Section II.D) when choosing a location. WYDOT will give final approval for the marker's placement if it is within the WYDOT right-of-way. Please see the Marker Placement Approval form to complete this process (Appendix A).
- 3) **Research and Write the Marker Text.** Research the topic by consulting multiple primary and secondary sources. Write a roughly 150 - 250 word text, following the "Monuments and Markers Writing Style" (see Section III.B). It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and crafting the proposed text. Please see Appendix C: *Text Writing Assistance* for a list of contacts. Also, examples of recently approved marker texts can be requested from the SHPO to assist you in the writing process. NOTE: changes likely will be made by the SPCR staff to the proposed text to meet marker criteria.
- 4) **Submit Your Application Packet to SPCR for Review.** Applications must be submitted by March 1 and/or September 1 of every year. Follow the instructions provided in the application for completing it. Please see the Monuments and Markers Application form (Appendix A). If you have any questions, please contact the Monuments and Markers Program Coordinator (307-777-7697) at the State Historic Preservation Office. After reviewing a topic, if MMAC determines it is *not* eligible for a state marker, the sponsor will be promptly notified.
- 5) **Work with SHPO in Revising or Refining the Marker Text.** Before submitting an application to MMAC for approval, SHPO staff members will review the text. Any questions about the text that arise will be discussed with the sponsor, including further documentation, if necessary, to support the marker text. If changes to the text are warranted, SHPO's staff will work closely with the sponsor – or the sponsor's author – to produce a mutually agreed upon text. Because SPCR and MMAC bear the ultimate responsibility for what appears on a marker, they reserve the right to edit text for accuracy, clarity, brevity, and thoroughness. MMAC, under the supervision of the Director of SPCR, has the

final authority on wording. The Director of SPCR has final approval authority on all applications.

B. Procedure for the Approval Process

- 1) **Evaluation of Application by the Monuments and Markers Advisory Committee.** Applications are evaluated twice every year by an advisory committee made up of members with varying areas of expertise in the field of Wyoming history.

The application will be evaluated for historical accuracy, inclusion of interpretation and analysis of the subject of the nomination, demonstration of an understanding of historical context, and appropriateness of the documentation provided.

The application must be accurate and supported with proper documentation. The MMAC considers many applications and may be unable to consult sources listed in the application, so it is imperative to include pertinent photocopied excerpts from valid primary and secondary sources, along with citations. Limit material to less than 20 pages and wisely choose the information that relates most directly to the focus of your application.

- 2) **Approval of Application.** Upon approval by MMAC, the Director of SPCR will give final approval. The applicant will receive notification in writing. Applicants are also eligible for the **Wyoming Travel and Tourism Turnout and Sign Grant Program**. For more information contact Wyoming Travel and Tourism at 307-777-7777.
- 3) **Pay for the Manufacture of the Signage.** SPCR will notify the foundry/fabricator that casts the marker/sign and provide it with the final MMAC-approved text and layout. The fabricator will bill the sponsoring organization directly. And ship the signage to the appropriate SPCR office for installation. Also, the sponsor may be responsible for covering the expenses associated with installing a sign.
- 4) **Transfer Ownership to the Department of State Parks and Cultural Resources.** When signage is placed on State Parks property, ownership of the signage must be turned over to the Department of State Parks and Cultural Resources. The Department of State Parks and Cultural Resources then assumes ownership of the signage, erects, monitors, and insures them. A Memorandum of Agreement (MOA) with SPCR, the signage applicant, and the Wyoming Office of the Attorney General must be executed. The MOA will transfer ownership of the marker to SPCR. **Long term maintenance costs, repair costs, and/or replacement costs not covered by the State insurance are the responsibility of the marker proponent.** Please see Transfer of Ownership Form. The State Historic Preservation Office will draft the MOA.

- 5) **Hold a Dedication Ceremony (if desired).** Scheduling of a ceremony should only be done by the sponsor after SPCR and the fabricator can confirm a realistic shipping date for the signage. SPCR also asks that it be notified of the time and date of any dedication ceremony so that one of our representatives can attend and make a few brief remarks. SPCR Commission members and MMAC members will also receive an invitation to dedication ceremonies. Usually, the SHPO, in consultation with the sponsor, sends a press release to local media announcing the ceremony.
- 6) If signage is not manufactured and installed after three years of its approval by the MMAC, SPCR may choose to identify another applicant and/or sponsor or withdraw its approval of the application. Subject to the procedures outlined here, SPCR may work with a new individual or group to install the marker.

C. Schedule for Application and Review

Applications will be reviewed twice a year. Applications are due April 1 and October 1 of every year for consideration. This schedule is in effect for applications for new markers and new marker text only (which includes a turnout approval application). All other marker activities requiring the completion of a request or approval form will be handled by the SHPO office on a case-by-case basis.

