

HISTORIC RESOURCES TASK FORCE

Tuesday June 20, 2006

Noon – 1:00 p.m.

609 East Market Street Suite 114

1. Approval of Minutes – April 4, 2006
2. Follow up - historic markers
 - Woolen Mill
 - Frank IX
 - John West
 - Fairfax Taylor
 - University Cemetery
 - McGuffey
 - Penn Park
 - Burley School
3. Future Directions – Brainstorm and refine list of proposed tasks to entice new members – prioritize one or two projects!
 - Additional markers
 - Neighborhood display grants
 - Bus posters
 - Display for Transit Center
 - Annual report
 - Web site information
 - Joint meeting with other area groups
 - Comprehensive Plan update – weigh in
3. Other Business
4. Adjourn

NOTE: You can park in the Market Street Parking Garage. Stamp your ticket for two hours free in the Neighborhood Development Services lobby seating area.

Mission Statement

The Charlottesville Historic Resources Task Force was charged by City Council in 1998 "To promote and help develop the historic resources of the community."

The mission of the Charlottesville Historic Resources Task Force is, therefore, to advocate for historic preservation; to promote an appreciation of local historic resources, both tangible and intangible; and to encourage and coordinate, with appropriate municipal agencies, civic organizations, institutions and individual scholars, the documentation and interpretation of local history.

The Task Force achieves its mission through:

- Education
- Public commemoration (historic plaques, signs, markers, and civic festivals and ceremonies)
- Publications (maps, brochures, tour books, and digital media)
- Public meetings (planning sessions, workshops, and lectures)
- And through other means.

Historic Resources Task Force
Meeting Minutes
May 11, 2005

Members present:

Mark Beliles
Douglas Day
Gennie Keller
Mary Hill Caperton

Staff present: Mary Joy Scala

It was decided to move the meetings to the second Tuesday at noon at Mark Beliles' office at 609 E. Market Street, Suite 114. [NOTE: the meeting day was later changed by Mark to the FIRST Tuesday of the month, due to a scheduling conflict.]

Douglas Day discussed a possible HRTF website. He noted that Cinder Stanton's Social History group at Monticello set up a discussion forum on the web. He said the Albemarle-Charlottesville Historical Society had a joint discussion forum at albemarlehistry.org. He also noted websites for tinyurl.com and freebb.com. Paypal charges 30cents an item plus 10% of purchase price.

Mary Joy will find out when the City's website will be redesigned.

The committee decided the following items should be added to a new HRTF web site:

Home page

Contact information

Members list

Announcements

Mission statement -- goals

Summary of achievements:

Past projects and future projects or programs

Text of all historical markers

Tour book

Court Square and photos

Future goals

Douglas Day recommended Joey Conover at La Pepa Designs to design the website for approximately \$250.

Mary Joy will suggest that the fountain marker at Court Square be set in the pavement, and will find out where Huja got the building markers.

Mary Joy will contact Jeff Werner and remind him that the HRTF would like to participate in the Monticello Wine Company marker dedication.

There was discussion of the McGuffey marker – possibly to be located at the end of the alley near Pavillion IX.

Mary Joy will contact Huja to find out who he contacts at UVA for placement of markers there.

Gennie mentioned that she would like to see some interpretation on Belmont bridge.

Huja may have photos of past events, such as the tour of markers around Court Square.

Stephanie Smith did the press releases and invitations – perhaps she kept a log?

In honor of preservation Month, there will be a speaker from Poplar Forest at the Senior center on May 24 at 6 pm. Sara Lee Barnes is the Chair of the County Historic Preservation Committee, who is organizing that event. libassoc@virginia.edu
Mary Joy is to contact her and send regrets for not participating, saying there was not enough notice.

Regarding a possible update of the City's 1993 Historic Preservation Plan, Gennie is willing to chair that effort. She suggested getting involved in neighborhood association newsletters. We could schedule a time each month. First we need to get authorization by contacting Jim Tolbert again. The HRTF wants to be formally tasked by City Council to update the Historic Preservation Plan over the next year.

Gennie suggested asking Jean Hiatt to help, also Kaye Halsey and Coy Barefoot. Mark Beliles said he would try to contact Coy Barefoot.

The meeting was adjourned at 1:15p.m.

