

MEMO  
RE

# SIGN APPLICATION-TOWN OF ESSEX

Date 12/9/15 APPLICATION FEE \$95.00 pd 8K PERMIT # 2016-2N  
(includes recording fee) Appeal Period Expires 1-22-16

*To be situated on the Fort Ethan Allen Parade Grounds located outside of the Ethan Allen Ave T-O-W + 300' LOT T-O-W*  
Address of Sign Location: 599 Dalton Dr. MAP 2046 PARCEL 2 LOT 000  
Zoning District 01

Business Name for Sign: "Buffalo Soldiers at Fort Ethan Allen, 1909-1913"  
(with historical information written below)

Type of Sign: Free Standing 40" w x 40" h (size) Façade \_\_\_\_\_ (size)

Height (from ground level to top of free-standing sign): approx. 122"

Applicant's Mailing Address: Britta Tonn, 56 Maple St., Winooski VT 05404

Phone Number – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 802-522-8259 Fax: \_\_\_\_\_

Applicant(s) Signature: Britta Tonn  
Landowner(s) Signature: Patricia L. Albrecht

**INSTRUCTIONS FOR FILING APPLICATION:** \* the landowner is the Town of Essex

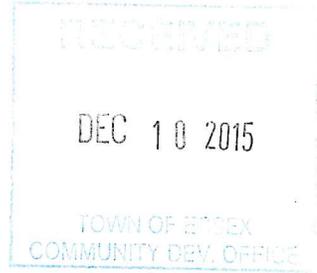
All sign approval applications will be pursuant to the Town of Essex Sign Regulations contained within Section 25.10 of the Town of Essex Sign Regulations. A copy has been attached to this application form for your review and information. Approval or denial will be based upon a complete submittal of all the required information. In the case of denial of the application an explanation will be in writing.

**INSTRUCTIONS FOR FREE STANDING SIGNS:**

- a) Scaled lot plan indicating sign location;
- b) Diagram if sign with information according to the attached sample diagram.

**INSTRUCTIONS FOR FAÇADE SIGNS:**

- a) Plan of building façade and sign pursuant to the attached sample plan.



**Note: The Zoning Administrator may require additional information to make a proper evaluation on a case by case basis.**

On this 7<sup>th</sup> day of January, 2016, your application was:  approved \_\_\_\_\_ denied.  
*To be installed & designed as submitted. NO lighting proposed.*