<i>Date</i>	<i>Action</i>
March 1, close of business day	Applications due to SHPO office Mail, fax, and e-mail submittals are accepted.
Mid-March	SHPO Revision
April 1, close of business day	Revised application to MMAC Mail, fax, and e-mail submittals are accepted.
Mid-April	MMAC meeting and determination
First week in May	Notification to applicants
Beginning of March	Wyoming Travel and Tourism Turnout and Signage Grant applications available
Middle of May	Wyoming Travel and Tourism Turnout and Signage Grant applications due

<i>Date</i>	<i>Action</i>
September 1, close of business day	Applications due to SHPO office Mail, fax, and e-mail submittals are accepted.
Mid-September	SHPO Revision
October 1, close of business day	Revised application to MMAC Mail, fax, and e-mail submittals are accepted.
Mid-October	MMAC meeting and determination
First week in November	Notification to applicants

D. Guidelines for Monuments and Markers Advisory Committee Selection Process

The Monuments and Markers Advisory Committee will evaluate each application according to the marker criteria outlined in Section III.A and those found below. The goals of the evaluation process are to articulate a standard that exemplifies the enduring cultural and historical values represented by monuments, markers, and wayside interpretive exhibits.

Criteria

- 1) Significance
 - a. Signage must accurately mark facts, persons, events, and places prominently identified with the history of the nation, state, or local region
 - b. Sufficiently explain why the person, event, property, or site is significant at the local, state, or national level
 - c. The subject being commemorated must have achieved its significance at least fifty years ago, or demonstrate extraordinary significance
- 2) Placement
 - a. Signage must be appropriately located near the subject it is marking
- 3) Need
 - a. Application must demonstrate a need for this signage
 - b. If this subject has been interpreted elsewhere, the *statement of significance* should address why more signage is necessary
- 4) Accuracy
 - a. Provide adequate documentary support
- 5) Text
 - a. Text must be well written and interesting
- 6) Funding
 - a. Adequate funding sources (either Government or Private) are necessary to ensure the required signage standards are met.

- 7) Miscellaneous Considerations
a. Identification of future needed interpretation

Evaluation Worksheet

Evaluate applications using the table below. For each category, assign number values on a scale of 1 – 5. Application approval is not determined by rating applicants against each other, instead, a total point system is used to determine applicant approval. Applications must receive a score of 20 to be approved.

	Topic Significance <u>Nat'l</u> <u>State</u> <u>Local</u> (15 points possible)			Placement Is this placement appropriate?	Need Is this topic interpreted elsewhere in the state?	Text Is it interesting and accurate?	Funding Is there adequate funding?	Misc. Considerations
Applicant 1								
Comments								
Applicant 2								
Comments								
Applicant 3								
Comments								

VI. Application Checklist

- ☐ Contact SHPO – verify need for signage
- ☐ Location Approval – Marker Placement Approval Form
- ☐ Application – Monuments and Markers Application Form
 - ☐ Attachments
 - ☐ Statement of Significance
 - ☐ Signage Text
 - ☐ Sources – please attach copies of sources cited for reference for the Monuments and Markers Advisory Committee
 - ☐ Photographs or illustrations



*Lincoln Highway Marker re-installed in order to be protected in the Rock Springs, Wyoming
Department of Transportation District Office, SHPO file photo, 2009*

VII. Appendices

Appendix A: Forms

Monuments and Markers Application

To be accepted into the program, monuments, markers, and wayside interpretive exhibits must first be approved. Signs must meet state specifications and must be financed by the applicant. All new signs along state highways must be located within a regulation turnout on an “all weather access” road. Applicants will be responsible for meeting with the WYDOT District Traffic Engineer, or other designee, who must approve the location. If an appropriate existing turnout cannot be found, applicants must work with WYDOT to determine whether or not a new turnout will be constructed. The MMAC will not approve an application for signage on WYDOT right-of-way without WYDOT giving approval for the location. In addition, the applicant will be responsible for the cost of the signage.

Applicants wishing to include signs in the Wyoming Monuments and Markers program must submit a completed application to mark a historic site and all necessary attachments, including a draft of the sign text to the State Historic Preservation Office no later than March 1 or September 1 of each year. Incomplete applications will be returned to the applicants with comments but will not be reviewed by the committee. Applicants must understand that sign texts are subject to editing and final approval by the State Historic Preservation Office (SHPO). Completed applications will be reviewed and applicants will receive written notice of a decision by the first week in May or the first week in November, depending on the submission date.

SHPO staff will assist applicants with approved projects to order and install signs. SHPO staff will assist in negotiating suitable or directional signing if appropriate under the cooperative agreement with WYDOT.

The State of Wyoming will not insure, maintain, or provide approach and directional signing for any monuments, markers, or signs erected by groups or individuals not participating in the formal application process prior to erection of their monument, marker, or sign.

WYOMING STATE HISTORIC PRESERVATION OFFICE MONUMENTS AND MARKERS APPLICATION FORM

Submission of this application does not mean that your proposed marker has been approved.

Please complete this form in its entirety to obtain consideration for placement of new signage. The applicant or sponsor is responsible for the construction costs, placement costs, and maintenance costs associated with the proposed signage. Please refer to the application checklist to be sure you have completed the application process.

