

## **SUBDIVISION ENTRANCE MAINTENANCE POLICY**

- A. Purpose.** The purpose of this policy is to identify the Village's stance regarding the repair and/ or replacement of subdivision entrance signs and support walls within the Village's Right-of-Way (ROW); the maintenance and/ or replacement of said signs and/ or support walls; and the addition of new features such as lighting, fencing, irrigation, seasonal color, and annual plantings.
- B. General Standards.** The repair, replacement, or alteration of an existing subdivision entrance sign and/ or support wall shall adhere to the requirements identified within the Village Sign Ordinance. The Applicant shall coordinate with the Zoning Administrator and/ or the Village Planning Department to ensure the requirements of this ordinance are met.
- C. Subdivision entrance signs located on private property.** Maintenance and repair of subdivision entrance signs not located within the Village's right-of-way, or upon Village owned property shall be the sole responsibility of the established HOA or owner of the parcel upon which the signage is located. An HOA or parcel owner may request that the Village assume responsibility for the repair and maintenance of such signage, however, prior to assuming any such responsibility for repair or maintenance, the HOA or owner of the parcel on which the sign is located shall be required to dedicate that portion of the of the parcel as public right-of-way or to deed the ownership of the parcel to the Village of Roscoe. The Village shall not maintain or repair subdivision entrance signs located on private property.
- D. Maintenance, repair and replacement of existing subdivision signs and/ or support walls.**

The Village shall maintain, repair and/ or replace all subdivision signs and/ or replacement walls within the Village Right-of-Way (ROW) only and not under the jurisdiction or maintained by an established Homeowner's Association (HOA) in accordance with the following:

1. **Repair:** Repair and maintenance of current signage shall always be considered as the first option for the Village's maintenance program. Repair shall be limited to repainting the monument sign, sign panel and/ or the individual letters affixed to the support walls identifying the name of the subdivision no more than once every five (5) years. A standardized palette of paint colors shall be maintained by the **Village Planning & Community Development Department** and shall be used to repaint existing signs.
2. **Removal and/ or replacement:** Should an existing sign become damaged or deteriorated beyond economic repair, as determined by **Public Works Director**, the Village shall remove and dispose of said sign. The sign shall then be replaced at an amount not to exceed **\$3,500** per subdivision in accordance with the following:
  - a. Signs shall be replaced in accordance with a standardized sign template as determined by the Village Planning Department to include material, color, shape, size and font.

b. Monument signs shall include the replacement of the sign panel and/ or the individual letters affixed to the monument sign. The sign panel shall be similar in size to what was removed, or shall adhere to a standardized sign template as determined by the Village Planning Department, to include color, shape, size and font.

c. Replacement of the sign panel and/ or the individual letters shall not include any repairs to the monument structure itself. Should it be determined that the monument structure itself is damaged or deteriorated beyond economic repair, as determined by Public Services Director, the Village shall remove and dispose of said monument structure and replace the monument sign with freestanding standardized sign as determined by the Village Planning Department to include material, color, shape, size and font.

### **C. Maintenance, repair and replacement of existing landscaping, irrigation and lighting.**

1. **Landscaping:** The Village shall maintain plant material and landscape mulch at the subdivision entrances. Any new and/ or additional plant material that is above and beyond what was initially approved and accepted by the Village shall be approved in advance by the **Public Works Director**, and shall be paid for and maintained at the sole expense of the established HOA or group of homeowners within a subdivision.

#### **2. Irrigation Systems.**

a. The Village acknowledges that some subdivision entrances may have included underground irrigation systems installed by the original developer. The Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the irrigation system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

3. **Sign lighting:** It is understood that some subdivision entrances may have included overhead or directional lighting to illuminate the subdivision sign. As of this date, the Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

- a. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the lighting system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

**D. Upgrade and/ or replacement – Non-standard.** In the event that a subdivision sign is located within the Village ROW and a group of homeowners within a subdivision with or without an HOA desire to replace their subdivision sign with something other than the current signage, or different than the standardized sign template as determined by the Village Planning Department, the following information shall be submitted to the Village Planning Department for consideration:

1. **Petition.** A petition containing the signatures of not less than fifty (50) percent plus one (1) of the property owners within the subdivision plat where the entrance sign is located. Signatures from renters shall not be deemed as consent.

The petition shall include language indicating those signing are aware that all design and construction costs, and future maintenance responsibilities of signage and surrounding landscaping to include pruning of plants, mulching of plant beds, irrigation systems, lighting, etc. , are the sole responsibility of the established HOA or the group of homeowners within the subdivision.

2. **Sign design:** A detailed drawing of the proposed sign, prepared in accordance with the standards identified within the Village Sign Ordinance, to include material and color selection.

4. **Landscape plan:** A landscape plan identifying the exact location of the proposed sign and all landscaping enhancements.

5. **Village Board Approval:** Upgrades and replacements beyond the standard sign replacement of the Village shall require prior approval of Village Board.

6. **Sign Grant:** Should the Village Board approve this request, the group of homeowners may be eligible for a \$3,500 grant per sub-division, based upon budgeted funds. If the Village Board approves and authorizes the grant, the group of homeowners within a subdivision shall become

solely responsible for all maintenance and repair costs of associated signage and landscaping of the subdivision entrance. The Village shall not participate in any maintenance responsibility or utility costs associated with subdivision entrances.