1. Design Review Committee Regular Meeting Materials JULY 13 2023

Documents:

DRC PACKET.PDF
DRC AGENDA JULY 13 2023.PDF
APPLICATION TO
PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORDOWNER(S)  Town of Hartford, Parks and Recreation
   171 Bride Street, White River Jct., VT 05001
   Deed Recorded Book 363 Page 698 (Available at Town Clerk's Office)
   Telephone: Work (802) 295-5036 Cell (802) 299-8757 Email Address: shausler@hartford-vt.org

2. NAME & ADDRESS OF APPLICANTS(S)  Town of Hartford, Parks and Recreation
   171 Bride Street, White River Jct., VT 05001
   Telephone: Work (802) 295-5036 Cell (802) 299-8757 Email Address: shausler@hartford-vt.org

3. NAME & ADDRESS OF APPLICANTS' CONSULTANT  Schaal Engineering, P.C.
   P.O. Box 152, Wilder, VT 05088-0152
   Telephone: Work 802-295-2002 Cell __________________________ Email Address: timothy@schaelengineering.com

4. PROJECT LOCATION  Veterans Park at the corner of Railroad Row and Bridge Street

5. PRESENT USE OF PROPERTY  Public Park

6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
   Construction of a World War I and World War II monument honoring the Town of Hartford residents that served in the armed forces during those conflicts.

7. PROJECT SIZE IN SQ. FT OR ACREAGE  400 sq ft of disturbed area, including the 150 sq ft for new monument and landscaping
   Lot Width +/-120 ft. Lot Depth +/-180 ft.

8. IS PROJECT ON TOWN WATER/SEWER?  Yes N/A No  If Yes, estimated
   Water Consumption/day ________________ Amount of Sewer Flow Projected ________________
   Size of Closest Lines Above (water) _______ (sewer) ________________

9. DESCRIBE LANDSCAPING PLAN  Two flower beds with perennials and low bushes.
   See attached plan. Final landscaping to be determined.

10. IF A BUSINESS - Present # of Employees ________________
    Proposed Days & Hours of Operation ________________________________
    Will you use the landfill & recycling center? Yes ________ No ____________
    The main waste by-product of your business is: ________________________________

1
11. IF A RESTAURANT - Present seating ____________________ Proposed ____________________

12. PARKING SPACES - Number to be provided ____________________

13. SIGNAGE - Free Standing ____________________ Attached ____________________

14. FENCING – Location ____________________ Height ____________________

15. NEAREST WATER SUPPLY FOR FIRE PROTECTION ____________________

16. ESTIMATED VALUE OF PROPOSED WORK $60,000

17. IS THERE AN EXISTING DRIVEWAY? ____________________

18. IF A SUBDIVISION - Number of New Lots to be Created __________

Do you request that the Town consider taking over maintenance of – Roads ____________________ 
Or Park/Open Space ____________________

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

Applicant’s Signature ____________________ Date 7.22.23 ____________________
Lot Owner’s Signature ____________________ Date ____________________
Co-Applicant’s Signature ____________________ Date ____________________
Co-Owner’s Signature ____________________ Date ____________________

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.

For Office Use Only

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<td>PD</td>
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<td>Zoning District (s)</td>
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Jo-Ann Ells  
Town of Hartford  
Department of Planning & Development Services  
171 Bridge Street  
White River Jct., Vermont 05001

Subject: Veterans Park- New World War I and World War II Memorial  
Bridge Street & Railroad Row  
White River Jct., Vermont

Dear Jo-Ann,

This letter is provided as the formal response to the June 28, 2023 "Memorandum" pertaining to this application.

1. We will identify, apply for, and obtain any relevant local and state permits for this project by contacting the Regional State Permit Specialist, Rick Oberkirch.

2. This project is located more than 50' from the start of the woody vegetation closest to the White River's average annual high-water mark.

3. The four corners defining the brick apron around the monument will be staked and flagged (blue surveyor ribbon) not later than Friday July 7, 2023.

4. When the project is complete, we will submit written verification certifying that the project was constructed in compliance with the approved plans and Findings of Fact.

5. It is understood that construction of the project must comply with Section 260-31 B of the Hartford Zoning Regulations. Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment will be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.

We look forward to the hearings with the Design Review Committee, Zoning Board and Planning Commission members to answer any questions they may have. In the meantime, if you have any questions or require any additional information, please do not hesitate to give me a call.

Respectfully Submitted,

Timothy L. Schaal  
Timothy L. Schaal, P.E.