Section 1. Applicant Information

Applicant (individual or organization) _____

Address _____

City _____ State & Zip _____

Phone _____ Fax _____

E-mail _____

Section 2. Monument And/Or Marker Information

A. Monument and/or Marker Proposed Name

(historic event, person, place, geographical, or archaeological site)

B. Type of Marker

____ Monument ____ Marker ____ Wayside Interpretive Exhibit
____ Section 106 Signage

C. Theme (more than one may apply)

____ The First People ____ The Push West ____ On the Range
____ Building Community ____ Boom and Bust

D. Location and Ownership of the Proposed Monument and/or Marker

Please describe your proposed signage location. Please provide a site photo marking the proposed location. This may be color or black-and-white and on printer paper.

Property Name (e.g. Guernsey Rest Area)

Address (location of the marker)

City _____ County _____ State and Zip _____

Will this property be placed on property owned and maintained by the Department of State Parks and Cultural Resources? **YES** _____
NO _____

If you marked **YES**, a Memorandum of Agreement with SPCR, the signage proponent, and the Wyoming Attorney General Office must be created. The Memorandum of Agreement will transfer ownership of the marker to the State of Wyoming. **Long term maintenance costs, repair costs, and/or replacement costs are the responsibility of the marker proponent. Please see the Ownership and Maintenance Form**

If you marked **NO**, please attach **DOCUMENTATION** showing the landowner's (private, city, county) **WRITTEN** consent agreeing to the signage placement on their property. Please also include landowner's **WRITTEN** consent to having the proposed signage listed on the official Wyoming Monuments and Marker's Inventory. This official inventory provides historic information, signage location, and directional information regarding access to the signage to the interested public. **PROPOSED MONUMENTS AND MARKERS APPLICATIONS THAT DO NOT HAVE LANDOWNER CONSENT WILL NOT BE CONSIDERED FOR LISTING IN OUR INVENTORY.**

E. Current Signage

Does signage already exist that interprets this subject?

☐ Yes ☐ No

If yes, please provide the location(s) and title(s) of signage.

F. Funding Sponsor of the Marker

The funding sponsor of the marker is responsible for sign material costs and construction costs of placing the marker.

Name (City, County, Private) _____

Street Address _____

City _____ County _____ State and Zip _____

Phone Number _____ Fax _____

Check here if you are planning on applying for a *Wyoming Tourism Turnout and Sign Grant*.

- ☐ Have applied
 - ☐ Received Funding
 - ☐ No Funding Received
 - ☐ No Notification
- ☐ Are planning on applying
- ☐ Will not apply

Section 3. Attachments

A. Statement of Significance

Please attach a separate page to explain why the person, event, property, or site is significant at the local, state, or national level. (Who was associated with the property? What events occurred there? Why is it significant to history?) If this subject has been interpreted elsewhere, please explain why additional signage is necessary. Attach site photos and other documentation as needed. **THIS SECTION MUST BE TYPE WRITTEN.**

B. Suggested Marker Text

Please attach a separate page with your proposed marker text. If you plan on erecting a traditional historical sign, please submit text no more than 250 words in length. If you plan on erecting a wayside interpretive exhibit sign, please submit text no more than 150 words in length. Please document all facts with footnotes and appropriate sources. **THIS SECTION MUST BE TYPE WRITTEN.**

If you plan on erecting a stone or granite marker, please provide us with a copy of any proposed inscriptions and the design of the marker for our review.

C. Bibliography

Please include a separate page citing the references you used to document the proposed marker text. The application must be accurate and supported with documentation provided. The MMAC considers many applications and may be unable to consult sources listed in the application, so it is imperative to include pertinent photocopied excerpts from valid primary and secondary sources, along with citations. Limit material to less than 20 pages and wisely choose the information that relates most directly to the focus of your application. **THIS SECTION MUST BE TYPE WRITTEN.**

D. Photographs or Illustrations

Please attach photographs or illustrations to be used on the marker. For traditional historical markers please attach 1-2 graphics, for interpretive markers please attach less than 10 graphics (not all submitted graphics will be used). For the purposes of this application, graphics may be in black-and-white and on printer paper.

Section 4. Signatures

Applicant

I have verified that the above information is correct and accurate to the best of my knowledge. I will fund and maintain the signage, or I am authorized to commit the person or organization named in Section 2E of this application to the maintenance of the signage.

☐ Check if same as funding sponsor.

Name _____

Street Address _____

City _____ County _____ State and Zip _____

Phone Number _____ Fax _____

Signed _____ Date _____

For Office Use Only:

Received _____

Approved_____
State Historic Preservation Office_____
Date

Marker Location Approval

Locating a marker requires the permission of the WYDOT District Traffic Engineer with responsibility for the section of highway in which the turnout is located. SPCR will not approve the location of a monument or marker to a highway turnout until the appropriate District Traffic Engineer has authorized the location by signing the Marker Location Approval Form. Please see *Criteria for Monument/Marker Placement* in section II.C of this handbook for more information.

