

RESOLUTION NO. 08071801

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, TEXAS, ESTABLISHING SERVICE ORGANIZATIONAL SIGN ASSEMBLY, THEIR LOCATIONS AND APPROVAL METHOD AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the Town manages and places all signs along Town roads, except those designated TxDot roadways,

WHEREAS, the Town will define the way Service Organizations make requests to the Town to have their service organization sign affixed to the service organizational sign assembly,

WHEREAS, the Town Council desires to adopt a resolution that; approves an official service organization assembly, the sign assemblies location and approval method,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, DENTON COUNTY, TEXAS, AS FOLLOWS:

SECTION 1. Findings Incorporated. That the above recitals are incorporated into this resolution for all purposes.

SECTION 2. Establishment of the Service Organization Sign Policy. The **Service Organizational Sign Policy** defines the method for all service organizations to acquire signage on the Town's Service Organization Sign Assembly at the entry of Little Elm.

SECTION 3. Placement of Signs. Signs displaying approved service organization logo or rendition of the service organization's signage will be placed on two approved sign assemblies located at two locations near the entry into the Town limits. Placement will be advantageous points to be conspicuous to approaching vehicular traffic in accordance with the Texas Uniform Manual on Traffic Control Devices, as amended, promulgated by the Texas Department of Transportation.

SECTION 4. Exhibit "A." The entire Service Organization Sign Policy Exhibit "A" is attached hereto, defines the policy; purpose, definitions, parties responsibilities, scope, approval process, costs and application.

SECTION 5: Savings/Repealing Clause. This Resolution shall be cumulative of all other ordinances of the Town, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Resolution; provided, however, that any complaint, notice, action, cause of action, or claim which prior to the effective date of this Resolution has been initiated or has arisen under or pursuant to such other resolution(s) shall continue to be governed by the provisions of that resolution or those resolutions, and for that purpose that resolution or those resolution shall be deemed to remain and shall continue in full force and effect.

SECTION 6: Severability. Should any section, subsection, sentence, clause or phrase of this resolution be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The Town hereby declares that it would have passed this Resolution, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more section, subsection, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 7. That this Resolution shall take immediate effect upon Town Council approval.

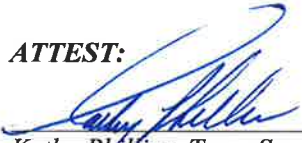
DULY RESOLVED by *THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, TEXAS* ON THIS THE 7TH DAY OF August, 2018.

APPROVED:



David Hillock, Mayor

ATTEST:



Kathy Phillips, Town Secretary:

APPROVED AS TO FORM AND LEGALITY:



Robert Brown, Town Attorney





**Town of Little Elm
Service Organizational Sign
Policy**

LITTLE ELM

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Policy Owner Town of Little Elm

Policy # 08-07-2018-001

Resolution # 08071801

Implementation Date Council Approval

Last Reviewed/Update Date NA

Approval NA

Service Organizational Sign Policy:

1. Purpose

The **Service Organizational Sign Policy** defines the method for all service organizations to request display their signage on the Town's Service Organization Sign Assembly at the entry of Little Elm.

2. Definitions

Service Organization or Association – is a type of organization whose official goal is to improve neighborhoods and the Town through volunteer work by its members. Should be secular and non-political in nature, must be an affiliate of a national and state parent organization.

Service Organization Sign Assemblies – The approved sign assembly used to post or affix service organizations signs.

Sign fees – Sign fees charged by the Town's sign maker.

Sign graphics – the service organization's typical sign representation in electronic format that will be used by the Town's sign maker. Electronic format in vector or other high quality digital imagery necessary to provide the sign vendor with the ability to reproduce like image of service organizations sign.

Town – The Town of Little Elm.

3. Party Responsibilities

The Service Organization: Will endure the cost for the making of the sign and other related installation and maintenance charges. The organization will submit an application of request to the Town for the posting of the Service organization's sign or logo representation. The organization will also approve graphics before sign is made and affixed to the 2 Service Organization Sign Assemblies. Submit a sign image in vector electronic format or other high quality format.

