

CITY of NOVI CITY COUNCIL

**Agenda Item 2
September 13, 2010**

SUBJECT: Policy discussion on designating honorary street names.

SUBMITTING DEPARTMENT: Department of Public Services *R24*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

City Council requested information regarding how streets may be appropriately designated to honor an individual. DPS staff conducted background research and provided a brief memorandum on the topic (Rob Hayes's July 19, 2010 memo, attached).

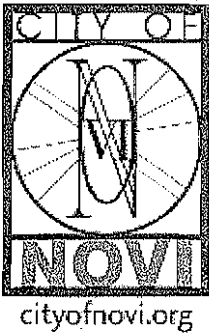
If directed to proceed, staff would prepare an honorary street name policy based on the outcomes of this policy discussion.

RECOMMENDED ACTION: Policy discussion on designating honorary street names.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER
FROM: ROB HAYES, DIRECTOR OF PUBLIC SERVICES *RH*
SUBJECT: HONORARY STREET NAME SIGNS
DATE: JULY 19, 2010

Background

Honorary street name signs are used to designate all or a portion of a particular street as a way to recognize individuals who made significant contributions to society. Honorary street name signs are typically secondary signs that are installed with the existing street name sign to prevent the need for re-addressing the street (especially if the honorary sign is to be installed for an established period and then removed). The number of signs approved per year may be limited to prevent the proliferation of honorary signs throughout a city.

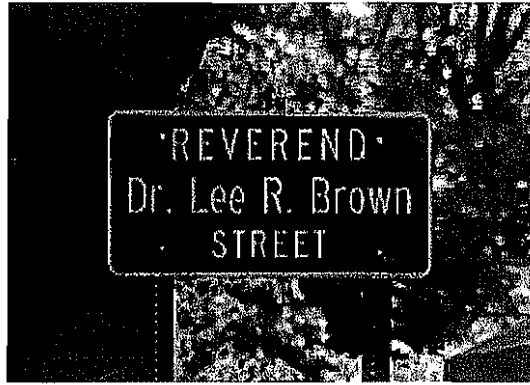
Although we could not find a policy from a Michigan municipality, several policies from throughout the country were obtained and reviewed (policies from Sylvania, OH, West Chicago, IL and Muskogee, OK are attached for reference). Cities that do have honorary street name sign policies use them to establish selection criteria, list fee requirements to cover review and sign fabrication/installation costs, and to define the procedures to be followed in order to get an honorary sign approved.

Examples of Honorary Street Name Signs

Most honorary street name signs are either mounted below the primary street name sign, or alternatively they are a single freestanding sign installed at a mid-way point along a particular street segment. The signs usually have a distinct design and contrasting colors to distinguish them from the permanent/primary street name signs (brown field with white lettering is the most common color scheme). Many cities complement honorary signs with roadside plaques that explain the significance of the honoree.



Westmont, IL



Memphis, TN

Criteria

Our review of policies from various cities revealed some common criteria for designating an honorary street. These include that the person:

- Was a resident of the city (past or present);
- Had a positive impact on the city as a whole by making a significant contribution (e.g., cultural, humanitarian, public health and safety);
- Has historical significance; or,
- Was a war hero.

Approval Process

In general, most of the policies we reviewed have an approval process with similar steps, including:

- A petition is circulated to landowners adjoining the proposed street.
- If signatures are obtained from a majority of landowners (as verified by the city assessor), then application is made to the city for review by appropriate departments and committees or commissions (such as a city's street naming committee or historical commission).
- If approval is recommended, then the matter moves to City Council for consideration. A resolution would formally designate the street (or portion thereof) in honor of the individual.

Conclusion

The main advantage of having an honorary street name sign program is that it is a visible way for a city to tangibly honor citizens who have made significant contributions. The primary disadvantage of such a program is that it could potentially cause confusion to the motoring public by virtue of an additional/different street name.

Based on the information we've gleaned, if desired DPS could prepare a draft honorary street name policy for Council's consideration.

CHAPTER 911
Naming of Public Rights of Way
and Public Facilities

- 911.01 General policy.
- 911.02 Nomination for honorary designation; application and approval.
- 911.03 Standards for designation.

CROSS REFERENCES

Change of street names - see PRELIM. Table G

911.01 GENERAL POLICY.

As a general policy, a public facility or public right of way should be named after its principal function, its location or its historic reference. However, it may be named after an important community event, organization or a well-known person whose contribution to the community or the nation is directly related to the public facility or the public right of way. A public facility is a building, structure, park, site or any portion thereof. A public right of way is a dedicated street, highway, alley, bridge, or other access route used as an official address by adjacent property. (Ord. 39-2005. Passed 6-6-05.)

911.02 NOMINATION FOR HONORARY DESIGNATION; APPLICATION AND APPROVAL.

A public facility or a public right of way may be considered for an honorary designation upon the filing of an application and approval by Sylvania City Council.

- (a) The application for nomination shall be filed with the Clerk of Council and shall include:
 - (1) An endorsement by a member of Sylvania City Council or the Mayor;
 - (2) A statement explaining the reason an honorary designation is being requested, the specific street location and the desired time frame;
- (b) Honorary designations shall meet the following criteria:
 - (1) There shall be only one honorary designation per street;
 - (2) Persons eligible for consideration for an honorary designation may include:
 - A. A person or entity who has made a sustained contribution over a long period of time or over-and-above the call of duty and/or demonstrated leadership related to government, human relations or community development;

- B. A person who has made specific and sustained contributions to an organization located within the City;
 - C. A person or entity that has made contributions that changed the nature and characteristics of the community;
 - D. A person born or raised in Sylvania who has achieved national or international acclaim in a specific field of endeavor that has reflected positively on Sylvania.
- (c) The designation should be honorary in nature and not replace the official name of the street. Signage for the honorary designation should not compete with the official name of the street.
 - (d) The length of time of the designation shall be temporary and will be in effect for no more than two years.
(Ord. 39-2005. Passed 6-6-05.)