MARKER PLACEMENT APPROVAL FORM

Section 1. Contact Information

Marker Name _____ Contact Person _____

Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Section 2. Location

Property/Turnout Name _____

Address (location of proposed marker)

City _____ County _____ State & Zip _____

Township _____ North Range _____ West Section _____

Highway and Milepost Information (Use WYDOT Milepost information)

Maintenance Section

Four Quarter Sections

Location from nearest city

Section 3. WYDOT Consultation

1. What is the current condition of the turnout?
2. Is there an existing interpretive sign, monument or marker at this location? If so, please describe.

3. Please consult with the local WYDOT District Engineer to respond to these questions. What is the purpose of the existing turnout, i.e. maintenance? Can the turnout be incorporated into a currently scheduled WYDOT construction project? If yes, please provide the project number and year that it is currently scheduled in the State Transportation Improvement Plan. Is the proposed location feasible and does it meet WYDOT requirements? Can the cost for this project be determined this fiscal year? Please explain.

Section 4. Signatures

Organization _____
Signature _____ Date _____

WYDOT

I have discussed the proposed project with the applicant and concur that the project is feasible.

Signature, District Engineer (or Traffic Engineer) Date

SHPO _____
Signature _____ Date _____

Monuments and Markers Database Entry Form

This form will be used to provide information on signage not currently in the Monuments and Markers database. The form can be completed in the field and then used to complete a database entry once at a computer, or the form can be sent to the Monuments and Markers program coordinator for entry.

MONUMENTS AND MARKERS DATABASE ENTRY FORM

Complete the following sections in order for a monument, marker, or sign to be added to the Monuments and Markers database. This form can be used for existing signage, planned signage, or newly completed signage.

Section 1. Signage Information

Name of Signage

Type of Signage

☐ Monument

☐ Marker

☐ Sign

☐ "Big, Brown Sign"

☐ Wayside Sign

Materials

Size

Sign Owner

☐ Federal

☐ State

☐ Private

☐ Other

Property Owner

☐ Federal

☐ State

☐ Private

☐ Other

Approach Signage (*for State maintained roadways only*)

☐ Yes

☐ No

Insurance

☐ Yes

☐ No

Insuring Party

Value

Section 2. Location Information

Location of Signage

Township _____ North

Range _____ West

Section _____

Highway/Milepost #

General Description of Location

City

County

Zip

Latitude

Longitude

Section 3. Legend Information

Legend (*Please type the legend or attach a photo that clearly shows the legend.*)

Transfer of Ownership and Commitment to Long-term Maintenance

If the monument/marker is to be placed on property owned and maintained by the State of Wyoming, then a Memorandum of Agreement (MOA) must be written. This MOA is between the State of Wyoming, the monument/marker proponent, the private landowner (if applicable), and the Wyoming Office of the Attorney General. The MOA will transfer ownership of the marker to the State of Wyoming. Long-term maintenance costs, repair costs, and/or replacement costs are the responsibility of the marker proponent.

Property owned and maintained by the State of Wyoming includes WYDOT turnouts, WYDOT rights-of-ways, State lands, Wyoming State Parks, and Wyoming State Historic Sites.

TRANSFER OF OWNERSHIP TO THE STATE OF WYOMING AND ORGANIZATION COMMITMENT TO LONG-TERM MAINTENANCE

Section 1. Transfer of Ownership

A Memorandum of Agreement (MOA) with the State of Wyoming, the monument/marker proponent, private landowner (if applicable), and the Wyoming Office of the Attorney General has been created to transfer ownership of the marker to the State of Wyoming.

Marker Name _____

Project Location _____

MOA Name _____

Proponent Name (individual or organization) _____

Signature of proponent Date

Section 2. Commitment to Long-term Maintenance

This individual, group or organization is responsible for providing funding costs pertaining to long-term maintenance, damage, or replacement of the marker.

Organization _____

Address _____

City _____ County _____ State & Zip _____

Signature of proponent Date

Recommendations for Text Changes on an Existing Marker

SPCR staff regularly inspects markers, not only to determine their condition, but also to assure legends are accurate and appropriate. In some cases, legends that were prepared many years ago may not reflect the latest historical perspective or may be written with language or a viewpoint that is not appropriate. SPCR relies a great deal on private entities and individuals to inform its staff when text on a marker is incorrect or inappropriate.

RECOMMENDATION FOR TEXT CHANGES ON AN EXISTING MARKER

Section 1. Marker Information

Name of Marker (Register Cliff, etc)

Location of Marker (Address)

City_____County_____State & Zip_____

Location from nearest city

Section 2. Text Changes

Please provide the current text (attach an additional sheet if necessary). Text of existing signage can be found on the Monuments and Markers database. Photographs of existing signage may be attached also.

Brief explanation of changes needed to marker text.

Proposed new text (attach an additional sheet if necessary).

Section 3. Applicant Information

Organization _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

For SHPO Use Only

☐ Approved

☐ Denied

SHPO Staff _____
Signature Date

Request to Relocate a Historical Monument or Marker

This form is only for signage that will simply be moved and no other alterations will take place.

