

**ST. FRANCIS – POLICY 3.09**  
**RIGHT-OF-WAY SIGN INSTALLATION POLICY**  
Adopted December 6, 2010

**1.00 INTRODUCTION**

- 1.01 Purpose: The purpose of the Right-of-Way Sign Policy is to establish and maintain uniform and fair procedures regarding the placement of signage in the public streets and ways.
- 1.02 The City of St. Francis recognizes the need for communication of important messages, rules, and warnings to drivers, pedestrians, and other users of the public rights-of-ways, trails, parks, and other public places.
- 1.03 The City of St. Francis further recognizes the need to keep such messages as clear and concise as possible and to maintain signage in a manner that keeps signs legible and in proper condition for the intended purpose.
- 1.04 The City finds that the too many and/or unwarranted signage may actually create a negative impact on traffic safety and neighborhood aesthetics.
- 1.05 This policy is intended to cover all traffic control, directional, and any other signs within public rights-of-way or on any other public property.
- 1.06 The Public Works Director may override provisions in this policy with just cause, in cases of emergencies, or in sound judgment for the purpose of the public good.

**2.00 SIGNS IN THE PUBLIC RIGHT-OF-WAY**

- 2.01 No signs unless serving an actual public purpose and authorized by the Public Works Director and the City Engineer may be placed in a public right-of-way or on other City property (unless otherwise allowed by the City's sign ordinance, as permitted by the City Planner or Administrator).
- 2.02 Any employee, contractor, or officer of the City may remove illegally placed signs in the right-of-way or on other City property and impound such signs at a location authorized by the Public Works Director.
- 2.03 Such signs shall be held in said location for a minimum of 24 hours after which the sign may be disposed of at a time and manner at the discretion of the Public Works Director or City Administrator.
- 2.04 The City is under no obligation to notify those who place signs illegally on City property when a sign has been impounded.
- 2.05 This policy does not prohibit the City from taking action against any person or group that causes to have placed illegal signs on public property whether the

action be criminal, civil, or for the purposes of cost recovery for the action of having the sign removed.

### **3.00 PLACEMENT OR REPLACEMENT OF PUBLIC SIGNAGE**

- 3.01 In association with any significant road maintenance, construction project, or area needs assessment, the City Engineer and Public Works Director shall assess the condition of and need for public signage in the direct project area.
- 3.02 Budgetary and staffing considerations shall be taken into account when assessing the need for signage.
- 3.03 The Public Works Director shall assess the condition of any signage in the area and make a discretionary determination if the signage is of a condition suitable to serve its purpose.
- 3.04 The City Engineer will review the signage request based on the requirements of the latest edition of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) and report the findings to the Public Works Director accordingly.
- 3.05 The Public Works Director shall take the City Engineer's findings into consideration and bring the area signage into conformance unless otherwise determined to be insignificant, impractical, or unnecessary.
- 3.06 The Public Works Director shall cause to have installed, removed, or altered any signage determined necessary, unnecessary, or unsuitable by the actions in 3.04 and 3.05 in conjunction with or within a reasonable amount of time from the completion of the project identified in 3.01.
- 3.06 Those in the project area that object to the alteration of area signage may appeal the decision in writing to the City Administrator who may review the situation and decide if the appeal merits Council consideration.

### **4.00 PROCEDURE FOR PLACING SIGNS ON CITY PROPERTY**

- 4.01 If any person wishes to have a sign installed on a City right-of-way or other municipally controlled property, the request must be placed in writing.
- 4.02 Upon receiving the request, City Staff shall forward the request to the City Engineer within 3 business days.
- 4.03 The City Engineer will review the signage request based on the requirements of the latest edition of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD).
- 4.04 The City Engineer shall also take into consideration signage plans, engineering documents/manuals, and other legitimately adopted municipal documents.

- 4.05 The City Engineer will report to the Public Works Director and the person requesting the sign the findings of the review within 14 days of the request being received by the City Engineer.
- 4.06 If the finding is in the affirmative, the Public Works Director shall have the sign installed within a reasonable amount of time at the discretion of the Public Works Director based on budgetary and staffing considerations. Any sign placed by the City shall be of a type and specification as adopted in the City's Engineering Manual.
- 4.07 If the finding is in the negative, the person requesting the sign may appeal the decision to the City Administrator in writing who may review the findings and decide if the appeal merits Council consideration.
- 4.08 The City Council may modify or clarify this policy at any time.

#### **5.00 DOCUMENTATION, REVIEW, AND MODIFICATION OF POLICY**

- 5.01 City Staff will document any citizen comments or complaints regarding this policy and/or sign installation in general.
- 5.02 City Staff and the City Council shall review this policy periodically, including any citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.
- 5.03 The City Council may modify or clarify this policy at any time.