

## RESOLUTION NO. 2016-0358

Adopted by the Sacramento City Council

October 25, 2016

### APPROVAL OF HONORARY STREET SIGN TOPPER POLICY

#### BACKGROUND

- A. In order to provide an avenue for the recognition of historic or significant neighborhoods and the contributions of distinguished citizens, the City of Sacramento has historically allowed Honorary Street Sign Toppers to be placed on top of street sign poles in the public right-of-way.
- B. Currently there is no formal policy addressing guidelines for the content or placement of Street Sign Toppers. A policy (Exhibit A) is needed to ensure consistency, proper neighborhood outreach, traffic safety, and appropriate sign content.

#### BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The Honorary Street Sign Topper Policy is approved.

#### Table of Contents:

Exhibit A – City of Sacramento Honorary Street Sign Topper Policy

Adopted by the City of Sacramento City Council on October 25, 2016, by the following vote:

Ayes: Members Ashby, Carr, Guerra, Hansen, Harris, Jennings, Schenirer, and Warren

Noes: None

Abstain: None

Absent: Mayor Johnson

Attest:

**Shirley Concolino**

Digitally signed by Shirley Concolino  
DN: cn=Shirley Concolino, o=City of Sacramento, ou=City  
Clerk, email=sconcolino@cityofsacramento.org, c=US  
Date: 2016.11.08 13:26:28 -08'00'

Shirley Concolino, City Clerk

## **CITY OF SACRAMENTO POLICY RELATING TO HONORARY SIGN TOPPERS**

### **Purpose**

1. Regulations governing the placement and content of Honorary Sign Toppers in the City of Sacramento provides an avenue to recognize the distinguished contributions and service of selected Sacramento citizens, and historic or significant neighborhoods and districts while ensuring consistency in placement, content and traffic safety.

### **Definitions**

1. "Honorary Sign Topper," or "Sign Topper," is a sheet metal sign that is placed on top of standard City street sign identification.

2. "Applicant," is an organization that applies for a Sign Topper project and which is responsible for payment of permitting, fabrication, installation, and maintenance costs for the project. The applicant must be a non-profit organization, a neighborhood association, a property business improvement district (PBID), or other organization that is geographically designated to serve the area in which the sign toppers will be installed, as deemed appropriate by the City Council. Individuals may not be Sign Topper applicants.

3. "Honorary Corridor" is a street on a linear alignment with no more than six consecutive intersections at which Honorary Sign Toppers are located.

4. "Honorary Neighborhood" is a neighborhood of significance in which Sign Toppers are located at no more than 12 contiguous intersections.

5. "Candidate" is a nominee, whether individual or historic or significant neighborhood or district, for recognition as either an Honorary Corridor or an Honorary Neighborhood.

6. "Offset Intersection" is an intersection at which the minor street crossing the major street is dis-contiguous at the major street, resulting in two closely spaced 3-legged intersections.

7. "Central City" is that portion of the City of Sacramento bounded by the American River, the Sacramento River, the southern extents of the public right of way on Broadway, and the eastern extents of the public right of way on Alhambra Boulevard.

### **General Provisions**

1. Sign Toppers shall be attached to City poles above existing street name signage only.

2. Sign Toppers shall be affixed to street name sign poles or streetlight poles only, consistent with the method of placement of existing street name signage at an intersection.