From time to time, individuals or organizations may feel an existing monument or marker should be relocated to a more appropriate location. The reasons for suggesting a monument or marker be relocated vary. If a marker is located on private land, the turnout where a marker is sited may appear to be unsafe, or a turnout in another location appears to be more suited to the contents of a marker, it may be relocated. In some cases, a marker is moved because WYDOT highway construction has eliminated the turnout where a marker was originally located.

Relocating a marker to another highway turnout requires the permission of the WYDOT District Traffic Engineer with responsibility for the section of highway in which the turnout is located. SPCR will not approve the relocation of a monument or marker to a highway turnout until the appropriate District Traffic Engineer has authorized the move to another turnout by signing the Marker Location Approval Form.

Markers or monuments not owned and insured by the State of Wyoming will not be relocated to State of Wyoming property. Monuments and markers owned and insured by the State of Wyoming will not be relocated to private property.

Remember that moving a monument or marker can be costly, and the expense of relocation may not be within the capacity of SPCR's budget to absorb. In some cases the individual or organization requesting relocation of a monument or marker pays for all expenses associated with the cost of relocation.

REQUEST TO RELOCATE A HISTORICAL MARKER OR MONUMENT

PLEASE NOTE: SPCR will not approve the relocation of a monument or marker to a highway turnout until the appropriate WYDOT District Traffic Engineer has authorized the move to another turnout by signing the Marker Location Approval Form.

Section 1. Marker Information

Name of Marker (Register Cliff, etc)

Property/Turnout Name_____

Location of Marker (Address)

City_____County_____State & Zip_____

Township_____North Range_____West Section _____

Highway and Milepost Information (Use WYDOT Milepost information)

Location from nearest city

Section 2. New Location

Property/Turnout Name_____

Address (location of marker)

City_____County_____State & Zip_____

Township_____North Range_____West Section _____

Highway and Milepost Information (Use WYDOT Milepost information)

Location from nearest city

Brief explanation of why the monument/marker should be moved.

Section 3. Applicant Information

Organization_____Contact Person_____

Mailing Address_____

City_____State_____Zip_____

Phone Number_____Fax Number_____

Email Address_____

For SHPO Use Only

☐ Approved

☐ Denied

SHPO Staff_____

Signature

Date

Request to Remove a Historical Monument or Marker

This form is only for signage that will be removed and not replaced.

As monuments and markers age, they succumb to a number of elements that eventually require their removal. The State of Wyoming and SPCR strives to maintain quality markers throughout the state and this means that markers no longer meeting the Monuments and Markers Program criteria, or that are in poor condition, must be removed. If you are aware of a marker that has been vandalized, damaged by the weather, or is no longer a suitable representation for the historic place it is marking, please notify the SHPO office and fill out the appropriate form to have the marker removed.

REQUEST TO REMOVE A HISTORICAL MARKER OR MONUMENT

Section 1. Marker Information

Name of Marker (Register Cliff, etc)

Property/Turnout Name

Location of Marker (Address)

City _____ County _____ State & Zip _____

Township _____ North Range _____ West Section _____

Highway and Milepost Information (Use WYDOT Milepost information)

Location from nearest city

Section 2. Explanation

Sign Condition

_____Excellent _____Good _____Fair _____Poor _____Very Poor

Brief explanation of why the monument/marker should be removed.
(inaccurate, poor condition, etc.)

Why is this monument/marker not being replaced?

Where will the monument/marker be stored after removal?

Section 3. Applicant Information

Organization _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Section 4. Signatures

A SHPO representative must sign this form before the marker may be removed.

Proponent (please print name) _____

Signature DateSHPO _____
Signature Date

Estimated date for sign/marker removal _____

Section 5. Photo

If possible, please attach a photo of the marker

For SHPO Use Only

Date of Actual Removal _____

Removed By _____

Request to Replace or Repair a Historical Monument or Marker

When monuments or markers have been damaged, but are still adequately marking a historic place, they may need to be replaced or repaired. Replacing a marker or monument consists of updating text, fabricating a new sign, and replacing the marker as it was. A repair consists of a monument or marker that has been damaged, but can be restored.

REQUEST TO REPLACE OR PERFORM REPAIRS ON A HISTORICAL MARKER OR MONUMENT

Section 1. Marker Information

Name of Marker (Register Cliff, etc)

Property/Turnout Name _____

Location of Marker (Address)

City _____ County _____ State & Zip _____

Township _____ North Range _____ West Section _____

Highway and Milepost Information (Use WYDOT Milepost information)

Location from nearest city

Section 2. Explanation

Action

_____ Replace (the current sign is in poor condition and requires more updates than simple repairs)

_____ Repair (the current sign is in fair condition and has been damaged, but not to the point of needing a replacement)

Brief explanation of why the monument/marker needs replacement or repairs.

Section 3. Applicant Information

Organization _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Section 4. Signatures

Proponent (please print name) _____

Signature

Date

SHPO _____

Signature

Date

Estimated date for sign/marker replacement/repairs _____

Section 5. Photo

If possible, please attach a photo of the marker

Section 6. Text Revisions

If appropriate, please include recommended text changes.