Encl. (20 copies)  
APPLIC. TO PC &/OR ZBA  
June 25th cover letter & attachments  
Plan sheet C1

pc: Scott Hausler, Dir., Hartford Parks & Recreation  
Mary Kay Brown, Monument Comm. Chair
June 26, 2023

Jo-Ann Ells
Town of Hartford
Department of Planning & Development Services
171 Bridge Street
White River Jct., Vermont 05001

Subject: Veterans Park- New World War I and World War II Memorial
Bridge Street & Railroad Row
White River Jct., Vermont

Dear Jo-Ann,

On behalf of the Hartford Parks and Recreation Department, Hartford Historical Society, and the members of the "Monument Committee", this letter is provided as the "project narrative" for the above referenced project and in support of the accompanying APPLICATION TO PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT.

This project involves the construction of an approximately 5' wide by 7' high granite monument to the Hartford residents that served in the United States armed forces during World Wars I and II. This monument is planned to be suitably installed in Hartford's Veterans Park. Accompanying this application is a site plan which shows the proposed location for the monument, a couple of "graphics" depicting the monument, and a longer narrative about the project.

It is important to note that an unspecified monument was planned and permitted in 2004 with the Railroad Row streetscape improvement and Veterans Park project. Unfortunately, much of the work slated as part of the Veterans Park was never completed. This project intends to reinitiate, and complete at least a small part of, that earlier effort. Again, please refer to the narrative prepared for the Selectboard.

As depicted in the attached plans, for all intents and purposes, this is a very small project which will temporarily disturb roughly 400 square feet of the existing park and in the end result in a roughly 150 square feet area for the new monument and associated landscaping. The details of the landscaping have not been finalized and the Committee intends to consult with local landscapers, landscape architects, and the Hartford Garden Club.

The proposed lighting will be two ground-level, low voltage "accent lights" which are directed to the monument faces. A "cut-sheet" is provided to show the style of lighting that is proposed. However, the final fixture type & manufacturer is to be coordinated with Scott Hausler of Hartford Parks and Recreation to ensure the lighting is consistent with other Hartford Parks and are easy to maintain.

I look forward to the hearings with the Zoning Board and Planning Commission members to answer any questions they may have. In the meantime, if you have any questions or require any additional information, please do not hesitate to give me a call.

Respectfully Submitted,

Timothy L. Schaal (electronic signature)

Timothy L. Schaal, P.E.

Encl.
APPLIC. TO PC &/OR ZBA
Site Plan sheet C1
Monument Graphics
Lighting Cut-sheet
Project Narrative

pc: Scott Hausler, Dir., Hartford Parks & Recreation
Mary Kay Brown, Monument Comm. Chair
PROPOSED MONUMENT DESIGN
Note: This graphic depicts the two sides of the granite monument with brass plaques. The monument dimensions are approximately 5' wide, 7' high, and 14" thick.

PROPOSED MONUMENT LOCATION IN VETERANS PARK (SEE SITE PLAN C1)
5251 In-Grade Light by Vista Lighting

$130.39 (Excl. CA. Sales Tax)

Weight: 2lb

Choose Vista Finish Color *

- B - Black
My name is Mary Kay Brown and I am the Chair of a group of citizens dedicated to honoring the brave men and women who fought in World War I and II. Our goal is to create a new granite and bronze monument inscribed with their names. Today, I would like to talk to you about the “Monument Project,” as we have been referring to it.

In the summer of 2019, I became interested in the history of the WW1 monument which I had heard about and seen pieces of in the basement of the Hartford Historical Society. The original WW1 monument was built by the Lebanon Machine Company and paid for by the town. This large monument stood on the lawn of the town hall from installation until it was taken down. Similar monuments, all made by the Lebanon Machine Co., were constructed in neighboring towns. While the ones in Norwich, Newport, and Lebanon are also no longer standing, the monuments in Springfield, Plainfield, and Cornish have been well maintained over the years. These monuments all shared the common feature of displaying the names of those who fought in “the great war,” as WW1 was called at the time.

Why was ours taken down sometime in the 1970’s? No one is sure. When renovations were done at our town hall around 2014, some of the pieces were salvaged and moved to the basement of the historical society while other large pieces were disposed of! We also learned that there used to be a WW2 Honor Roll sign containing the names of WW2 service members -this too was paid for by the town and stood somewhere on the lawn of town hall. We believe this was constructed of wood and didn’t last long; there is literally only one picture of this monument in the historical society’s collection.

