



MEMORANDUM

TO: Bruce K. Walden, Chief Administrative Officer
FROM: William R. Gray, Public Works Director
DATE: September 22, 2005
RE: Entryway Sign Policy

INTRODUCTION

Recently, the City received a request to install entryway signs in an area bounded by Washington Street, Vine Street, Main Street and Glover Avenue from the Historic East Urbana Neighborhood Association (HEUNA). Prior to responding to this request, staff felt it important to develop a city-wide policy with concurrence from the City Council.

Attached please find a draft policy for entryway signs (see attached) to accommodate this request and any similar requests in the future. Some details addressed in the policy are as follows:

City Council review and approval---Approval for entryway sign requests and sign design would be the responsibility of the Urbana City Council.

Material costs---Since the purchase of entryway signs would be a cost beyond the City's budgeted standard sign expenditure, the requestor would be required to pay for the material cost of the signs, sign hardware and posts. It is suggested that the City would pay for and provide labor and equipment to make certain that the installation and the hardware used for installation met City standards.

Notification---The requestor must notify those property owners in the entryway sign area of the date and time of the City Council meeting when the issue will be discussed. The property owners adjacent to the sign locations must give permission to the requestor prior to the installation of the sign in those locations. Evidence of this approval shall be provided to the City. If an adjacent property owner does not wish to have the sign located next to the property, another location must be found.

FISCAL IMPACT

The requestor would be required to pay for the material cost of the entryway signage. (This would include additional signs to allow for the replacement of any signs that are stolen or damaged.) It is recommended that Public Works Department crews install the signs at no cost to the requestor.

RECOMMENDATION

It is requested that a motion recommending the attached policy and procedure guidelines with any noted changes be approved.

Attachment

URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE MANUAL

Section: Office Procedures	Section No: 8.25	Page 1 of 2
Subject: Entryway Sign Policy	Effective:	
	Revised:	

Scope: **Neighborhood Associations, Homeowners Associations**

Purpose: **To provide guidelines for the installation of entryway signs in public rights-of-way, the following policy will be practiced:**

Policy:

A request for entryway signs can only be made by a neighborhood association, homeowners' association, or group recognized by the Urbana City Council, which defines a specific neighborhood area.

The association (requestor) shall notify all property owners, tenants and residents in the affected area of the entryway sign request via letter, newsletter or other method acceptable to the City.

Entryway signs shall be placed in the City right-of-way. At the time of the request, the requestor shall seek concurrence from the owner of any property adjacent to the signage regarding the placement of the signage in the adjacent City right-of-way. Evidence of this concurrence shall be provided to the City in the form of a letter, e-mail, phone call or in-person. If the adjacent property owner does not concur, a different location must be selected.

The material costs (signs, sign hardware, posts) shall be borne by the requestor. The City will attempt to use existing sign posts for the installation of the entryway signs. If the location and/or configuration of the entryway signs requires the use of stand-alone sign posts, then the cost of the sign posts shall be the responsibility of the requestor. Additional signs, which will be used to replace damaged or stolen entryway signs, will be purchased as part of the material costs. The exact number of replacement signs will be determined by the City.

Funds from the requestor may be generated by an association, property owners, tenants, grantors, etc.

The City will provide, at no cost to the requestor, the labor and equipment to install the entryway signs. The City will not begin the process for purchasing and installing the entryway signs until the City has received payment for all material costs from the requestor.

Entryway signage will include the name of the neighborhood. No advertising will be permitted on the sign. Dimensions of the sign shall not exceed thirty-six (36) inches in width or length. The sign base shall be installed at least seven (7) feet from the ground.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____

If, in the opinion of the Public Works Director or his/her designee, the entryway sign requires replacement, additional signs shall be provided at the requestor's expense or if the requestor so chooses, it will not be replaced.

Applications for entryway signs and sign design are subject to approval by the Urbana City Council and may be removed at any time by Council action.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____