The Town: Will provide 2 Service Organization Sign Assemblies. The Town will provide sign application process and contact. Will provide a sign proof to organization for approval. Will maintain sign assembly, and sign during posting life. Will invoice organization for sign costs and maintenance of organizations sign.



**Town of Little Elm
Service Organizational Sign
Policy**

		Policy #	08-07-2018-001
		Resolution #	08071801
		Implementation Date	Council Approval
Page #	2 of 3	Last Reviewed/Update Date	NA
Policy Owner	Town of Little Elm	Approval	NA

4. Scope

The scope will establish the method and define the steps required on how to request the Town in acquiring the sign (emblem sign). This section will also serve to identify locations for each service organization sign assembly and set an acceptable standard sign style.

- A.** Location of the Service Organization Sign Assemble
West Eldorado at Town Limits
East Eldorado at Town Limits
- B.** Approval process for an organization's sign
Town Manager or agent must approve any and all signs being mounted to the new Service Organization Sign Post Assemblies.
- C.** Upon approval of the assembly design, a copy will be included with policy.
- D.** Must be a Service organization with association with the Town of Little Elm.
- E.** Must have a state and/or national parent organization
- F.** Service Organization and Parent Organization must be non-political or secular.

5. Approval Process

- A.** Service organization must provide the following information with the request application to the Town Manager or agent;
 1. Official organization name
 2. Parent or affiliate organization
 3. Chief Executive Official
 4. Official Address
 5. Organization's relationship to the Town Of Little Elm
 6. How the organization helps to better the Town and our residents
 7. Provide a deposit to cover cost for signage
 8. Provide an image file of logo or sign graphics



LITTLE ELM

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6. Summary of Costs

Present cost of \$150 x 2=\$300 per doubled-sided, .080 aluminum, w/laminate sign will be charged to a service organization wishing to affix their sign representation to the two sign assemblies once approved. The cost may fluctuate depending on time and cost by sign vendor.

7. Application

See attached application



SERVICE ORGANIZATION
SIGN APPLICATION

Official organization name: _____

Address of Local Organization: _____

Chief Executive Official: _____

Phone Number: _____

Email Address: _____

Parent or Affiliate Organization: _____

Address of Parent Organization: _____

I have authority as CEO or designee by my service organization to make this request to have organizations sign, logo or image affixed to the Town's new Service Organization sign assemblies. I know there are costs to have our organizations sign posted and approve any costs associated as stated in the Service Organization Sign Policy.

If this application is approved, I will approve image to be posted and will work in a timely manner to achieve approval of proof not to delay the process.

Signature: _____
Organization Representative

Date: _____

Explain relationship to the Town Of Little Elm

A large, empty rectangular box with a thin black border, intended for the user to provide an explanation of the relationship to the Town of Little Elm.

How does this organization better the Town

[Empty rectangular box for response]

Official Use Only

_____	_____
Town Manager or Agent	Date
_____	_____
Town Secretary	Date



TOWN OF LITTLE ELM

AGENDA INFORMATION SHEET

COUNCIL MEETING

DATE: 08/07/2018

PROJECT: Service Organization Sign Resolution #08071801 and Policy

DESCRIPTION: Town staff made revisions to the Service Organization Policy, Resolution #08071801 per Town Council comments from the June 19, 2018 Council Work Session. Resolution No. 08071801 was drafted to include a policy detailing the process for a service organization to request to have their logo sign display along Town roadways, definition of a Service Organization and requirements of each Service Organization submitting an application.

COST: \$6,500 Material and Labor

FUNDING:	Acct. Name & No	Original Budget
	N/A	N/A

SCHEDULE: Upon Town Council approval

RECOMMENDED ACTION: Staff Recommends approval of Resolution No. 08071801 adopting Service Organization Sign Policy.

TOWN CONTACT:	Doug Peach dpeach@littleelm.org	Deputy Town Manager 214-975-0475
	Kevin C. Mattingly kmattingly@littleelm.org	Director of Public Works 972-377-5565

ATTACHMENTS:

1. Service Organization Sign Resolution #08071801
2. Service Organization Sign Policy