

# Council Business Meeting

January 4, 2022

<b>Agenda Item</b>	East Main Street Banner Request for the Ashland Little League	
<b>From</b>	Gary Milliman	City Manager Pro Tem
<b>Contact</b>	<a href="mailto:gary.milliman@ashland.or.us">gary.milliman@ashland.or.us</a>	541-552-2046

## **SUMMARY**

The Ashland Little League is seeking approval to hang a banner over East Main Street for their registration event. As the Ashland Little League has not received grant funding from the City, or is associated with a City sponsored event the organizers are asking for approval from the City Council to install a banner over East Main Street from January 18-25, 2022.

## **POLICIES, PLANS & GOALS SUPPORTED**

N/A

## **PREVIOUS COUNCIL ACTION**

N/A

## **BACKGROUND AND ADDITIONAL INFORMATION**

The City allows banners to be hung across East Main Street for events sponsored or endorsed by the City of Ashland only. The most common endorsements are for an organization to receive grant funding from the City through the Economic, Cultural, Tourism, and Sustainability (ECTS) grant program. As the Ashland Little League has not been a recipient of the ECTS grants, they instead are requesting direct approval from the City Council to hang a banner across East Main Street. Due to the timing of the request and banner placement date, staff has coordinated permit approval as required from the Oregon Department of Transportation as part of the process, reference attachment #1.

## **FISCAL IMPACTS**

The banner permit fee of \$125 per week will be paid (to the Electric department) by the applicant once the permit application is approved.

## **STAFF RECOMMENDATION**

Staff recommends approving the endorsement of the Ashland Little League banner request.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

1. I move to confirm the endorsement of the Ashland Little League banner request.
2. I move to deny the endorsement of the Ashland Little League banner request.

## **REFERENCES & ATTACHMENTS**

Attachment #1: Banner Request/Permit approval-Oregon Department of Transportation



**APPLICATION AND PERMIT TO OCCUPY OR  
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

08M 42755	
CLASS:	KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-99/63/Rogue Valley				<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER Hwy 99 (E. Main Street)	COUNTY Jackson			<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS On Hwy. 99, (East Main Street) between 1st and 2nd Streets, in Ashland				<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP	DESIGNATED FREEWAY <input type="checkbox"/> YES <input type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN AS DESCRIBED BELOW		
APPLICANT NAME AND ADDRESS City of Ashland/Banner Program 20 East Main Street Ashland, OR 97520 Tami De Mille-Campos 541-552-2420				<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
				FOR ODOT USE ONLY		
				BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-055-0035(2)	AMOUNT OF BOND
				INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-055-0035(1)	SPECIFIED COMP. DATE 1/24/2022

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	TO	MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
						CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
19.35			156+65		Crossing		within			

DESCRIPTION OF DESIRED USE

Ashland Oregon Little League. The City of Ashland, shall manage the "Banner Program", at the above location on Hwy 99 (East Main St.) in Ashland.

SPECIAL PROVISIONS (FOR ODOT USE ONLY)

TRAFFIC CONTROL REQUIRED

OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED

- ◆  YES [OAR 734-055-0025(6)]       NO
  - ◆  YES [OAR 734-055-0100(2)]       NO [OAR 734-055-0100(1)]
  - ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE Cathy Harshman AT PHONE NO.: 541-890-0304 OR EMAIL OR FAX THIS PAGE TO THE DISTRICT OFFICE AT: cathy.harshman@odot.oregon.gov. SPECIFY TIME AND DATE WORK IS TO OCCUR.
  - ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
  - ◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.
- CALL BEFORE YOU DIG 1-800-332-2344

COMMENTS (FOR ODOT USE ONLY)

Permit holder to manage the above described program. Traffic control must meet MUTCD and state standards including a TPAR for ped/bicyclist.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b> <u>Tami DeMille-Campos</u>		TITLE Administrative Analyst	DATE 12/20/2021
APPLICANT SIGNATURE <b>X</b>	APPLICATION DATE	TITLE	TELEPHONE NO.
DISTRICT MANAGER OR REPRESENTATIVE <b>X</b> <u>Cathy Harshman</u>			APPROVAL DATE 12/23/21

**BANNER APPLICATION**

Please fill in the information requested below and submit this form to the Public Works Department, 51 Winburn Way, Ashland, OR 97520. Upon approval of your application by the City Manager, the City of Ashland will obtain approval from ODOT, and then collect the \$125 fee.

Please write below exactly what will be printed on the banner. All banners will be reviewed for any offensive or inappropriate message content by the City of Ashland and ODOT. *Please note: No Advertising of any kind, no phone numbers, and no web or e-mail addresses are permitted on the banner.*

Little League Registration Open Now

NAME OF ORGANIZATION: Ashland Oregon Little League

CONTACT PERSON: Alan Peterson PHONE: 541-292-4726

ADDRESS OF ORGANIZATION/CONTACT: PO Box 3178  
Ashland, OR 97520

WEEK REQUESTED FOR BANNER: January 18th-25th

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(FOR CITY USE ONLY)

THIS APPLICATION IS:

- APPROVED FOR A CITY OF ASHLAND SPONSORED OR ENDORSED EVENT.
- NOT APPROVED.

DATE: 12/20/21

  
CITY MANAGER

Date Fee Paid to City of Ashland: \_\_\_\_\_

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(FOR ODOT USE ONLY)

THE ABOVE APPLICATION IS:

- APPROVED
- NOT APPROVED.

DATE: \_\_\_\_\_

\_\_\_\_\_  
ODOT