Why is this project important? Many of us who live in town have family members or friends who are veterans, and some may have ancestors who served in these wars. We believe that preserving our town’s history and heritage by honoring the sacrifices of those who fought for our freedoms is an important part of what makes the Town of Hartford a special place to live. While there are several beautiful war monuments throughout town, none of them include the names of the people who fought. The names on these monuments are familiar to us - Abbott, Briggs, Bugbee, Clifford, Hazen, Lyman and Wright to name just a few. These individuals not only bravely fought for our country and freedom in the world but also contributed to building the town we know and love. Some of them made the ultimate sacrifice. It is time to restore the recognition they deserve by installing a new monument containing their names to replace what was dismantled, allowed to fall into disrepair, and never rebuilt.

Back to what we found in the summer of 2019 in the basement of the historical society. Although most of the name plates and some of the other decorative pieces were saved, almost all of the structural pieces are gone.

So, what is our plan? Can the monument be rebuilt? In short, yes—with sufficient funding, anything is possible. However, the realistic answer is more complex. After considering factors such as cost, aesthetics, and maintenance, we decided to pursue a granite monument with cast bronze plaques. This type of monument is quite common and can be seen in other towns like Hanover, Lebanon, and Norwich. The estimated cost for a monument with as many names as we have was in the $40-50K range. This seemed like an attainable goal.

All of this took place in late 2019 and early 2020. The next meeting of the committee was scheduled for late March 2020. Then Covid hit and halted our progress.

Fast forward to late 2022 - I felt it was time to get this going again and was happy to learn that almost everyone involved a few years ago still wanted to be involved. We met in December to regroup. The 2023 cost estimate for creating a monument which will incorporate two pieces of the
original WW1 monument is $52K without site work, the foundation, lighting and landscaping. Our hope is that much of that work will be donated by local contractors and businesses who wish to help see this project created. However, we have set a fundraising target of $60,000 to cover these costs and any unforeseen contingencies.

Where will this monument be located? The most logical and suitable place for the new monument is Veterans Park on Railroad Row. The park already features a sculpture of geese, a small marker commemorating the service branches, and a flagpole near the courthouse.

During research on Veterans Park, it was discovered that the town itself commissioned a comprehensive set of plans to develop the park, including an "overlook structure" over the river, a "Veteran memorial with a water feature," several pedestrian bridges, and the planting of 57 trees. The town obtained unanimous approval for these plans from both the Planning and Zoning boards in 2004. The fact that these plans were never executed is likely due to financial constraints.

Besides our committee, who else supports this project? We have the full support of Scott, our director of Parks and Recreation. We also have the support of Jo-ann and Lori in Planning and Zoning. Skip Nalette has generously provided surveying support, and Tim Schaal, a civil engineer experienced in permit applications, has taken charge of the permitting aspect. So we already have donations of time and services as we’d hoped to keep costs down. Permitting should be relatively straightforward and with the expected approvals, our aim is to raise all the necessary funds by the end of this year or early next year. Our application was just submitted yesterday and the Design Review, Planning and Zoning meetings are in July. Initially, we planned to commence the construction and installation of the new monument during the spring or summer of 2024. After participating in several Memorial Day ceremonies last month, I now think that if we could get this done and in by next Memorial Day, that would be a great weekend to hold the dedication of this new monument!

We have begun fundraising efforts by applying for grants from local organizations that support community initiatives. I am very pleased to share that the Jack and Dorothy Byrne Foundation donated $25K to the project!! We have also received grants of $2,500 from M&T Bank, $1,500 from Mascoma Savings Bank and $1000 from the Historical Society. The Jeffrey S Holmes American Legion Post 84 has pledged $1000. That puts us at $31K of our $60K goal before we have even started talking to local businesses, residents and friends of Hartford! Several grant applications are still pending, and we are actively pursuing others. With the recent passing of the VT State Budget, we are hoping that we will be able to take advantage of a “Better Places” grant opportunity which is what JAM received in 2022 and what Cover recently used for their mural down on South Main Street. If we are approved for this matching grant opportunity, we would receive a 2:1 donation from the program which is managed by the Vermont Department of Housing and Community Development in partnership with the Vermont Department of Health, the Vermont Community Foundation, and Patronicity. The program relies on the expertise and generous support of the Better Places Partners that include the Vermont Arts Council, AARP Vermont, Local Motion, Preservation Trust of Vermont, Vermont Agency of Transportation, and Vermont Agency of Agriculture, Food, and Markets. Exact details of the public fundraising campaign are being worked on now and we will know more from the Better Places folks in the next month or so. One way or the other, we aim to have the public fundraising campaign going by the end of the summer. Part of what we’d like to do is offer bricks as an incentive to donate and as an additional way for folks to honor a family member, friend or anyone special to them by being able to have an etched brick in the "apron" surrounding the monument. Finally, we are fortunate to have the Hartford Historical Society as our fiscal sponsor ensuring that every donated dollar goes directly towards the costs of building, installing, and maintaining this monument.
In summary, the town once had beautiful monuments honoring our veterans by name, and it is time to restore and replace what was dismantled and never rebuilt. Putting a monument with names on it in Veterans Park will also create a new space for commemoration and reflection by veterans, their families, local school children and any visitors. This historical information will also be of great interest to those interested in town history, military history and genealogy. Monuments serve as a reminder of the past and of the struggles and sacrifices made in our community. Monuments also serve as a venue for community events such as memorial services, Memorial Day and Veterans Day ceremonies. Such gatherings bring people together in a public space and provide opportunities for conversations around shared experiences and through storytelling and the sharing of personal experiences which help build connections. A monument acts as a physical and symbolic reminder of the past and our collective memory of our town history. A beautiful monument can serve as a gathering place that prompts reflection and gratitude for the freedoms that the brave men and women who served in these wars fought for and that we all enjoy and benefit from.