June 20, 2006

Mayor David E. Brown
City of Charlottesville
P.O. Box 911
Charlottesville, Virginia

RE: Historic Resources Task Force

Dear David,

I am writing on behalf of the City's Historic Resources Task Force (HRTF), an organization that was created by City Council in 1998 "to promote and help develop the historic resources of the community." The mission of the Charlottesville Historic Resources Task Force is to advocate for historic preservation; to promote an appreciation of local historic resources, both tangible and intangible; and to encourage and coordinate, with appropriate municipal agencies, civic organizations, institutions and individual scholars, the documentation and interpretation of local history.

The Task Force achieves its mission through:

- Education
- Public commemoration (historic plaques, signs, markers, and civic festivals and ceremonies)
- Publications (maps, brochures, tour books, and digital media)
- Public meetings (planning sessions, workshops, and lectures)
- And through other means.

The HRTF members include Mark Beliles, Chair, Mary Hill Caperton, Douglas Day, Helena Devereux, Winston Churchill Gooding, Genevieve Keller, Mark Shore and Ingrid Smyer-Kelly. The HRTF is supported with a small annual budget from the City.

The HRTF is probably best known for locating new State and local historic markers around the City, and for publishing with the Albemarle-Charlottesville Historical Society the *Historic Charlottesville Tour Book*. However, the HRTF would like to take a more active role in promoting the City's resources.

Therefore, the Historic Resources Task Force would like to change its name to the "Historic Resources Committee," to better acknowledge its ongoing responsibilities and permanence. Jim Tolbert supports this change, and suggested that I write to you to make the request. I hope you can either approve the change, or if necessary, have the request placed on a Council agenda in the near future.

Please let me know if I can provide any additional information.

Sincerely yours,

Mary Joy Scala
Preservation and Design Planner

Historic Resources Task Force
Meeting Minutes
June 20, 2006
609 E. Market Street Suite 114
12:00 Noon

Members present were: Mark Beliles, Chair, Helena Devereux, Douglas Day, Winston Churchill Gooding, and Genevieve Keller; Staff present: Mary Joy Scala

The Chair called the meeting to order at 12:10.

Everyone considered the minutes from April 4, 2006 and made several corrections.

Douglas Day recommended "Notorious in the Neighborhood" with a chapter on Sally Hemmings and a chapter on the Issacs and the Wests. John West was a big landowner, and the son of a slave. His mother was Isabel Gibbons married to a minister buried at Oakridge. She was a teacher at Jefferson School after she was freed. Nancy West was a freed mulatto before the Civil War.

Helena suggested that Isabel should be on a marker.

Mark Beliles asked if anyone attended the Rosenwald presentation.

Gennie Keller moved approval, Winston Gooding seconded, and the minutes as corrected passed unanimously.

Mark said he had made changes to the Penn Park marker. He confirmed that Dr George Gilliam and his wife are buried in the cemetery. He was a property owner 1742-95. His daughter Mildred Gilmer Wirt who married William Wirt (later Attorney General under Monroe) is also buried there. Also his son Frances Walker Gilmer (first UVA professor of law). Also all the Craven family – John Craven. There is a separate Hotopp cemetery.

Douglas said they are associated with the wine industry. Their family, Betty and Myron Tremaine, might want to sponsor a state marker.

Mary Joy will send the language to the Tremaines at Westminster Canterbury and ask about their sponsorship. Mary Joy will also confirm the cost of a state marker.

Helena asked if Penn Park was a park or a farm?

Mark thought it was just the name for a home.

Douglas said Hotopp had a vineyard there.

Mark suggested asking the tremaines if they objected to the last sentence – maybe they don't want their family names mentioned.

Gennie suggested the Law School may want to contribute also.

Mark said that William Wirt was Attorney General under James Monroe; he ran as a presidential candidate on the anti-Masonic party.

Winston said he would like to try for a state marker for Burley School.

Mark said he thought Fairfax Taylor might be more significant than John West.

Gennie thought a commemoration may have been planned when Taylor Street was closed.

Mary Joy will check City Council minutes around the time when the new MJH parking deck was built.

Helena said that John Gaines is working on the John West marker language.

Winston will check with Alicia Lugo to look at the Burley marker language.

Gennie said she would write something about the Ix Mill; women going to work there, etc.

Gennie suggested putting up National Register markers for all the N.R. Districts in town. They have to be attached to something, and we would have to pay for them. They were \$150; not sure now. Gennie said we need to determine the cost and where to place them.