~~See attachment for conditions of approval or reasons for denial.~~

TOWN OF ESSEX  
By: Sharon L. Kelley  
Zoning Administrator

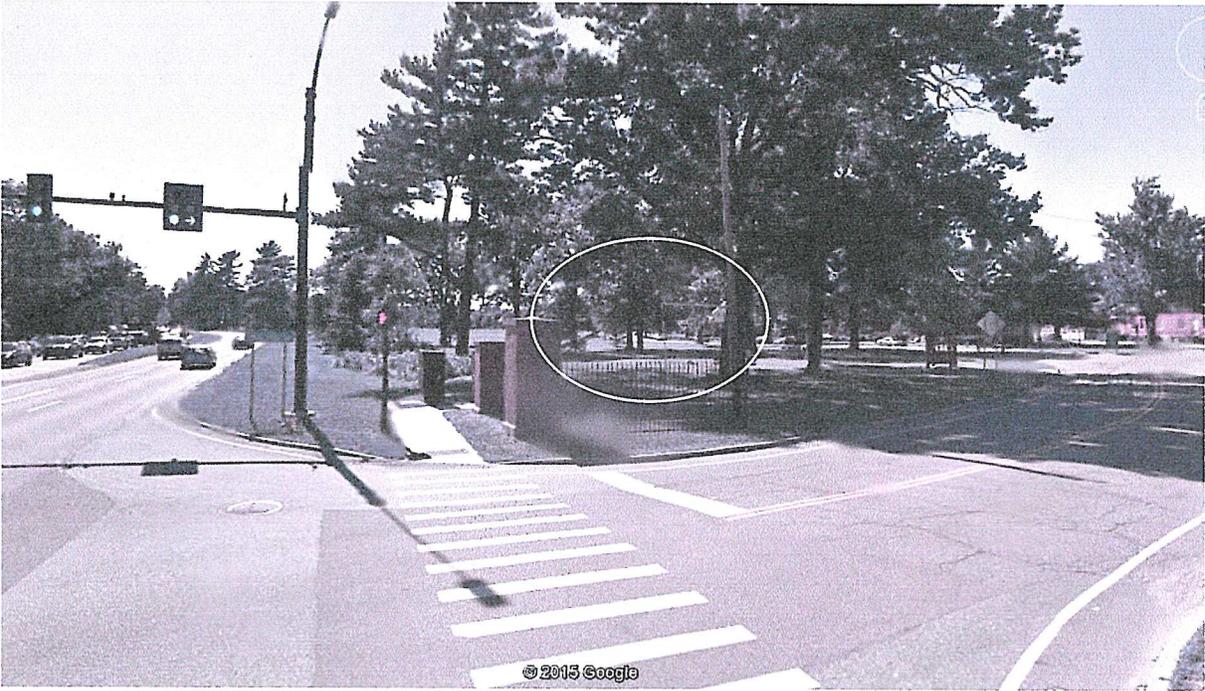
ANY INTERESTED PERSON MAY APPEAL THE DECISION OF THE ZONING ADMINISTRATOR TO THE ZONING BOARD OF ADJUSTMENT WITHIN 15 DAYS OF PERMIT ISSUANCE. COMMENCING CONSTRUCTION WITHIN THIS 15 DAY APPEAL PERIOD IS PROHIBITED BY LAW.



*Already demarcated as a public place with park bench.*

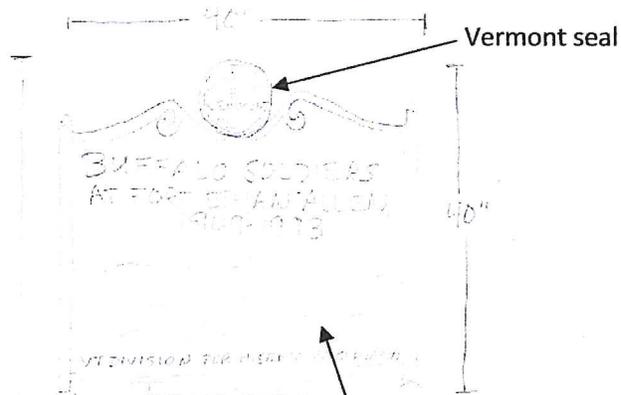


Buffalo Soldiers at Fort Ethan Allen Route 15 Marker: East entrance to Fort Ethan Allen (Dalton Dr) at Rt. 15



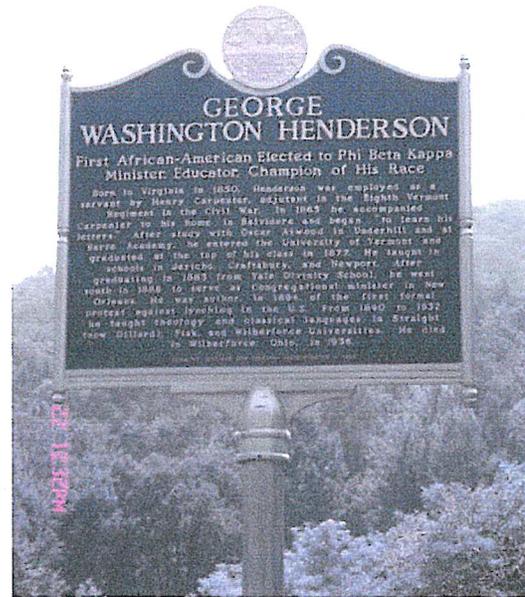
**"Buffalo Soldiers at Fort Ethan Allen, 1909-1913"**

**Vermont Roadside Historic Site Marker**



Approx. 100-word marker text

Approx. 122"