For SHPO Use Only

Date of Actual Replacement/Maintenance_____

Removal Date_____ Reinstallation Date_____

Replaced/Repaired By_____

Condition Form

It is important that the SHPO's records are up-to-date and that the Monuments and Markers Program Coordinator is aware of any condition issues on signage. If you see a piece of signage that needs attention, please complete the form and send it to the Program Coordinator.

HISTORICAL MONUMENT OR MARKER CONDITION REPORT FORM

Section 1. Marker Information

___ Monument ___ Marker ___ Wayside Interpretive Exhibit

Name of Marker (Register Cliff, etc)

Property/Turnout Name _____

Location of Marker (Address) Highway/Milepost #

City _____ County _____ State & Zip _____

Location from nearest city

Section 2. Condition

Condition

___ Excellent ___ Good ___ Fair ___ Poor ___ Very Poor

Damage Description:

In need of immediate attention?

Comments:

Section 3. Signatures

SHPO Staff _____

Signature Date

If inspected by someone other than SHPO (please print name) _____

Signature Date

Please attach a photo sheet.

Photos: 1 of signage setting

1 of signage

1 close-up of any damage

Stewardship Application Form

The SHPO relies on volunteers to help make the Monuments and Markers program successful. If you are interested in contributing time to this program, please fill out the one page application form.

MONUMENTS AND MARKERS STEWARDSHIP FORM

Section 1. Steward Information

Steward Name

First Name

Last Name

Address

City _____ County _____ State & Zip _____

Date of Birth _____

Section 2.

Are you able to drive a vehicle?

___ Yes

___ No

___ Maybe

How many miles are you willing to travel to conduct monument/marker/sign inspection?

___ 0 – 50

___ 51 – 150

___ 151 – 250

___ More than 250

Briefly tell us why you would like to be a Wyoming Monuments and Markers Steward.

Section 3. Signatures

Steward _____

Print Name

Sign Name

Date

SHPO _____

Print Name

Sign Name

Date

Stewardship Agreement

This form outlines the places and times that the Steward will inspect as part of the Wyoming Monuments and Markers Stewardship Program. The form will be kept on file and used to monitor which signage is being inspected and when.

MONUMENTS AND MARKERS STEWARDSHIP AGREEMENT

Section 1. Steward Information

Steward Name

First Name

Last Name

Address

City _____ County _____ State & Zip _____

Date of Birth _____

Section 2. Inspections

Inspections will take place:

in _____ portion of _____ County(ies)
use this space if further explanation is needed.

in ____ Spring ____ Summer ____ Fall ____ Winter

Please initial.

____ *I am able and willing to use a private vehicle to inspect signage for the Wyoming Monuments and Markers Stewardship Program.*

____ I am able and willing to use a private camera to photograph signage.

Section 3. Signatures

Steward _____

Print Name

Sign Name

Date

SHPO _____

Print Name

Sign Name

Date

MONUMENTS AND MARKERS SPCR DIRECTOR APPROVAL FORM

Section 1. Marker Information

☐ Monument ☐ Marker ☐ Wayside Interpretive Exhibit

Name of Signage (Register Cliff, etc)

City _____ County _____ State & Zip _____

Location from nearest city

Section 2. Approval

Date Reviewed by Monuments and Markers Advisory Committee (MMAC)

MMAC Actions:

☐ Approved ☐ Tabled until next meeting ☐ Not Approved

Comments:

Section 3. Signature

Action Approved

Signature Date
Agency Director, State Parks and Cultural Resources

Attachments:

- ☐ Monuments and Markers Application Form/Replacement Application Form
- ☐ Final version of signage with MMAC comments incorporated

Appendix B: Local Marker Programs

Cheyenne Historic Preservation Board (Planning Office)
2101 O'Neil Avenue
Cheyenne, Wyoming 82001
(307-637-6283)
(historicpreservation@cheyennecity.org)

Sweetwater County Historical Museum
3 East Flaming Gorge Way
Green River, Wyoming 82935
307-872-6435
swchm@sweetwater.net

Green River Historic Preservation Commission
3 East Flaming Gorge Way
Green River, Wyoming 82935

Sublette County Historical Society Inc
PO Box 909
700 East Hennick
Pinedale, Wyoming 82941

Appendix C. Text Writing Assistance

SHPO Contacts:

Monuments and Markers Program Coordinator
307-777-6179

Historian/Education and Outreach
307-777-3418

Historian/National Register Program Coordinator
307-777-7828

Historian/Preservation Tax Incentives Program Coordinator
307-777-8594

SHPO Liaison to the Wyoming State Historical Society
307-777-7566

Other helpful resources would be local history museums and organizations, Wyoming Main Street contacts, city planners and/or preservation officers, etc. Consult the SHPO website for Wyoming Historical Society contacts.

Appendix D. State Statute

State Statute (Wyoming § 9-2-414, § 9-2-415 and, § 36-4-108)

9-2-414. Department of commerce; powers and duties relative to museums, historical sites and parks.

(a) The director may:

(i) Assemble and collect archaeological and ethnological collections, relics of the history of the state and material illustrative of the natural history of the state, and works of art;

(ii) Preserve, repair and display in an orderly and educational manner the materials in the possession of the department;

(iii) Store and maintain these materials in the Wyoming state museum, the Wyoming state art gallery and other facilities.

