

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Discussion and Recommendation of a Policy for Subdivision Entrance Maintenance & Signage

Date: July 12, 2024 – updated 11/22/2024

Meeting: Village Board – 12/3/2024

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Department: Administration

Overview/Background Information

The Village Board of Trustees has requested that staff create a draft policy related to the uniform maintenance of subdivision entryways and signage. The attached policy identifies the responsibilities of the Village in maintaining subdivision entryway signage and landscaping & sets a maximum \$ amount for the installation of new signage outside of what the developer has installed upon dedication of the subdivision. It also provides the process for HOAs or neighborhood associations to request more elaborate signs & landscaping to be maintained by the association.

Key Issues

- Responsibility of basic maintenance of signs and landscaping on Village ROW or Property is that of the Village.
- Signs on private property remain responsibility of property owner (generally an HOA).
- HOAs may request that they be allowed to install Lighting or Irrigation, but this will be responsibility of the HOA.
- HOAs may request a grant up to the established dollar amount of replacement & repair to be set by the Board (draft policy identifies \$3500), and to install more elaborate signage / landscaping upon request of 51% of Owners in the effected Plat.

Fiscal Note/Budget Impact

The policy puts in place procedures for ongoing maintenance and repair of subdivision signage, which should limit the budgetary impact to the Village for any given year.

Prior Legislative Actions

The draft policy was initially discussed by the COTW on July 19, 2024, and subsequently reviewed and discussed on November 19, 2024 where it was recommended to the Board for approval.

Action Required/Recommendation

Approval of Resolution 2024-51, formally adopting the subdivision maintenance policy.

Attachments

Subdivision Entrance Maintenance Policy
Resolution 2024-51