

# POLICY MANUAL

Date Adopted: September 10, 2003

Classification: COMMUNITY RELATIONS

Date Last Amended:

Subject: Recognition Signs on District Property

Approved By:

*Brodan Wyk*

## Background

The Board of Directors occasionally receives requests from community groups, and businesses for recognition of donations of time and resources used to complete community projects on District property.

This policy is written to provide a process for the review of proposals to place signs recognizing such contributions. This policy does not address plaques or facility dedication monuments.

To insure appropriate consideration of signage on District Property, the Board of Directors has established the following guidelines.

## Policy

1. All proposals for the signage at District facilities shall be considered on an individual case-by-case basis.
2. The consideration of such proposals shall give weight to significant contributions to the purposes and objectives of the District.
3. Consideration by the Board of Directors:
  - (a) Signage proposals will be submitted to the General Manager for consideration. Staff will work with the applicant to refine the proposal and ensure consistency with Board policy.
  - (b) Staff will prepare a recommendation to the full Board of Directors.
4. The District Engineer shall review and approve structural aspects of sign design and placement.
5. The District reserves the right to reject any sign proposal determined to be inconsistent with the District's interests.

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## 6. General Sign Provisions:

- (a) The size and height of the sign shall be developed in consultation with staff and presented to the Board of Directors for consideration and approval.
- (b) Signs shall be of high quality and represent positive aspects of the project.
- (c) Sign materials shall be durable and appropriate for outdoor use.
- (d) Signs shall be located in such a manner that they will not obstruct vision of drivers, bicyclists or pedestrians.
- (e) All signs shall comply with local sign ordinances. It shall be the responsibility of the applicant to secure and demonstrate such compliance.
- (f) Signs must be free standing and will not be attached to property fencing or other basin improvements.
- (g) All costs, including construction, manufacturing, maintenance and removal, associated with signage at District facilities will be borne by the applicant.
- (h) The applicant will be responsible for maintaining the signage while displayed on District property.
- (i) The sign shall include the District's logo.
- (j) Any unauthorized sign on District property may be removed without notice.