**Details:**

- Type of construction: cast aluminum sign with lettering and details in relief. Metal post. Sign will exactly match the style and coloring of the example above.
- Height of sign above ground level: approximately 82" (approx. 122" total height above ground level)
- Sign will not be illuminated
- See attached marker text, location information and Vermont Roadside Historic Site Marker information

**Church Street Marketplace and the Vermont Partnership for Fairness and Diversity, Co-Sponsors**

c/o Britta Tonn, Consultant  
56 Maple Street, Winooski, VT 05404  
(802) 522-8259  
[brittfenn@gmail.com](mailto:brittfenn@gmail.com)

### **Buffalo Soldiers at Fort Ethan Allen, 1909-1913**

In July 1909, the 10th U.S. Cavalry, one of four all-black army regiments formed after the Civil War and nicknamed "Buffalo Soldiers" during the American Indian Wars, arrived at Fort Ethan Allen for a four-year peacetime assignment. Highly decorated and famous for their professionalism and contributions during the Spanish-American War in Cuba, the 10th Cavalry became popular members of the local community, hosting many performances, parades and sporting events. After the 10th Cavalry suffered heavy losses in Arizona during a skirmish with Mexican troops in 1916, residents of Winooski expressed their grief in a condolence letter to the regiment's leader.

Britta Fenniman Tonn <[brittfenn@gmail.com](mailto:brittfenn@gmail.com)>

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**Fort Ethan Allen Historic Marker**

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**Kris Hammer** <[kris@vhcb.org](mailto:kris@vhcb.org)>  
To: Britta Fenniman Tonn <[brittfenn@gmail.com](mailto:brittfenn@gmail.com)>

Tue, Dec 1, 2015 at 4:18 PM

Thanks Britta. I reviewed the easement on the Parade Ground parcel and it includes a clause that allows memorial plaques or historical markers to be erected on the property without any approval from VHCB. Feel free to move forward with this project once you get approval from the Town and/or Vtrans. I'll look for it next year when I monitor the property!

*Kristopher Hammer*

*Conservation Stewardship Coordinator*

*Vermont Housing and Conservation Board*

*58 East State Street*

*Montpelier, VT 05602*

*802-828-5068*

*[kris@vhcb.org](mailto:kris@vhcb.org)*

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**From:** Britta Fenniman Tonn [<mailto:brittfenn@gmail.com>]**Sent:** Tuesday, December 01, 2015 4:06 PM**To:** Kris Hammer**Subject:** Fort Ethan Allen Historic Marker

[Quoted text hidden]

**Division for Historic Preservation**

National Life Building – North, 6<sup>th</sup> Floor  
One National Life Drive  
Montpelier, VT 05620-0501  
[acd.vermont.gov/strong\\_communities/preservation](http://acd.vermont.gov/strong_communities/preservation)

[phone] 802-828-3540

## Vermont Roadside Historic Site Markers

The State Historic Site Marker program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. The text for each proposed marker shall be reviewed and edited by the manager of the marker program and the staff of the Division for Historic Preservation (DHP) and shall be approved by the Advisory Council on Historic Preservation (ACHP). The Agency of Transportation (AOT) is responsible for approving the site location in consultation with DHP and ACHP.

Thank you for giving your time and consideration to completing and submitting your application packet. We applaud your interest in and support of Vermont's heritage. We look forward to working with you.

### **Criteria for Evaluation of Roadside Historic Site Markers**

*(Approved by the Advisory Council for Historic Preservation, October 2014)*

1. The site is associated with an event(s) that has made a significant contribution to the broad patterns of history:
  - Site of an event of prehistoric or historic significance
  - Site marking unique, exemplary, or important surviving physical evidence of Vermont's past
2. The site is associated with the lives of persons significant in our past:
  - Birthplace of a significant individual
  - Burial place of a significant individual
  - Building or site associated with significant individual or group or business
3. The site embodies the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values:
  - Exemplary example of a specific period of construction or architectural expression
  - Rare/unique method of construction
  - Representative work of master builder or architect/firm
4. During the selection process, the ACHP will also consider the following factors:
  - Reputation of the individual or group to be recognized
  - Interest of the public in historic context
  - Accessibility to the marker (ability to be viewed by larger public)
  - Enhancement of the setting and preservation of the site
  - Applicants ability to pay costs for installation and perpetual maintenance
  - Determination of local, state, and/or national significance