3. Sign Toppers shall be two sided.

4. Only one Sign Topper may be placed on any one existing pole.
5. Sign Toppers shall not be attached to traffic signal mast arms.
6. Nothing in this policy or associated with Honorary Sign Toppers shall cause or result in the renaming of any streets.
7. Honorary names shall not duplicate any currently existing official street names.
8. One single intersection may not be part of two different intersecting Honorary Corridors and/or Honorary neighborhoods.
9. Up to two Sign Toppers may be located at any one intersection, coincident with existing street name signs. If less than two street sign identification poles exist at an intersection, additional poles, which comply with city standards, may be added at the applicants' expense.
10. Location of new poles, if applicable, is subject to review and approval by City Staff.
11. Sign Toppers for an Honorary Corridor may only be placed on a single street for a specific candidate, and must be placed at consecutive intersections. Sign Topper Corridors may not be greater than six consecutive intersections or 2500 feet, whichever is less.
12. Sign Toppers for an Honorary Neighborhood for a specific candidate may be placed on multiple streets as long as the intersections at which they are located are contiguous and form a logical grouping or boundary with respect to the neighborhood or district being identified. No more than 12 intersections may be included in any one Honorary Neighborhood. If Sign Toppers are located on one street, they may not be at more than six consecutive intersections or 2500 feet, whichever is less.
13. For the purpose of determining a maximum of intersections in an Honorary Corridor or an Honorary Neighborhood, offset intersections shall be counted as a single intersection.
14. Sign Toppers may not be attached to traffic signal poles.
15. Sign Toppers may not be located at intersections where one or more leg is classified as an arterial street, except within the Central City, where Sign Toppers may be located at arterial intersections.
16. No one candidate may receive City Council approval for a Sign Topper recognition on more than one corridor or neighborhood.

#### **Qualifications of Candidate for Honorary Corridor**

1. The candidate must have a distinguished reputation and record of service in the Sacramento Community, the determination of which shall be left to the sole discretion of the City Council.

2. A candidate must be a person and may not be a class or group of people, event, place, organization, ideology, or commercial interest.

3. The individual must have resided and/or worked, for a period of not less than 10 years, in the City of Sacramento.

### **Qualifications of Candidate for Honorary Neighborhood**

1. The candidate neighborhood must be distinguished by a historic or significant neighborhood, the determination of which shall be left to the sole discretion of the City Council.

2. The candidate neighborhood name must recognize the geographical location of the neighborhood and may not be a person, class of people, group of people, event, organization, ideology, or commercial interest.

### **Design & Appearance**

1. Sign Toppers shall not be retro reflective and shall not mimic or resemble a traffic control device in the California Manual of Uniform Traffic Control Devices (MUTCD).

2. Sign Toppers shall not have dimensions which exceed a rectangular window of 36" in length and 12" in height. The geometry and color(s) of Sign Toppers shall be at the discretion of the applicant, subject to review and approval through the Sign Topper program permitting process. The design and appearance of Sign Toppers should be contextually appropriate for the location.

3. Sign Toppers shall not impede driver sight distance or otherwise create a safety hazard.

### **Permitting**

1. Sign Toppers shall be implemented under a Revocable Encroachment Permit and shall be owned by the applicant. All costs associated with permitting, installation, repair, maintenance, and or replacement shall be at the expense of the applicant.

2. No less than 60 days prior to City Council consideration of Sign Topper placement, the applicant shall be responsible for providing a standard City Sign Topper form letter stating notice of intent to place Sign Toppers to:

- a. Each address located on a street adjacent to, and within one block of, an intersection at which Sign Toppers are to be located.
- b. Each Property Business Improvement District within whose boundaries any Sign Toppers are proposed to be located.
- c. Each Neighborhood Association within whose boundaries any Sign Toppers are proposed to be located.

3. Failure to provide this notice may result in denial of a Revocable Encroachment Permit and forfeiture of permit fees.

4. The applicant shall be responsible for all costs associated with maintenance of Sign Toppers if they require repair or replacement. If maintenance is required, the applicant will

be contacted and given a cost estimate for repair or replacement. All maintenance work shall be performed by City forces.

5. Sign Toppers shall be removed if the applicant is unavailable, unwilling or otherwise fails for any reason to provide reimbursement for maintenance or replacement. Once an applicant is notified by City that funding is required for Sign Topper maintenance, the applicant will have 60 days to provide funding before Sign Topper(s) are removed.

6. Final approval of sign toper placement must be specified by resolution of the City Council.