

POLICY

00-07

To: Select Board
CC: Staff, Town Attorney
From: Ted Nelson, Jr., Town Manager
Date: November 20, 2000
Re: Civic Signs at the entrance to Town on U.S. Route 7

Effective: Immediately

Purpose: To establish parameters for the orderly and tasteful display of signs denoting civic organizations active within the Town of Milton. This policy will provide the opportunity to interested and eligible non-profit organizations to display a crest or symbol in a prominent location.

Criteria: In order to be eligible, the organization must retain the following characteristics, in advance of proposing to place a sign:

The group must be a legitimate, national or Vermont recognized non-profit organization. A non-profit organization must prove to be qualified under all relevant state and federal laws including, but not limited to, those of the Internal Revenue Service;

Membership to any organization proposing a sign through this policy must be open to the general public without regard to race, age or national origin; and

If there is space for a sign, and the organization qualifies, then approval will be granted on the condition that all signs, new and replacement, are to be provided by the organization to the Town for installation. Signs in disrepair will be removed by the Town. The Town will provide thirty (30) days written notice prior to removing a deteriorated sign. Failure to provide a replacement within that period will result in the organization losing a place on the post.

Standards: The following information provides a guideline to define the acceptable signs. The Town will not participate in the review of any design or color scheme. The information in this section defines the minimum standards that must be met in order for any attachments to the "Welcome to Milton" sign to remain acceptable in appearance. The Town does not wish to have the Welcome to Milton sign, either detract from the Town of Milton or become a distraction to motorists entering Town.

1. Size: Each sign will be no larger than one foot (1') in diameter.
2. Shape: The proposed sign may be any shape, provided the total size does not exceed .785 square feet.
3. Materials:
 - a. Sign: The sign will be fabricated out of durable exterior material (i.e. aluminum) designed to withstand ongoing exposure to this climate. At least one hole will be pre-set in the sign for mounting, by the Town, with a clasp or stainless steel screw.
 - b. Lettering/Insignia: All recognition will be permanently affixed to the sign. Letters, seals, crests or other organization notations will be bonded to the sign to prevent peeling, flaking or discoloration. All paint, decals or other lettering products used must be a non-reflector-type material.
4. Number of Signs: The Town will permit no more than eight (8) signs to be placed below each "Welcome to Milton" sign on U.S. Route 7 at any given time. Any organization with approval to erect a sign will have one placed at the north and south Route 7 entrances to Milton.

Procedure: The steps below outline the process to erect a sign at the North and South Route 7 entrance to Milton.

A. Application:

Representative(s) of the interested group will submit a letter of request with the following information, to the Town Manager:

1. A full scale sample or actual sign to be placed below the "Welcome To Milton" sign at Route 7 north and south.
2. A written description of the organization including an outline of the charter or bylaws, a description of the type of organization, and number of years in existence in Milton.

3. Any other relevant information on the organization including a current point of contact. Each organization has a responsibility to keep the town advised of current information with respect to the name and phone number(s) of the contact individual(s).

B. Approval/disapproval to erect a sign:

Within ten working days the organization will normally receive a response with regards to whether or not they qualify to the selection criteria noted above.

1. If the organization is deemed qualified, and there is room on the "Welcome to Milton" sign, then they are responsible for providing information demonstrating that the approved signs are on order. The signs will be installed as soon as possible after receipt by the Town. The approved letter of application and all supplemental information will be filed in the Town Manager's office.
2. If they qualify, but there is insufficient room on the sign, then they will be placed on a waiting list, filed in the Town Manager's Office. This list will reflect the qualified organizations who have received approval on a first come, first served basis. As organizations elect to remove a sign, or fail to replace a deteriorated sign, then other approved organizations will move up in the order.
3. If the organization is deemed unqualified then a letter of response will be sent by the Town Manager. Every effort will be made to respond in writing within ten (10) working days. Failure to respond will not automatically be deemed approval to erect a sign. The applicant may appeal the decision of the Town Manager to the Select Board.

C. If the organization should disband then the Town will be contacted and the signs will be returned to the organization contact person. Signs for the next organization on the waiting list will be posted by the Town.

Filed with the Town Clerk this 21st day of November, 2000

Attest:

Robert L. Dennis
Asst. Town Clerk