



City of Saginaw

City of Saginaw

Meeting Date: 04/21/2015

Staff Contact: Mark White
Director of Public Works

Agenda Item: 10
(CC-0415-11)

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SUBJECT: Consideration and Action regarding Street Sign Topper Policy

BACKGROUND/DISCUSSION:

The proposed Street Sign Topper Policy establishes guidelines for the installation of street sign toppers. Sign toppers are common in some cities. They help identify neighborhoods and help instill pride in the community. Approval of a formal policy will assist staff address future inquiries regarding sign toppers.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the Street Sign Topper Policy.

Attachments

Memo with Proposed Policy from Mark White

Memorandum

To: Nan Stanford, City Manager

From: Mark White, Director of Community Development

Subject: Consider Street Sign Topper Policy

Date: April 6, 2015

From time to time the staff receives inquiries regarding the placement of “sign toppers” that identify a neighborhood. To accommodate these requests, a formal policy (attached) is recommended to be adopted by City Council.

The following draft is submitted for consideration.

CITY OF SAGINAW STREET SIGN TOPPER POLICY

The City of Saginaw recognizes that residents in neighborhoods take pride in their domiciles and value the sense of community offered by unique subdivisions. In reflecting that sense of pride and distinguishing the neighborhood, sign toppers have been found to enhance the sense of community.

Therefore, this policy regulating the installation of sign toppers is hereby adopted with the following guidelines:

1. Sign toppers will reflect subdivision names as recorded on approved plats.
2. Sign toppers will be installed on City owned street name signs by City personnel.
3. The cost of sign toppers and associated hardware will be the responsibility of the requesting neighborhood or Homeowners Association (HOA).
4. The cost to install the sign toppers is \$10 a piece, payable to the City in advance.
5. The City will install the sign toppers after a request has been made by the President and one other authorized officer of the HOA in writing. Where there is no HOA a neighborhood can petition for sign toppers. 51% of the homeowners of the subdivision agreeing to the sign toppers will be required.
6. The City will approve the location of the sign toppers, no sign toppers will be allowed beyond the actual subdivision boundaries they identify.
7. The City may remove damaged or unsightly sign toppers.

The applicant must submit the sign topper design for consideration and approval before installation. A completed application will be required. Generally the design will be as follows (24" X 12") and include "City of Saginaw" as shown:

