

# Memorandum

**To:** Andy Cook, Town Council President  
John Dipple, Town Council Vice President  
Jack Hart, Councilor  
Robert Horkay, Councilor  
Joe Plankis, Councilor  
Bob Smith, Councilor  
Ron Thomas, Councilor

**CC:** Bruce Hauk, Interim Town Manager

**From:** Jennifer Miller, Planner I  
Community Development Department

**Date:** 6/4/2007

**Re:** Right of Way Signage

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The Community Development Department was asked to report to Council on a direction for signage found in the right of way along the community's road network. After reviewing the Sign Ordinance, the Department offers the following recommendations:

1. Continue removal of all illegal signs in the right of way per ordinance WC 16.08.010 D.
2. Revise ordinances WC 16.08.010 K Sandwich Boards, WC 16.08.010 M Temporary and Special Event Signs and WC 16.08.010 D Prohibitions to accommodate a sticker/permit program outlined below.
  - a. Allow homeowners associations (HOAs) sandwich boards.
    - i. Must be located on HOAs common area.
    - ii. Must obtain sticker from Community Development Department.
    - iii. Sticker shall be visible from road way.
    - iv. Signs shall be posted for no more than four (4) consecutive days.
  - b. Initiate a sign sticker program for an approved temporary event.
    - i. Sign specifications must be provided to Community Development Department for approval.
    - ii. Signs shall be three (3) square feet or less per face.
    - iii. Stickers shall be visible from road way and would include posting dates.
    - iv. Allowed only in residential districts.
    - v. Signs shall be posted for no more than four (4) days, four (4) times per year.

1. Special approval would need to be granted by Council for events outside the four (4) day time period, such as “Parade of Homes.”
    - vi. Total of four (4) signs, one (1) being allowed in public right of way, to be placed at the base of the street identification pole; the other three (3) on private property with permission from property owner.
    - vii. Provide web advertising of event.
    - viii. Total fee would be \$5.00.
  - c. Modify the Prohibitions to make an exception for Temporary and Special Event Signs.
3. Provide community outreach.
- a. Notify various HOAs of allowable sandwich board use.
  - b. Notify residents of new initiatives for event signage.
  - c. Initiate a web page on the Town’s web site for community events in conjunction with sign sticker (e.g., including, but not limited to: garage sales, HOA meetings, and church or school festivals).

Should it be Council’s determination to move forward on this proposal, the Community Development Department will immediately start working with Information Technology, the Town’s Attorney Brian Zaiger and the Advisory Plan Commission.