911.03 STANDARDS FOR DESIGNATION.

The official designation of a public right of way or public facility shall be subject to the following:

- (a) A public facility or public right of way may be considered for an official designation upon nomination by a member of Sylvania City Council or the Mayor.
- (b) The nomination shall be filed with the clerk of council and shall state the reason for the designation. The City shall forward the nomination to Sylvania City Council for consideration.
- (c) The proposed honorary designation shall be referred to the Municipal Planning Commission for its review and recommendation.
(Ord. 39-2005. Passed 6-6-05.)

DRAFT
Exhibit "A"

**CITY COUNCIL POLICY FOR HONRARY STREET NAME
DESIGNATION**

Policy Statement

The Honorary Street Name Sign Program allows citizens to honor people who have made a significant contribution to the City by giving an honorary street designation through the placement of special street name signs on existing City streets.

Policy

The City Council shall adhere to the following policy when designating an honorary street name:

1. **Definition:** Honorary street name signs are signs posted below standard city street signs which are intended to recognize and honor certain individuals or groups for a period of five years without changing the official name of the street or the official addresses of residences and business on the street.
2. **Description:** The honorary sign is of a similar size and shape as a standard street sign but it will be of a different color than the normal green-and white for public streets. Only one honorary sign will be allowed at an intersection and will be placed below any standard city street signs. This policy applies to all public streets in the City of West Chicago.
3. **Criteria for Nomination:** The City may consider a petition to designate an honorary name for a one block section of an existing street in the City upon the application meeting the following criteria:
 - A. This method of honoring individuals is reserved for those having citywide impact or fame. Individual family tribute or commercial-related and corporate-related recognition does not qualify.
 - B. The designation is limited to a one-block section of the requested City street.
 - C. There will be only one designation per ward, per calendar year. They will be reviewed in the order in which they are received and only one honorary street sign per designation will be installed.
 - D. The nomination should include a brief explanation that describes the cultural and historic impact, humanitarian efforts or association with the City of the designated individual.

E. The nomination should include a brief history of the street, including its existing or any previous names.

4. **Procedure:** The applicant must complete the attached application form, including at least three letters of support from either individuals or groups, and a non refundable application fee of \$25.00 and submit it to the Office of the Mayor.

5. **Cost:** For each sign location approved, a fee of \$200.00 shall be charged, which will cover the cost of design, fabrication, installation, and maintenance of the sign over the five-year expected life of the sign.

6. **Renewals:** Renewals, if desired at the end of the five-year period, will be handled like new requests with all applicable rules and fees in effect at the time. If the renewal is not arranged at least 60 days before the end of the designated five years, it will be discontinued. Upon request, after the sign is removed, it shall be given to the applicant.

Policy 10-3 HONORARY STREET NAME SIGN POLICY

COUNCIL POLICY NO. 10-3

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: HONORARY STREET NAME SIGN POLICY

PURPOSE: This method of honoring individuals or groups is reserved for those having city wide impact or fame. Individual family tribute or commercial and corporate related recognition does not qualify.

BACKGROUND: Honorary street name signs are signs posted above standard city street name signs which are intended to recognize and honor certain individuals or groups without changing the official name of the street or the official addresses of residences and businesses on the street.

POLICY/PROCEDURES:

- A. This policy applies only to public streets located within the city limits of the City of Muskogee.
- B. Requests shall be made in a letter form to the Public Works Director setting out the location or locations of the intersection(s) where the honorary street name sign is desired. The letter of request must include the following:
 1. Justification for the honorary designation shall be provided in detail establishing that the individual or group meets the requirement that the individual or group has had city wide impact or fame. Individual family tribute to a family member or corporate related recognition does not qualify for Honorary Street designation recognition.
 2. The person, group or organization that will be responsible for payment of the costs associated with the design, fabrication, installation and maintenance of the sign if approved.
- C. The request will then be submitted to a committee consisting of the City Manager, Public Works Director, and Traffic Foreman for recommendation to the City Council.
- D. If approved by the City Council the requestor shall pay all costs set out in Appendix A of the City Code prior to the design, fabrication, installation and maintenance of the sign. If multiple sign locations are requested and approved the cost for each location shall be paid prior to design, fabrication, installation and maintenance of the sign. The cost as set out in Appendix A is to cover the costs that the City is expected to incur over the ten (10) year period approved for the Honorary Street Sign Designation.
- E. This fee will be deposited in the City's General Fund upon receipt to cover costs that the City is expected to incur over the life of the sign.
- F. The City will maintain the sign after the installation.

- G. The honorary sign is of a similar size and shape as a standard street name sign but it will be black to differentiate it from the green-and-white for public street sign and blue-and-white sign used for private streets.
- H. Only one honorary sign will be allowed at an intersection because of the physical limitations of stacking a third sign on top of the original two.
- I. If more than one honorary street sign is approved for an individual or group the locations must be on the same street.
- J. The approval of the request by the City Council shall be for a period of ten (10) years from the date of approval. Installation of the honorary sign designation shall be within a reasonable time but no later than ninety (90) days from the date of approval.
- K. A renewals, if desired at the end of the ten year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged the honorary designation will be discontinued at the end of the ten years.

REFERENCES: N/A

EFFECTIVE:

RESPONSIBLE DEPARTMENT: Public Works

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA S. BUSH, City Clerk

APPROVED as to form and legality this _____ day of _____, 2010.

John H. Vincent
City Attorney

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