(b) The department shall:

(i) Supervise, maintain, restore, interpret and control museums or historical sites;

(ii) Prepare and arrange all items, objects, furnishings and information in the museums and historical sites;

(iii) Furnish and supervise employees in the museums and historical sites;

(iv) Approve and perform or supervise restorations, improvements, changes and alterations of museums, historic sites and parks under the control of the department;

(v) Interpret historic sites, museums and parks by arranging and preparing all items, objects, furnishings and information relating to historic sites, museums and parks;

(vi) Assume and exercise responsibilities as the state historic preservation officer (SHPO), including supervising and assisting the Wyoming consulting committee on nominations to the national register of historic places and to implement the National Historic Preservation Act of

1966 (Public Law 89-665; 80 Stat. 915; 16 U.S.C. § 470 et seq.), as amended;

(vii) Research and prepare legends for all historic monuments and markers;

(viii) Consult with the parks and cultural resources commission on archives, museums and historical related activities.

(c) As used in this section, "museums" and "historical sites" includes Trails End, Fort Fetterman, Historic Governor's Mansion, Fort Phil Kearney (including the Wagon Box Fight Site and Fetterman Massacre Site), Wyoming State Museum and Fort Bridger.

9-2-415. Director; duties relative to promotion of history of state and region.

(a) The director shall:

(i) Collect books, maps, charts, documents, manuscripts, other papers and any obtainable documentary material illustrative of the history and development of the state and region;

(ii) Collect, compile and publish data of the events which mark the progress of Wyoming from its earliest day to the present time, through the medium of a state historical periodical, to be published as and when the board directs;

(iii) Procure facts and statements relative to the history and ethnology of the Indian tribes and other inhabitants within the state;

(iv) File and carefully preserve all the historical data collected or obtained and arrange and classify it so it is readily accessible for disseminating historical or biographical information requested by the public;

(v) Accept and receive gifts;

(vi) Promote the founding and development of a state historical society and of county historical societies; and

(vii) Create and maintain local and statewide interest in the history of the state and region.

36-4-108. Acquisition and supervision of historical parks and sites.

(a) The department, in consultation with the commission, may receive or acquire, but not by use of the power of eminent domain, historical parks and sites within the state. Nothing in this section limits the authority of the department to receive, acquire and to maintain, but not by use of the power of eminent domain, land for other outdoor recreation areas and facilities. The department shall be subject to the provisions of W.S. 36-4-106(e) and (f) when acting pursuant to this section.

(b) The department shall:

(i) Supervise, maintain and control historic parks, including furnishing and controlling employees and equipment, possessing and controlling all items, objects and furnishings, and erecting all signs and markers;

(ii) Interpret historic parks and prepare and arrange all items, objects, furnishings and information;

(iii) Repealed by Laws 1990, ch. 44, § 3.

(iv) Administer the state trails program; and

(v) Erect, maintain and remove monuments and markers.

Appendix E. Monuments and Markers Advisory Committee By-Laws

Criteria

- 1) Significance
 - a. Signage must accurately mark facts, persons, events, and places prominently identified with the history of the nation, state, or local region
 - b. Sufficiently explain why the person, event, property, or site is significant at the local, state, or national level
 - c. The subject being commemorated must have achieved its significance at least fifty years ago, or demonstrate extraordinary significance

Policy and Structure

I. Appointments

- 1) The Wyoming Monuments and Markers Advisory Committee (MMAC) shall be comprised of not less than five members.
- 2) The Committee members shall be appointed by the Wyoming State Parks and Cultural Resources (SPCR) Director. The Monuments and Markers program coordinator will recommend members to the Director of SPCR, who will make final appointments to the MMAC. Members can be appointed from the following organizations:
 - a. Wyoming Division of Cultural Resources
 - i. The State Historic Preservation Officer, or his/her delegate, must always serve on the MMAC.
 - b. Wyoming Division of State Parks, Historic Sites, and Trails
 - c. Wyoming Department of Transportation
 - d. Wyoming Division of Travel and Tourism
 - e. Wyoming State Historical Society
 - f. Wyoming Archaeological Society
 - g. Wyoming Department of Environmental Quality
 - h. Wyoming Mining Association
 - i. Wyoming Tribal Liaison
 - j. Wyoming State Parks and Cultural Resources Commission
 - k. Members of the Wyoming Public may be appointed from the following interest organizations:
 - i. Alliance for Historic Wyoming
 - ii. Oregon California Trails Association
 - iii. T.R.A.C.K.S. Across Wyoming
- 3) All appointees shall serve for a term of three (3) years and shall be eligible for reappointment upon the expiration of their terms.
 - a. If an appointee is unable to complete three years of service, they shall recommend another person from their agency/organization to serve in their place.

- 4) The State Historic Preservation Officer (SHPO) will assign the duties of Secretary to a staff person who will not be a MMAC member.
- 5) The MMAC is a completely voluntary body and mileage and per diem reimbursement will not be offered to members.