Helena said the markers will be consciousness-raising.

Douglas discussed plans for the 30th Anniversary of the Downtown Mall. There will be presentations by Huja, Frances Fife, Nancy O'Brien, Van Yahres, and Craig Barton.

Gennie and Mary Joy will look at maps to decide where to put the National Register markers. UVA may already have one. We will shoot for next May -- Preservation Week.

Mark brought up a preservation meeting with other area groups.

Mary Joy suggested partnering with the County Historic preservation Committee.

Gennie and Helena suggested a fall date.

Mary Joy will discuss with Sara Lee Barnes.

Mark suggested meeting again on July 11, when we will have more discussion about future directions.

Mark made a motion to approve the name "historic Resources Committee."

Douglas seconded the motion. There was discussion, then a decision to defer until next time. Mary Joy will circulate Lisa Kelley's memo regarding the name change.

Douglas said the Downtown Business Association is asking for \$1,000 to cover the cost of enlarging historic photos of the Downtown Mall. The Task Force did not want to help pay for that.

Mary Joy will find out how much money is in the Task Force's budget.

The meeting was adjourned at 1:20 p.m.

Scala, Mary Joy

From: Scala, Mary Joy
Sent: Friday, June 30, 2006 3:17 PM
To: CBK6F@virginia.edu; Douglas Day; Genevieve Keller; Helena Devereux; Huja; Ingrid Smyer-Kelly home; Mark Beliles; Mark Shore; Mary Hill Caperton
Subject: Actions from June 20 Historic Resources Task Force meeting
Attachments: Lisa Kelley on Name Change.doc

Winston, Mark, Gennie, Helena, and Douglas were present.

April 4 2006 minutes were approved with corrections

Mary Joy will send the new Pen Park language to the Tremaines and ask if they want to help sponsor a state marker.

They may not want their family names mentioned on the marker. The law school may also wish to donate.

Mary Joy will find out the cost of a state marker.

Mary Joy will check to see if City Council made plans to commemorate Fairfax Taylor when Taylor Street was closed.

Winston will check with Alicia Lugo to look at the Burley marker language.

Gennie will write something regarding the 1x Mill (women going to work etc)

Gennie will determine the cost and look at maps with Mary Joy to decide where to erect National Register markers:

- 1.Charlottesville-Albemarle County Courthouse National Register Historic District;
- 2.Rugby Road-University Corner National Register Historic District;
- 3.Ridge Street National Register Historic District;
- 4.Wermland Street National Register Historic District;
- (5.The University of Virginia is also designated as a N.R. Historic District, but there may already be a marker there.)

The goal is have them up by Preservation Week May 2007

Mary Joy will talk to Sara lee Barnes about partnering with the County to hold a preservation meeting with other groups, possibly in the fall.

The next meeting will be Tuesday July 11. There will be more discussion about future directions .

Mary Joy will circulate Lisa Kelley's memo regarding the Task Force's name change so the Task Force can vote on it at the next meeting.

✓ Mary Joy will find out how much money the Task Force has in its City budget.

Mary Joy Scala, Preservation and Design Planner
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 Department of Neighborhood Development Services
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 Charlottesville, VA 22902
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 scala@charlottesville.org

6/30/2006

Penn Park

The tract of land originally spelled Penn Park was settled by the Lynch family in the 1740s and named in honor of the Quaker clergyman William Penn. During the American Revolution Dr. George Gilmer lived here and was a member of the legislature and prominent organizer of the local minutemen and committee of correspondence. John Harvie acquired it and in 1777 represented Virginia in the Continental Congress where he signed the *Articles of Confederation*. William Wirt who lived here in the 1790s subsequently served as U. S. Attorney General under President James Monroe and was a presidential candidate in 1832. In the Gilmer family cemetery are buried (among others) Dr. Gilmer, his son Frances Walker Gilmer, first professor of law at the University, and William Wirt's wife Mildred.

OFFICE OF THE CITY ATTORNEY
MEMORANDUM

TO: Mary Joy Scala
FROM: Lisa Kelley, Deputy City Attorney
DATE: April 5, 2006
RE: Historic Resources Task Force: Proposed Name Change

You have indicated that the HRTF would like to propose that City Council change its name from "Historic Resources Task Force" to "Historic Resources *Commission*". Since the HRTF has remained continuously in existence since 1998, its members feel that the term "commission" would be more appropriate.