## Roadside Historic Site Marker Application

Please note the following rules and exceptions:

1. No marker shall be erected to commemorate a living person.
2. In order for an historic event to be eligible for commemoration with a marker, the event must have occurred at least fifty years ago.
3. 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.
4. Markers will not be placed to commemorate a building or structure that is no longer extant, unless one of the above criteria is met.

### **Procedure for Developing and Submitting a Roadside Marker and the Approval Process**

**1. Research and Write the Roadside Marker Text.** Research the topic by consulting multiple primary and secondary sources. Write a roughly 100-word text, following the “Highway Marker Writing Style” (see below). It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and writing the proposed text. Changes will likely be made by DHP staff to the proposed text to bring it in line with program criteria and writing style; edited text will be forwarded for applicant’s approval.

**2. Suggest a Suitable Marker Location.** The marker preferably should be placed on public land or a highway right-of-way. If it is on private land then the DHP must receive the owner’s consent. DHP and AOT staff will evaluate the proposed location based on its historic association with the marker subject and safety. Ultimately, AOT staff will have the final determination in approving and selecting the location based primarily on traffic safety. Be sure in your application to specify the highway route number and the physical site (e.g., U.S. Route 7, 0.2 miles south of Interstate 89) and indicate the location on a street or highway map accompanying the application. Photographs of the location must be provided.

**3. Submit Your Application Packet to DHP for Review.** DHP staff and advisors to the marker program will review all applications. After review, DHP will make a determination of whether the topic meets the marker program criteria. If the topic is considered appropriate for a state marker, the text will be formally presented to the ACHP for approval at one of its regularly scheduled meetings. The ACHP has final authority for the topics and content of all state markers.

All applications must be submitted 60 days before to the ACHP meeting.

**4. Work with DHP to Revise or Refine the Marker Text.** Before submitting a text for approval to the ACHP, a review committee composed of members of the ACHP, the DHP, and selected historians will review the text. Any major questions about the text that arise will be discussed with the applicant, including further documentation, if necessary, to support the marker text. If changes to the text are warranted, DHP staff will work closely with the applicant, or the applicant’s author, to produce a mutually agreed upon text. Because DHP and the ACHP bear the ultimate responsibility for what appears on a marker, they reserve the right to edit a text for accuracy, clarity, brevity, and thoroughness. Please be aware that a marker’s text must be limited to 765 characters (letters and spaces).

**5. Final Decision of the ACHP.** DHP will provide a applicant advance notification of when the marker will be presented to the ACHP at the appropriate meeting. The meeting is open to the public and applicants may attend. DHP will notify the applicant of the Advisory Council’s findings and any related comments. Once a text is approved, DHP will send the applicant a copy of the final board-approved text.

**6. Meet with the Agency of Transportation.** After the marker is approved by the ACHP, DHP will notify AOT and ask that it arrange a meeting with the applicant to visit the proposed marker location in order to review the site. **AOT is responsible for approving the site**, and may select another location if the applicant's choice is unsuitable for traffic safety reasons.

**7. Manufacturing and placement of the Marker.** DHP will contract and pay for the manufacture of the cast aluminum marker and have it delivered to an approved location. DHP will notify the foundry that casts the marker and provide it with the final board-approved text.

- Casting and delivery take approximately 60 days once the foundry has been notified.
- The community or the sponsoring organization shall be responsible for picking up the 12' aluminum post for pickup at the President Calvin Coolidge State Historic Site in Plymouth Notch, and for erecting the marker.
- The post should be fitted with bearing plates made of two-foot long (2" x 4") pressure-treated wooden bearing plates bolted perpendicular to the post at a point 6" below ground level. The applicant is be responsible for providing the bearing plates. Additional directions on the installation will be provided upon delivery of the sign.