II. Organization and Meetings

- 1) The MMAC shall meet at least two times per calendar year.
 - a. These meetings will be held so that they align with the grant schedule for the Wyoming Travel and Tourism Signage Grant Program.
- 2) A chairperson of the MMAC shall be elected by the Committee membership every two years.
- 3) Special meetings may be called by the SHPO or Chairperson of the MMAC as deemed necessary or desirable.
- 4) All meetings shall be open to the public. Public notification of meeting places and times shall be made by the Monuments and Markers Program Coordinator.
- 5) A quorum shall consist of five MMAC members.
- 6) A majority vote of the MMAC members present and voting shall prevail. If all materials available to those physically present are also available to those participating via technology, then the latter shall be considered present.
- 7) The Chairperson of the MMAC or his/her designee shall preside at all meetings of the MMAC.
- 8) The Monuments and Markers Program Coordinator shall:
 - a. Prepare signage applications for review at least two weeks prior to each meeting.
 - b. Prepare a meeting notice and agenda which will be sent to MMAC members prior to each meeting.
 - c. Keep a record of the proceedings of each meeting.
 - d. Coordinate the functions of the Committee.
 - e. Perform other appropriate duties as assigned by the SHPO.
- 9) Roberts Rules of Order (revised) shall serve as the parliamentary guide for the conduct of business.

III. Roles and Functions

1) The roles and functions of the MMAC are to:

- a. Review, evaluate, and comment on signage applications to the Monuments and Markers Program.
- b. Recommend major changes to existing Monuments and Markers signage.
- c. Assist the SHPO and Monuments and Markers Program Coordinator by bringing to their attention properties/subjects which may be deserving of interpretive signage.
- d. Recommend the removal of existing signage.

IV. Amendments to the Bylaws may be adopted during any regular meeting of the MMAC following a two-thirds vote of the full MMAC or a unanimous vote of a quorum, provided the amendment was submitted in writing to the MMAC and to the SHPO no less than two weeks in advance of the meeting.

Appendix F. Resources

(from WY Travel and Tourism Signage and Turnout Workshop 2008)

Austin, Dunbar, Hulverson, and Todd. *Graphic Standards for Landscape Architects*. New York: Von Norstrand Reinhold Co.

Beck, Larry and Ted Cable. *Interpretation for the 21st Century – Fifteen Guiding Principles for Interpreting Nature and Culture*. Champaign, IL: Sagamore Publishing.

Brochu, Lisa. *Interpretive Planning: The 5-M Model for Successful Planning Projects*. Ft. Collins, Co: The National Association of Interpretation. 2003.

Grater, Russell K. *The Interpreter's Handbook, Methods, Skills, & Techniques*. Southwest Parks and Monuments Association. 1978.

Gross, Michael P. and Ron P. Zimmerman. *Interpretive Centers: The History, Design, and Development of Nature and Visitor Centers*. Interpreter's Handbook Series. (715) 346-2076. Stevens Point, WI: UW-SP Foundation Press. 2002.

Ham, Sam H. *Environmental Interpretation – A Practical Guide for People with Big Ideas and Small Budgets*. North American Press: Golden, Colorado. 1992.

Heintzman, James. *Making the Right Connections: A Guide for Nature Writers*. Michael Gross and Ronald Zimmerman, eds. Interpreter's Handbook Series. Stevens Point, WI: UW-SP Foundation Press. 1988.

Knudson, Douglas M., Ted T. Cable, and Larry Beck. *Interpretation of Cultural and natural Resources*. State College, PA: Venture Publishing, Inc. (814)234-4561.

Leftridge, Alan. *Interpretive Writing*. Ft. Collins, CO: The National Association of Interpretation. 2005.

Serrell, Beverly. *Exhibit Labels – An Interpretive Approach*. AltaMira Press: Walnut Creek, CA. 1996.

Tilden, Freeman. *Interpreting Our Heritage* (rev. ed.). Chapel Hill, North Carolina: University of North Carolina Press. 1977.

Trapp, Suzanne, Michael Gross, and Ron Zimmerman. *Signs, Trails, and Wayside Exhibits: Connecting People and Places*. College of Natural Resources, UWSP. Stevens Point, WI 54481.

Yamada, Ostergaard, Jilbert, Brunswick. *Scenic Byways – A Design Guide for Roadside Improvements*. USDA Forest Service. San Dimas Technology and Development Center. July 2002.

Zehr, Jeffery, Michael Gorss and Ron Zimmerman. James heintzman, consulting ed.
*Creating Environmental Publications: A Guide to Writing and designing for
Interpreters and Environmental Educators*. Interpreter's Handbook Series.
Stevens Point, WI: UW-SP Foundation Press, Inc. 1994.

Smithsonian Guidelines For Accessible Exhibition Design

<http://www.si.edu/opa/accessibility/exdesign/contents.htm>

National Association for Interpretation, Interpretive Products and Services

http://interpnet.com/resources_interp/greenpages

**State Historic Preservation Office
Monuments and Markers Program
2301 Central Ave., Barrett Building
Cheyenne, WY 82002**

2010

Updated 08/13/10