A review of our files indicates the following history: (1) 1997 Councilor Kay Slaughter proposed the formation of an Historic Resources Task Force to study how the City might best prioritize funding to promote historic preservation efforts, and perhaps other issues (Council minutes, *November 10, 1997*); (2) In May 1998 Council voted to continue the HRTF in existence for one additional year, to allow HRTF to continue to find ways to promote and preserve the rich heritage of the Charlottesville Community, stipulating that during such time the HRTF should consider where its activities might ultimately be transferred (e.g., to the private sector, to the Historical Society, to City Government, or to the Tourism Council) (Council minutes, *May 18, 1998*). Since 1998, although the HRTF has continued to serve the City through recommendation of historical markers, development of educational programs, etc., and although City Council has continued to provide funding for its programs, I can find no record in the Council minutes that Council has specifically taken action to establish the HRTF as a permanent advisory group.

The term "task force" refers to "a group of persons charged with the accomplishment of a definite objective,"¹ or to:

*"a group of persons with various specialties that is charged with investigating a particular problem...and with formulating proposals for its solution, and that frequently is part of a larger group dealing with a complex of related problems."*²

On the other hand, a "commission" is a "board...officially appointed and empowered to perform certain acts or exercise certain jurisdiction of a public nature or relation..."³ Similarly, a "board" is defined as:

¹ See Webster's Third New International Dictionary (Merriam-Webster, Inc., 1981)

² *Id.*

³ See Black's Law Dictionary (West Publishing Co. 1951)

*"an official or representative body organized to perform a trust or to execute official or representative functions or having the management of a public office or department exercising administrative or governmental functions."*⁴

In Virginia, in order for City Council to delegate specific governmental or administrative functions to a board or commission that delegation must be enabled by state legislation or the City's charter. See, for example, Va. Code 15.2-2306 (authorizing an architectural review board); Va. Code 15.2-2210 (requiring the establishment of local planning commissions); Va. Code 15.2-2251, -2255, and -2259 (identifying certain functions as being within the purview of a planning commission); and Va. Code §15.2-2308 (requiring the establishment of a board of zoning appeals).

I would tend to say that the type of work with which the HRTF has been charged since 1998 typically wouldn't fall within the scope of the activities we typically associate with a "board" or "commission." Perhaps "committee" or "advisory committee" might work better? (*"A person, or an assembly...of persons, to whom the consideration, determination or management of any matter is committed or referred"*)⁵ However, I would also say that, in terms of legal issues, the name assigned to the HRTF isn't as important as making sure that the duties to which they may be permanently assigned are ones that they may lawfully undertake—to date, that's not been a problem.

Recommendations

(1) I'd recommend that the HRTF ask City Council to review their charge and formally indicate whether Council wishes them to continue, indefinitely, the types of work they've been doing since 1998; and

(2) If Council would like to continue the HRTF, then perhaps a change of name from "Task Force" to something that suggests a more permanent role would, in fact, be appropriate.

⁴ Id.

⁵ Id.

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Historic Highway Markers

Application Process Overview

In 2000, more than 45 individuals, historical societies, historical organizations, fraternal organizations, religious groups, businesses, and local governments sponsored new historical highway markers to tell their stories to motorists in Virginia. If you or your organization is interested in sponsoring a highway marker, this is the place to find out how.

If you have an idea for a potential marker, please keep in mind that the marker criteria require that a person, place, event, or institution must have not just local, but also regional (e.g. Shenandoah Valley, Northern Virginia), state, or national significance. To determine whether a topic is of regional, state, or national significance, primary and secondary sources should be consulted. Also, it is helpful to consult with regional and local historical organizations and governmental offices in your research. For more specific information on topic eligibility, refer to the [Highway Marker Criteria](#) and [Process for Marker Sponsors](#) sections.

Marker texts are approved by the Board of Historic Resources at its meetings on the third Wednesdays of March, June, and September, and the first Wednesday of December. To allow enough time to check and revise the text for potential submittal to the board meeting, the first draft needs to be received by the department by the following dates:

- March board meeting: December 1
- June board meeting: March 1
- September board meeting: June 1
- December board meeting: September 1

Once a text is received by the department, staff will determine its eligibility. If the topic qualifies, the text will be edited. The department will work with the sponsor to create a mutually-agreed-



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upon text to submit to the Board of Historic Resources for approval. Once a text is approved, the Virginia Department of Transportation will meet with the sponsor to determine a suitable site on public right-of-way, taking traffic safety into consideration. For a detailed description of the marker application process, refer to the *Process for Markers Sponsors* section.

