



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

<b>MEETING DATE:</b> APRIL 12, 2022
<b>AGENDA ITEM SECTION:</b> DISCUSSION AND RESOLUTION ITEMS
<b>AGENDA ITEM NO. :</b> 8
<b>AGENDA ITEM:</b>  <b><u>DISCUSSION:</u></b> DISCUSSION ON AUTHORIZING THE VILLAGE ADMINISTRATOR TO REVIEW AND APPROVE BANNER REQUESTS  <b><u>RESOLUTION:</u></b> CONSIDER A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO REVIEW AND APPROVE BANNER REQUESTS
<b>ITEM BACKUP DOCUMENTATION:</b> <ol style="list-style-type: none"><li>1. MEMO DATED APRIL 5, 2022 FROM LORI LEE DICKSON, ESQ./ATTORNEY FOR THE VILLAGE TO MAYOR ROSSILLO, BOARD OF TRUSTEES, MELISSA FERRARO/VILLAGE ADMINISTRATOR, DAN ROEMER/BUILDING INSPECTOR AND LIZ DREAPER/VILLAGE CLERK</li><li>2. DRAFT RESOLUTION</li></ol>



## MEMO

711 Westchester Avenue, Suite 405  
White Plains, NY 10604

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**TO:** Village of Dobbs Ferry Mayor and Board of Trustees  
Melissa Ferraro, Village Administrator  
Dan Roemer, Building Inspector  
Liz Dreaper, Village Clerk  
**FROM:** Lori Lee Dickson, Esq.  
**RE:** Delegation - Ministerial Review of Requests for Temporary Banners  
**DATE:** April 5, 2022

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With the goal of increasing efficiency of Village operations, I have been coordinating with Ms. Ferraro to identify non-discretionary administrative tasks that may be streamlined for the benefit of the public. One such task involves the non-discretionary review and approval of temporary banners for placement on public property such as the fence at Gould Park. In the past, such requests for banners were placed on a Board meeting agenda for formal approval. However, the requirement for applicants to attend a Board Meeting is unnecessarily burdensome since processing the request is purely ministerial in nature involving internal requests for input from the Department of Public Works and the Police Department. Therefore, it is appropriate to delegate the process of reviewing and approving temporary banner requests to the Village Administrator who can conduct the internal review and arrange for the schedule and placement of the temporary banners.

I have prepared a proposed resolution for your consideration which references the pertinent Code provisions and includes the authority to establish written procedures/instructions/applications, etc.

For your reference: Here are the Code provisions relevant to the Resolution:

§4-3(L) Administrator will "Perform such other duties as may be required by resolution of the Board of Trustees."

§300-50 Signs.

§300-50-B(4) Signs on public property. No sign may be placed on public property by anyone other than the Village itself without permission from the Village.

§300-54-D(13) Signs located in or projecting over a roadway

**RESOLUTION DELEGATING MINISTERIAL DUTY TO VILLAGE  
ADMINISTRATOR FOR PROCESSING REQUESTS FOR PLACEMENT OF  
TEMPORARY BANNERS**

**WHEREAS,** the Village Board of Trustees is actively seeking ways to streamline Village operations and increase efficiency in providing services to the public; and

**WHEREAS,** the Board has concluded that delegating certain non-discretionary, ministerial, administrative tasks to designated staff members is in the public's best interest and meets the goals of streamlining and increased efficiency of government operations.

**NOW THEREFORE BE IT RESOLVED,** that, in accordance with the authority granted in Dobbs Ferry Code §4-3 (L), the Board of Trustee hereby delegates and assigns to the Village Administrator the duty to receive, review and process any ministerial permit requests for the placement of banners as temporary signs on public property as set forth in §300-50 "Signs"; and

**BE IT FURTHER RESOLVED,** that, the Village Administrator, in collaboration with other Village departments, may develop written instructions, criteria, procedures and an application for use by applicants to expeditiously process such banner permit requests.