



ENGINEERING DEPARTMENT

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Memorandum

TO: Board of Public Works

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: January 31, 2013

RE: **Communication from Director of Public Works on behalf of Alderman Martin Weigel regarding a policy proposal relating to pedestrian signs.**

At the last meeting, the Board approved Jefferson and St. Paul schools to provide and place pedestrian signs. Since that time, Alderman Weigel suggested that the Public Works/Engineering Department draft a formal policy.

Looking at the issue in detail, we could handle this with our "Grant of Privilege" procedure. Grant of Privilege, in this case a minor since the signs can be easily removed, is used to allow for fences, landscaping, roof overhangs, etc. to be placed in the public right-of-way. Minor Privileges are handled administratively and do not to the Common Council for action.

We would suggest the following criteria when reviewing these requests:

- 1) Schools provide and place signs.
- 2) Signs are taken down after school dismissal.
- 3) Signs are placed as directed by the Engineering Department.