Considering that the town originally funded the monuments in 1919 and the late 1940s, and given the town’s previous plans to erect a new monument and more in Veterans Park about 20 years ago, we are optimistic that you will be supportive and willing to accept this important gift. Furthermore, we request assistance from the town for several aspects of the project. The information kiosk at the Bridge St. end of Veterans Park is in terrible disrepair and contains typos and we ask that the town refurbish or replace it and update the signage at that location as well as correct the name of the park on a second sign along the pathway toward the courthouse. If the town was able to provide additional funding toward benches or other aspects of the plans from 2004, that would be a huge contribution to the originally intended use of Veterans Park. We are tremendously grateful for all the help and support this project has received thus far, and we hope that you, the Hartford Selectboard, will also offer your support for this beautiful new monument in Veterans Park.

_________________________

I am more than happy to answer any questions, hear your ideas, or discuss any concerns you may have about this project. Our address is: ww1monument@gmail.com Thank you, Mary Kay Brown, Chair – Monument Project
PROPOSED NEW GRAVESTONE MONUMENT TO WORLD WAR I & II ARMED FORCES VETERANS FROM THE TOWN OF HARTFORD

1. The monument itself will be approximately 8' tall, 0.75' wide, and about 6' thick, with concrete base and foundations that extend approximately 8' from each edge.

2. Also planned is a 4'-0" wide brick "memorial" and short connector to the existing paved path, flower beds and other plantings to be determined landscaping.

3. Two, low voltage, 40-watt accent lights, one each side of the monument.

GENERAL NOTES:

1. The grading conditions shown on these plans are based upon the 2004 site survey and as-built information provided by the Town of Hartford, VT, and verified by precision layout.

2. Street names, lot numbers and addresses contained elsewhere will be verified and corrected only if necessary to conform to site grading.

3. Contractors shall prepare the site and install utilities in accordance with these plans and specifications but shall be permitted to alter these plans and specifications as necessary to make the project workable.

4. The Town of Hartford reserves the right to modify the project at any time for the benefit of the project.

5. Contractors and sub-contractors shall perform their work under the direction and control of the Town of Hartford, VT.

6. This site plan is to be used in conjunction with the plans and specifications in the proposal packet and is intended to provide a guide to the construction of the improvements as proposed and as completed.

7. The Town of Hartford reserves the right to alter, modify, change or delete any portion of this plan at any time.

8. This site plan is to be used in conjunction with the plans and specifications in the proposal packet and is intended to provide a guide to the construction of the improvements as proposed and as completed.

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30. This site plan is to be used in conjunction with the plans and specifications in the proposal packet and is intended to provide a guide to the construction of the improvements as proposed and as completed.
The Hartford Design Review Committee will meet on Thursday, July 13, 2023, beginning at 5:00 P.M. to consider the following Application and Administrative Matters.

This meeting will be conducted in person at Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. In addition, you may join the meeting remotely as follows:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

- [Click here to join the meeting](#)
- Meeting ID: 239 743 783 397
- Passcode: cVr6WF
- [Download Teams](#) | [Join on the web](#)
- **Or call in (audio only)**
- 1 802 377 3677
- Phone Conference ID: 466 072 597#

If you cannot access this meeting notice electronically or if you are having difficulty connecting to the meeting, please email Jo-Ann Ells at [jells@hartford-vt.org](mailto:jells@hartford-vt.org)

**Applications**

1. Application by The Town of Hartford for the installation of a World War I and World War II Monument in Veterans Park, lot 46-0022-000, 12 Railroad Row, Hartford, in the Design Review and CB zoning districts.

**Administrative Matters**

1. Minutes of March 30, 2023

Information is available for review at the Department of Planning & Development Services, Hartford Town Hall, 171 Bridge Street, Room 205, White River Junction. (802) 295-3075.