

Brentwood Historic Commission

Marker Design and Maintenance Guidelines

Approved by BHC on September 16, 2022

1. Introduction

The purpose of this document is to provide guidelines for design and maintenance of historic markers approved by the BHC (Brentwood Historic Commission). This document is primarily for use by BHC members. To manage this effort the BHC appoints a Historic Marker Chairperson. Major decisions are approved by vote of the commission members.

2. New Signage

The BHC is allotted a budgeted amount each year and expenditures may be made from those funds with Commission approval. Alternatively, a sponsor or property owner may pay for the signage depending on the scope of the project and whether City funds are available.

The BHC will work with sponsors to identify a mutually agreeable location for marker placement. Location should be based on ease of accessibility, maintenance and proximity to the subject. It should be visible and accessible from a public right-of-way. Markers should not be put on private property without property owner consent but may be placed in the right-of-way as approved by the Brentwood Public Works Department. The original or actual site is the preferred location although alternative locations may be considered. The marker should neither damage nor disturb existing established vegetation or require removal or alteration of any utility service.

The BHC works with sponsors to write text agreeable to both parties and is ultimately responsible for determining the accuracy of text and making final edits. Markers erected outside the BHC Program shall not bear the BHC logo or name.

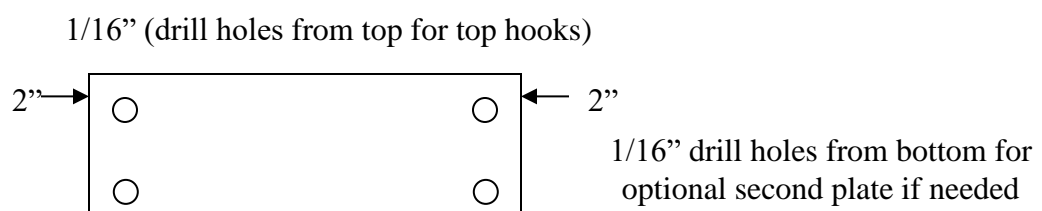
2.1 Marker Styles. Two options may be considered: Post mounted and Wall Mounted

2.2 Wall Mounted. Wall Mounted markers should be placed according to sponsor preference. Effort should be made to ensure that the installation of the marker does not damage the historic fabric of the building. BHC recommends that the marker be placed on the outside of the building, at eye level, facing the street so that it is visible.

2.3 Post Mounted. Markers are to be mounted on a freestanding post embedded in the ground. They shall be of the standard BHC Marker style with a black background and white text

2.3.1 Sign plate for Post Mount

The standard size is 18"x 12". It is two sided with hand painted white lettering of 1 inch text. Size may vary based upon wording required). A smaller secondary plate (attached to larger one in cases where a sponsorship listing is needed) is 18" x 4". This is expandable to 19" x 13" if desired. Guidance for hole locations is offered below:



- Plate material: Steel, aluminum or bronze. If steel is used then it must be properly primed and painted to provide maximum corrosion resistance.
- Plate and post color: Black is the standard color for all historic and cemetery markers. Lettering is white.
- Signpost: Free standing post, 6' to 7' above ground
- Post material: Wrought Iron or other corrosion resistant alternatives

3. Sign Maintenance

Maintenance involves periodic inspection for evidence of damage and deterioration. Many of the historic markers in Brentwood are embedded in the ground with concrete, thus retention of the historic markers and posts and “onsite maintenance” is preferable to total replacement whenever possible. Major repairs, however, may require removal of the marker to a workshop or replacement of a new sign and/or post.

3.1 Re-painting Existing Markers

Typically, sign lettering is done by a local vendor. Signs should be painted prior to the lettering, or a new sign ordered, prior to affixing it to the post. Except as agreed to by the sponsor and the BHC, the same wording on the plate should be used. The identifier *Brentwood Historic Commission* will be placed on each plate at the bottom.

Preparation for repainting is very important. For both plates and posts it is recommended that all corrosion be removed and ferrous materials be properly primed. The final coat should be satin black.

Sign hooks for mounting on a post should be of a material compatible with the sign material to avoid chemical corrosion and oxidation.

4. Brentwood Historic Commission Points of Contact

a. Deanna Lambert, Community Relations Director, City of Brentwood

Email: Deanna.Lambert@brentwoodtn.gov Phone: 615-371-2259

b. Joe Grosson, BHC Marker Committee Chair

Email: joseph.grosson@comcast.net; 615-283-3491

5. Addendums

Addendum 1. To assist members and sponsors in identifying potential vendors for both new signs and maintenance this addendum lists potential sources. Listing of a vendor does not imply BHC endorsement.

Addendum 2. This excerpt, from the Tennessee Historical Commission, is for information only. It lists National and Tennessee Register of historic places plaque information. This only pertains to properties listed in the Tennessee Register of Historic Places.

