

ATT: Judy

1 of 2

February 25, 1994

Selection Criteria for Earl Borden Historic Preservation Award

1. The award will be presented *only* to local, state, or nationally registered historic facilities within the City of Rochester Hills.
2. Both commercial and residential facilities can qualify for the award.
3. The Nominating Committee should be a standing committee selected by the Historic Districts Commission each January, and composed of at least the following: a chairperson who is a member of the Historic Districts Commission, a past recipient of the award, and at least one other knowledgeable person.
4. Nominations for the award will be made in February by the Committee, with selection of recipients determined at the Historic Districts Commission's March meeting. Awarding of the plaque(s) will occur during Preservation Week (May).
5. An award is *not* required to be awarded each year.
6. More than one may be presented in any one year.
7. The award should acknowledge substantial renovation, repair, or improvement to a historic facility.
8. Such renovation, repair, or improvement shall have been made by the recipient.
9. Members of the Nominating Committee are *not* eligible to receive the award.
10. Both individuals and organizations may receive this award for outstanding historic preservation efforts in the Greater Rochester Hills Community, meaning that preservation efforts outside the city limits of Rochester Hills may be considered. (Please see attached memo regarding this item)

Judy -

9 speaks to eligibility, however I do know that the Commission has a stated policy of not awarding presently ^{serving} Commissioners.

Both the Criteria & Procedure Schedule should be updated.

Earl Borden Award Procedure/Schedule

1. Nominating Committee selected during the regularly scheduled January HDC meeting
 2. A copy of the Selection Criteria, a list of past recipients, and a copy of the previous year's committee meeting minutes should be distributed to all committee members prior to their meeting.
 3. Committee should meet and make nominations by mid February (this allows time for any necessary research and/or changes in nominations before nominees are presented to HDC members in March)
 4. Nominations presented to HDC members for review and selection of recipients at the regularly scheduled March meeting
 5. Nominating Committee Chairperson to write and send a letter to each recipient regarding the following:
 - informing them of being selected to receive this award and why
 - indicating a committee member will be contacting them to confirm if they are willing to receive the award, and are willing to allow a brief walk-through/interview
(see letter in file)
 6. Schedule and complete walk-through/interview prior to regularly scheduled April HDC meeting. Inquire as to how recipient would like their name(s) to read on their award plaque.
 7. Arrange for the City Community Relations Dept. to take a photograph, if necessary, of structure(s) or person(s) (photo of structure to be sublimated on plaque) by mid April.
 8. Nominating Committee Chairperson to write and send a second letter to each recipient confirming how their name(s) will read on the plaque, the time and date of the Awards Ceremony, and asking them to say a few words about their historic resource at the ceremony (see letter in file)
 9. Order award plaque(s) by April 20 (may take three weeks). See file for information on plaques.
- NOTE: Presently we are not required to obtain bids for this work as long as the cost is under \$200.00. If costs are estimated to be higher, check with the Building Dept. regarding this situation (bids could require a much longer lead time for ordering plaques).
10. The City logo decal should be affixed to finished plaque(s) — it can be obtained from the Mayor's office (see plaque layout).
 11. Plaque(s) ready for Awards Ceremony during Preservation Week in May (check date early).