

DATE: May 30, 2006

TO: John M. Lamerato, Acting City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services  
Mark Stimac, Director of Building & Zoning

SUBJECT: Agenda Item – Policy Adoption  
Display of Signs on City Hall Site for Community Events

Attached, please find the policy regarding sign displays on the frame in front of City Hall. The proposed policy gives the City Manager the authority to grant approval for the installation and display of signs announcing the time and place for community events. The allowance is for those times when the City is not using the frame for the display of signs for City sponsored events.

Prepared by: Mark Stimac, Director of Building and Zoning

## **Policy Regarding the Placement of Sign for the Announcement Community Events on City Hall Property**

The City of Troy installs and maintains temporary signs in the front of City Hall at 500 W. Big Beaver for the purpose of identifying to the public the dates and times of City sponsored events. During the times that the City is not using the sign frame for the display of City sponsored events, the City may make that space available for use of other community organizations that are partially funded by the City through it's annual budget for the placement of announcements of other public events that will be held in the City of Troy.

The signs must be a commercially produced vinyl banner in a well maintained condition, sized to fit on the existing 3' x 18' sign frame. The sign must be installed and removed by City staff. The City of Troy assumes no liability for damage to the sign while it is displayed. The signs are allowed to be displayed not more than seven days before the scheduled event. The message on the sign will be limited to the name of the event, time, place, location and sponsoring organization's name.

The City Manager or his designee shall be responsible for the administration of this policy.