ADDENDUM 1, BHC VENDOR INFORMATION

Franklin Ironworks, 136 Reynolds Road, Franklin, TN 37064 (615-472-1519). <i>Signs and Posts</i>	Jarvis Signs Jennifer Sychareune Jennifer@jarvissigns.omc 615-865-6062
Prestige Trophies, 7020 Church St E Ste 3, Brentwood, TN 37027. (615) 373-8828. <i>Wide variety of plaques, signs, markers and interpretative signs.</i>	Sewah Studios Inc., 190 Millcreek Road, Marietta, OH 45750; 888-557-3924 <i>Wide variety of classic signage of the highest quality</i>
Millie Moore Webster (615-799-7878 millieflyingb@aol.com). <i>Sign lettering</i>	Bozman Signs Cathie Bozman 615-331-0805 cbozman@bozmansigns.com
Herndon and Merry 615-477-0047 Kevin and Charlotte Merry	Straight Edge Painting Bill McCarthy 615-596-5735
Herendon Iron Works 615-584-3089 Keith Herendon keithherendon@yahoo.com www.Keithherendon.com	Morel Metalcraft 615-473-1722 Lloyd Morel Lloydmorel@yahoo.com
Bowman Welding 615-904-5416 Brian Bowman brian@bowmanwelds.com www.bowmanwelds.com	Welding Unlimited Inc., 120 Confederate Drive, Franklin TN
	Mike Frasier, 615-400-8662 for on-site welding repairs

Addendum 2 NATIONAL AND TENNESSEE REGISTER OF HISTORIC PLACES PLAQUE INFORMATION

Properties listed in the National Register of Historic Places are automatically listed in the Tennessee Register of Historic Places. Many owners of properties listed in the National and Tennessee Registers of Historic Places arrange for a commemorative plaque. The National and Tennessee Registers do not require or issue plaques as a result of listing. For more information and updates regarding plaques, please visit the National Register of Historic Places Program: Frequently Asked Questions page of the National Park Service website at www.nps.gov/nr/faq.htm#plaque.

PLAQUE TEXT EXAMPLES

The plaque text examples below are provided for guidance only. The National and Tennessee Registers have no formal requirements or suggestions.

Example 1. This property has been listed in the National Register of Historic Places by the United States Department of the Interior.

Example 2. (Historic name of the property) has been listed in the National Register of Historic Places by the United States Department of the Interior.

Example 3. This property is part of the (name of the Historic District), listed in the National Register of Historic Places by the United States Department of the Interior.

Example 4. (Historic name of the property), part of the (name of the Historic District), has been listed in the National Register of Historic Places by the United States Department of the Interior.

PLAQUE VENDORS

The vendors listed below are provided for informational purposes only. The National and Tennessee Registers do not endorse, authorize, recommend, or imply connection to any one vendor over another, including any not listed below.

All-Craft Wellman Products, Inc.
4839 East 345th Street
Willoughby, OH 44094
Tel: 800-340-3899
Fax: 440-946-9648
www.all-craftwellman.com

Arista Trophies & Awards
25 Portland Avenue
Bergenfield, NJ 07621
Tel: 201-387-2165
Fax: 201-387-0955
www.aristatrophies.com

Artistic Bronze
13867 Northwest 19th Avenue
Miami, FL 33054
Tel: 800-330-PLAK (7525)
Fax: 305-681-2876
www.artisticbronze.com

Atlas Signs and Plaques
Enterprise Drive
Lake Mills, WI 53551
Tel: 920-648-5647
www.atlassignsandplaques.com

BLP Bronze International
3616 Highland Avenue
Niagara Falls, NY 14305
Tel: 800-567-8383
info@blpbronze.com
www.blpbronze.com

Blue Pond Signs
4460 Redwood Hwy #9
San Rafael, CA 94903
Tel: 415-507-0447
Fax: 415-507-0451
www.bluepondsigns.com/custom-plaques.html

Cerametallics
101 S. 30th Street
Phoenix, AZ 85034
Tel: 602-237-6401
www.cerametallics.com

Classic Bronze Resources, LLC
4628 Whispering Oak Trail
Cincinnati, OH 45247
Tel: 513-600-9048
www.classicbronzeresources.com

Eagle Sign & Design Inc.
4239 Earnings Way
New Albany, Indiana 47150
Tel: 888-561-0007
www.eaglesign.com

Equestrian Forge
222 S. King Street
Leesburg, VA 22075
Tel: 703-777-2110

Erie Landmark Company
637 Hempfield Hill Road
Columbia, PA 17512
Tel: 800-874-7848
www.erie landmark.com

Franklin Bronze Plaques
4201 US322 West Franklin, PA
16323
Tel: 866-405-6623

Healy Plaques
P.O. Box 4
60 New River Road
Manville, RI 02838
Tel: 800-995-0981
www.healyplaques.com

Lagulli Signs
2404 43rd Avenue West
Bradenton, FL 34205
Tel: 941-753-4549
www.buythesign.com

Impact! Signs
26 E Burlington Street
La Grange, IL 60525
Tel: 708-469-7178
sales@impactsigns.com
www.impactsigns.com/bronze-plaque

Lake Shore Industries, Inc.
1817 Poplar Street
P.O. Box 3427
Erie, PA 16508-0427
Tel: 800-458-0463
info@lsisigns.com
www.lsisigns.com

Massillon Plaque
5757 Mayfair Road
P.O. Box 2539
North Canton, OH 44720
Toll Free: 800-854-8404
Tel: 330-494-4199 ext. 240
www.massillonplaque.com

Metallic Arts
914 North Lake Road
Spokane Valley, WA 99212
Tel: 800-541-3200
Fax: 509-483-1759
www.metallicarts.com

SEWAH Studios, Inc.
190 Millcreek Rd
Marietta, OH 45750
Tel: 888-55-SEWAH
sewah@sprynet.com

Smith-Cornell Impressions
1545 Holland Road, Suite K
Maumee, OH 43537
Toll Free: 800-325-0248
Tel: 419-891-4335

Southern California Bronze C
2515 S. Broadway
Los Angeles, CO 90007
Tel: 213-746-8046
www.socalbronze.com

Southwell Co.
The 928Alamo
San Antonio, TX 78215
sales@southwellco.com
www.southwellco.com

US Bronze, 811 Second Avenue
New Hyde Park, NY 11040
Tel: 800-872-5155
www.usbronze.com/plaques-and-seals/plaques/national-register-plaques/