



## City of Tualatin Decorative Sign Cap Program

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### **PURPOSE AND GOAL:**

The purpose and goal of the Decorative Sign Cap Program is to help neighborhoods be recognized for their unique character, increase the visibility of a neighborhood to non-residents, encourage a sense of belonging and neighborhood pride, and complement other neighborhood identity efforts.

### **ELIGIBILITY:**

Only recognized residential Citizen Involvement Organizations (CIOs) whose name is formally established and widely accepted by the residents are eligible to participate in the Decorative Sign Cap Program.

### **PROGRAM GUIDELINES:**

**Please send a letter or email answering the following questions:**

#### **1. Where do you want sign caps installed?**

Provide a map of your neighborhood. You may use maps available on the City's website which includes the CIO boundaries.

Show specific sign locations on the map to distinguish corners where sign caps are being requested. In addition to the map, please complete the Sign Cap Program Application. Sign caps are installed on existing street name signs that belong to the City of Tualatin.

Note that the perimeter of each neighborhood is defined as the centerline of the street where the two neighborhoods adjoin. We will not install caps specific to one neighborhood on both sides of a perimeter street. We will not change the location of an existing street name sign to accommodate a more favorable placement of a sign cap.

City staff will review your map and location list to ensure that it is correct and there are no conflicts with other signs or impacts to public safety.

#### **2. What will the requested sign caps look like?**

Please select the colors, font and text according to the sign cap guidelines. Each CIO may submit an image to include near the top of your sign cap. Your CIO logo must be submitted in a .JPEG format and must be no more than two colors. Each CIO may only have one sign cap design.

#### **3. How will the sign caps be funded?**

Sign caps and installation costs will be funded through the CIOs. CIOs can apply for grant funding through the City's CIO Grant Program to help fund the cost of the sign caps. Sign caps will be purchased by the City through the City's sign vendor. **The total cost for each sign will be the actual sign cost quoted by the vendor which may vary based on the quantity of signs ordered.** (Sign cost could be \$50 to \$80 per sign)

Requests should be made by an authorized CIO Officer. The requests will be reviewed by staff as they are received. Please be sure to include all information requested on the Sign Cap Program Application.

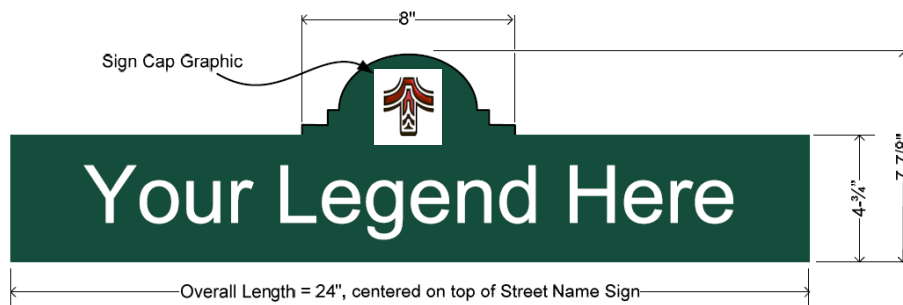
## GENERAL INFORMATION:

### Sign Cap Design

The sign length must be fixed at 24" wide to ensure compatibility with the variety of street name signs scattered throughout the City. This size matches the minimum size of street name signs in our inventory, keeps sign fabrication cost down and reduces potential errors. When considering your cap design, be aware that because of the installation method, the bottom 1/2" of the cap will be slightly obscured by the sign coupler fixture.

You may choose graphic design at your discretion. However, the City reserves the right to accept or reject a sign cap if it does not fall within the parameters described in these guidelines. Since the sign caps are intended for a residential CIO, we cannot allow commercial endorsements or entities or organizations not directly associated with the neighborhood to use the Sign Cap Program as a means for "advertising" their presence or services.

Once the application has been approved, a proof of the sign cap design will be sent to the CIO officers for approval prior to production. Once the CIO has granted final approval for the design, the CIO is responsible for paying the costs for production.



### Sign Cap Installation

Caps can only be mounted on the top sign. Pedestal mount installations look like an “X” from above, with the two signs perpendicular to each other. Please note if there is a location with three signs already on a post, sign caps cannot be added to the location.

### **Pedestal mount**



Once you have completed your inventory and identified how many sign caps/locations you will be signing, the City will conduct a field review of the proposed locations and contact you with the results of the review. We will address any questions at that time.

Because all neighborhood street signs are City property, the caps may only be installed by City crews.

### **Scheduling**

City staff will schedule this work as maintenance and project schedules allow. Regular work demands could delay the installation, but staff will provide you with a time estimate to complete the work, and will do their best to install them in a timely matter.

### **After Installation**

Once the caps are installed, there will be no agreement between the City and your organization to maintain them. It is a good idea to order extra caps for replacement due to damage or theft. The City does not store extra sign caps. Your CIO will need to have possession of them and notify City staff when a replacement needs to be installed.

The City of Tualatin reserves the right to remove any sign cap that that has become unsightly or is determined to be a hazard without replacing the sign. The City will notify the CIO officers if a sign needs to be removed.

These guidelines are updated regularly. Please contact staff if you have questions about the program.

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