To sponsor a marker, the individual or group must be able to pay for the marker, which currently costs \$1,350. In some cases, the sponsor also may be responsible for payment of expenses associated with erecting a sign.

If you have any questions about the application process after reviewing the marker criteria and procedures, please contact *Marc Wagner*, State and National Register Manager, Phone: (804) 367-2323, ext. 115; Fax: (804) 367-2391.

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Historic Highway Markers

Process for Marker Sponsors

PLEASE NOTE: In order to ensure marker erection by early 2006 marker proposals need to be received by March 1, 2006.

If you or your organization want to sponsor a historical highway marker, please refer to the following information about the criteria for marker topics, the procedure for submitting your topic idea and the approval process, the writing style required for the marker content, and marker placement criteria.



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Criteria for Virginia Historical Highway Markers

Approved by the Board of Historic Resources, December 8, 1993

The state historical highway marker 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 manager of the marker program and the staff of the Department of Historic Resources and, with the location, shall be approved by the Board of Historic Resources.

No marker shall be erected to commemorate a living person.

In order to be eligible for a marker for an event, the event must have occurred at least 50 years ago. A fact, place, or person must have attained its significance at least 50 years ago. Exceptions may be allowed if the event, fact, place, or person is of extraordinary historical significance.

The size and shape of the state marker shall be that presently in use. Only the following shall appear on the marker: the seal of Virginia; identification code; title; text; name of the Department of Historic Resources; and the year

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the marker was approved.

Markers shall be erected in safe locations, at or close to the places being commemorated, and where they will be visible to the traveling public. Markers shall be placed in public rights-of-way and maintained by the Virginia Department of Transportation or local public works department. The marker sponsors and the manager of the state marker program, subject to approval by the Virginia Department of Transportation, shall select marker sites.

Additional Information about Topic Eligibility

Buildings, historic districts, archaeological sites, cemeteries, etc., listed on the *Virginia Landmarks Register* or the *National Register of Historic Places* may qualify if the level of significance is state or national. Listing a resource on the registers does not automatically qualify it for a highway marker.

Churches and Cemeteries. Markers about churches typically relate to the history of the building, not the congregation. The following types may qualify for state historical markers: 1. colonial churches, 2. churches that were the first of a denomination in a locality, and 3. churches that present significant architectural qualities. Most other churches would more appropriately be noted on a local marker. To qualify for a marker, cemeteries must be listed on the registers for state or national significance or as the final resting place of someone significant in state or national history—more than the burial ground for people who fought and died in military conflicts.

Procedures for Submitting a Potential Marker Topic and the Approval Process

1. Research and Write the Marker Text.

Research the topic by consulting multiple primary and secondary sources. Write a roughly 100-word text, using the *highway marker writing style*. It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and crafting the proposed text. Also, examples of recently approved marker texts can be requested from the department to assist you in the writing process. (Note changes

will be made by department staff to the proposed text to meet marker criteria).

2. Submit a Proposed Marker Topic. Write a brief cover letter that includes the name, address, and phone number of the person or organization that will pay for the marker. The letter must verify that funds are available to cover the cost of the marker (currently \$1,350. Also, in certain situations the sponsor could be responsible for paying the expenses associated with erecting a sign.), document how the marker topic is of regional (e.g., Shenandoah Valley, northern Virginia), state, or national significance, and specifically state a proposed location and why that site was chosen. Included with the letter should be the proposed marker text, photocopies and a bibliography or bibliographical list of sources that support the information in the text, and a map of the proposed location for the marker. See Suggest a Marker Location (item 3). The author of the text, if different from the sponsor, should include his or her name, address, daytime telephone number, and email address. Send this information to Marc Wagner, State and National Register Manager, Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221.

3. Suggest a Marker Location. The marker should be placed on public land or a highway right-of-way. Please suggest a suitable location taking traffic safety into account. (Refer to Criteria for Marker Placement for more information on how to determine a site). However VDOT staff will make the final decision for a location). Specify the state route number and physical site (e.g., Route 11, .2 miles south of Route 270) and enclose a street or highway map with the application letter. Whenever feasible, the site should be close to the location of the subject of the marker. Also, please note if the site lies within the corporate limits of a city or town. Your location suggestion will be reviewed by the Virginia Department of Transportation (VDOT), which is responsible for the maintenance of the state highway markers.