**8. Schedule Unveiling Ceremony.** The process for ordering and manufacturing markers is determined by a number of factors including the workload of DHP and AOT, the schedule and agendas of the ACHP, and manufacturing and shipping delays arising at the foundry; thus, DHP cannot be held responsible for meeting local deadlines for any planned dedication event. For that reason, if a sponsoring organization or individual desires to hold an unveiling ceremony, DHP should be notified and consulted well in advance about the schedule in order to coordinate with the foundry and AOT for the marker's timely arrival and installation by the community or applicant prior to a ceremony. The applicant should only fix scheduling of a ceremony after DHP and the foundry can confirm a realistic shipping date for a marker. The marker's applicant/sponsor will arrange publicity for unveiling ceremony in cooperation with DHP.

### **Roadside Historic Site Marker Writing Style**

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

- Aim for 90 to 100 words; it is better to be a little long than short for editing
- 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.).
- Do not use commas before or after Jr., Sr., II, etc. (e.g. Joseph Smith Jr. founded the Latter Day Saint movement).
- Write nicknames as follows: Wilson "Snowflake" Bentley.
- On first use, give a person's full name as he or she used it or as it is best known (e.g. Frederick Billings, Maria von Trapp, Chester A. Arthur), but on subsequent use only the last name.

Markers are intended to present historically accurate information as objectively as possible. Therefore, markers will not editorialize or assign value judgment to events or people. Unless there is sufficient documentary evidence to establish authenticity without question, no "firsts" or other superlative terms will be used. As markers are intended to be permanent features of the landscape, please also avoid making observations in the text about current conditions of buildings or land. The text should be

## Roadside Historic Site Marker Application

submitted with the understanding that it will likely undergo further editing and revision by DHP staff in consultation with the applicant or original author.

Please remember that the marker may be read from a moving vehicle, so it is best to put the most important information at the beginning.

### **Placement of Roadside Historic Site Markers**

1. The marker shall be placed on a highway right-of-way as near as possible to the site it marks, at least 200 feet from the nearest adjacent sign.
2. Markers will not be placed on a curve or hill in such a place at which a slowing car could cause a traffic hazard. There should be a minimum of 500 feet visibility; 1200 feet is desirable.
3. Wherever possible the marker will be placed at a pull-off where an automobile will be able to park completely off the traveled portion of the highway. The pull-off should be 10 feet wide and between 200 and 400 feet long. The sign should be placed approximately 4 feet back from the pull-off.
4. The marker shall be located so that its post does not interfere with underground utilities. ("DIG SAFE")

MEMORANDUM

S.B. approved  
on 1-5-16  
SP

TO: Selectboard  
Patrick Scheidel, Town Manager

FROM: Sharon Kelley, Zoning Administrator *SP*

DATE: December 29, 2015

RE: Historical Sign-Fort Ethan Parade Grounds Essex Side

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**ISSUE:** Whether or not the Selectboard should authorize the Town Manager to sign a town and state sign application allowing the installation of a historical sign on town owned lands. Specifically, the sign would be located near the east entrance to Fort Ethan Allen, on the Parade Grounds and outside the Ethan Allen Drive and State of Vermont right-of-ways.

**BACKGROUND:** Britta Tonn, is coordinating the installation of a state historic marker commemorating the Buffalo Soldiers who were stationed at Fort Ethan Allen between 1909 and 1913. She is working with the Vermont Partnership for Fairness and Diversity, the Church Street Marketplace Foundation and the State Historic Preservation Office. This marker will be part of the state's African American Heritage Trail. Both a town and state application form would require the town manager's signature.

An example of a historic sign and the text proposed for the sign is attached.

**COST:** A check in the amount of Ninety-Five Dollars (\$95.00) has already been submitted by the Church Street Marketplace Foundation LTD.

**RECOMMENDATION:** Staff recommends that the Town Manager be authorized to sign the application forms.