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Historic Highway Markers

Process for Marker Sponsors

4. Deadline for Submitting Texts for Board Consideration. Marker texts are approved by the Board of Historic Resources at its meetings on the second Wednesdays of March, June, and September, and the first Wednesday of December. To allow enough time to check and revise the text for potential submittal to the board meeting, the first draft needs to be received by the department by the following dates: If you or your organization want to sponsor a historical highway marker, please refer to the following information about the criteria for marker topics, the procedure for submitting your topic idea and the approval process, the writing style required for the marker content, and marker placement criteria.



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March board meeting: December 1
 June board meeting: March 1
 September board meeting: June 1
 December board meeting: September 1

Please note: the number of marker applications submitted and the amount of research required by DHR staff may affect which board meeting marker topics can be presented.

5. The Department's Editing and Research of Text. Department staff will consider your suggested content and will work with you to produce a mutually agreed-upon text. Because the department and the board bear the ultimate responsibility for what appears on the marker, they reserve the right to edit your text for accuracy, clarity, brevity, and thoroughness. The board has final authority on the wording. (Please note per sign requirements texts are edited by the marker program to be approximately 100 words not exceeding 700 characters including spaces. A title for a marker is approximately 15 characters.) If, after researching a topic, the staff determines it is not eligible for a state highway marker, the

sponsor will be notified.

6. Approval of Historical Marker Topic and Placement. Before submitting a text for the Board of Historic Resources for approval, an editorial review committee made up of members of the board, the department, and other historians will review the text. Any major changes or questions about the text that arise will be discussed with the sponsor. If no concerns arise, then the text will be submitted to the board for approval. Once a text is approved, the department will send the sponsor a copy of it. DHR will also ask VDOT to meet with the sponsor at the proposed marker location to review the site. VDOT is responsible for approving the site, and may select another location if your choice is unsuitable for traffic safety reasons. See *Criteria for Marker Placement* for specifics on determining a location.

7. Payment for the Marker. The foundry that casts the marker will bill the sponsoring organization directly upon shipment. The marker will be shipped to the appropriate district office of VDOT, which will install and maintain it. Markers currently cost \$1,350, including tax and shipping. Please note: the foundry only accepts a check or money order in payment for a marker. **Also, in certain situations the sponsor could be responsible for expenses associated with erecting a sign.**

8. The Marker. The marker is the property of the Commonwealth of Virginia. In addition to the title and text, the marker will bear only the identification number assigned to it by the Department of Historic Resources, the seal of the Commonwealth, and the following signature line: "Department of Historic Resources, [date]." The name of the sponsoring individual or organization cannot be included. The marker is silver-painted cast aluminum with black uppercase and lowercase letters (the text appears on both sides of the marker) and is approximately 42 inches by 40 inches.

9. Installation Ceremony. If you intend to hold an unveiling ceremony, please tell the department the date as soon as possible so the marker's timely arrival can be ensured. You may also request that a department staff member attend or speak.

Highway Marker Writing Style

To ensure stylistic consistency among state markers, DHR 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 90 to 100 words; it is better to be a little long (no more than 120 words) than short, as it is often easier to cut text than add to it. (Please note per sign requirements texts are edited by the marker program to be approximately 100 words not exceeding 700 characters including spaces. A title for a marker is approximately 15 characters.)
- Spell out numbers less than 10, otherwise use Arabic numerals (one, two, etc., but 10, 237, 10,000, 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. (James Brown Jr. was secretary of the board).
- Write nicknames as follows: Thomas J. "Stonewall" Jackson.
- On Civil War subjects, write "Civil War," not "War Between the States." Give an individual's rank at the time (for instance, if writing about Jackson at the First Battle of Manassas, write Brig. Gen.; at Cross Keys, Maj. Gen.; at Chancellorsville, Lt. Gen.).
- On first use, give a person's full name as he or she used it or as it is best known (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. DHR uses the 14th edition of the *Chicago Manual of Style* as its authority on copy style. Do not think that the text must be perfect before submitting it, because department staff will likely further edit it.

If you have any questions, contact *Marc Wagner*, Historical Highway Marker Program Manager, Phone: (804) 367-2323 ext. 115; Fax: (804) 367-2391.