



**AGENDA ITEM # 7**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
June 11, 2018**

**Item Title:**           **Honorary Street Designation Policy**

**Staff Contact:**       Jeffrey D. O'Dell, Village Administrator

**COMMITTEE OF THE WHOLE ACTION**

**Consider a recommendation to formalize a Village of Roselle Honorary Street Designation Policy.**

**Executive Summary:**

After authorizing the designation of Lynfred Lane last fall, the Village Board directed staff to develop a draft honorary street designation policy for review. The purpose of this type of policy is to provide the criteria and a procedure for approving honorary designations of Village owned or controlled streets. After reviewing several existing policies adopted by some of our surrounding municipalities, I prepared the attached draft policy for Village Board consideration. Provisions of this draft policy include:

- Honorary street designations for individuals, non-profit organizations, or significant events.
- Honorary street designations confined to the right of way within the vicinity of the home, organization, or locations associated with the individuals, non-profit organizations, or significant events.
- Honorary street designations limited to a one block long section of the street, one sign at the specified location, and posted for no more than three years.
- Honorary street designations limited to two per calendar year. If more than two applications are received in a calendar year, applicants may resubmit for the following calendar year.
- An application fee of \$300 used to offset the processing, fabrication, and installation costs for an honorary street sign designation.
- The honoree must have made significant and clearly defined contributions to the Village through cultural, humanitarian, historic, or military achievement.

- The Village Administrator's office will administer the program and forward a staff recommendation to the Village Board for approval.

While provisions of this draft policy are consistent with policies implemented in other municipalities, some of the communities limit designations to individuals only or deceased individuals, require a petition signed by a certain percentage of property owners adjoining the street being considered for designation, allow for the designation to extend beyond an initial time period, have stricter criteria for consideration, or allow the Village Board to waive the application fee.

**Implications:**

**Is this item budgeted?** No, all costs would be covered by the application fee.

**Any other implications to be considered?** The Sister Cities Commission has inquired about an honorary street designation.

**Attachments:**

Honorary Street Designation Policy

Honorary Street Designation Application

Resolution Establishing a Policy for Honorary Street Designations

Resolution Authorizing the Installation of Honorary Street Designation Signs



Andrew J. Maglio Mayor  
Patty Burns Village Clerk

## VILLAGE OF ROSELLE HONORARY STREET DESIGNATION POLICY

### Section 1: Summary and Purpose

The Village of Roselle has established a policy to administer requests for honorary street designations. This policy has been established to provide criteria and a procedure for approving honorary designations of Village owned or controlled streets. All honorary street designations approved by the Village Board prior to adoption of this policy shall be grandfathered and not subject to this policy.

### Section 2: Terms

**Honorary Street Designation:** The renaming or conaming of a Village owned or controlled street to honor the service, commitment, or other type of participation by an individual or non-profit organization or to recognize a significant event.

**Honoree:** Name of individual, non-profit organization, or significant event an application specifies for honorary street designation.

**Individual:** An honoree who has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific Village street.

**Non-Profit Organization:** An Illinois non-profit organization, entity, family, group, or civic or charitable organization that has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific street.

**Significant Event:** An event that is nationally, regionally, or locally recognized or is special or unique to the Village.

### Section 3: General Provisions

Honorary street designations shall reflect recognition of individuals, non-profit organizations, or significant events. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses or residences and businesses on the street. The honorary street name sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color used for public streets.

Honorary street designations are confined to the right of way within the vicinity of the home, organization, or locations associated with the individual, organization, or significant event. No honorary street designation shall be used that will duplicate or be confused with the name of an existing Village street. Honorary street designations will be limited to a one block long section of the street and limited to one sign at the specified location. Only one honorary street sign will be allowed at an intersection.

Up to two honorary street sign designations will be made per calendar year. If more than two honorary street designations have been made during a calendar year, the Village will notify other applicants and they may resubmit their application the following calendar year. An honorary street designation shall remain in effect for no more than three years after installation. At the end of the three year period, the Village will remove the honorary street sign and make it available to the applicant. The Village has the right to remove any honorary street sign prior to the end of the three year period.

A fee of \$300 to cover the Village's costs for sign fabrication and installation is required at the time of application. If the application is not approved, the fee will be refunded. A letter of consent will be required as part of an application for an individual or non-profit organization honorary street designation request.

#### **Section 4: Criteria for Approving Honorary Street Designations**

Only individual, non-profit organization, or significant event honorary street designation requests are eligible for consideration.

The honoree must have made significant and clearly defined contributions to the Village of Roselle through cultural, humanitarian, historic, or military achievement.

The honoree must have resided in the Village of Roselle during their lifetime, during which time the individual or organization shall have preferably resided or located on or adjacent to the Village street specified for dedication in the application.

Any additional criteria established by the Village Board to further support the honorary street designation request.

#### **Section 5: Procedure for Filing and Approving Applications**

The applicant shall submit a completed honorary street designation application and the \$300 fee to the Village Administrator's Office. Upon receipt of the application and fee, the Village Administrator shall distribute the application to the

Directors of Public Works and Community Development for their department reviews and a recommendation regarding the application. These departments will review the application to ensure sufficient documentation exists to evaluate the applicant's request and the location desired for the honorary street designation is feasible.

If the application satisfies the criteria established for approving an honorary street designation, the Village Administrator will forward a staff recommendation to the Village Board for consideration and approval. The Village Board will review staff's recommendation and the applicant's request, and if approved, will adopt a resolution authorizing the installation of an honorary street sign. The Village Administrator will notify the applicant of the Village Board's decision and direct the Public Works department to fabricate an honorary sign. Public Works will determine the date for the sign to be installed and notify the applicant.

Attached:     Honorary Street Designation Application  
                  Resolution Establishing an Honorary Street Designation Policy  
                  Resolution Authorizing Installation of an Honorary Street Sign



Andrew J. Maglio Mayor  
Patty Burns Village Clerk

## VILLAGE OF ROSELLE HONORARY STREET DESIGNATION APPLICATION

Purpose: The Village of Roselle has established a policy to administer requests for honorary street designations. The policy provides a process for the Village Board to approve honorary street designations for individuals, non-profit organizations, or significant events. The Village Administrator's office is responsible for administering all application requests.

Name of Honoree: \_\_\_\_\_  
As would appear on street sign

Proper Street Name Request for Placement of Sign: \_\_\_\_\_

Intersecting Street at each of ONE Block Area: \_\_\_\_\_

Reason for Street Selection: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please check all that apply and include an explanation for each of the applicable criteria.

Cultural Impact on the Village

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Humanitarian Efforts Impacting the Village

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Historical Impact on the Village

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Military Service Achievement

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
Street Town Zip Code

Home/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a family member of the individual being honored?  YES  NO

If yes, what is your relation? \_\_\_\_\_

If no, you must provide a letter of consent from the individual or immediate family.

Submit completed application and \$300.00 fee to:

Village of Roselle  
Village Administrator's Office  
31 S. Prospect Street  
Roselle, IL 60172  
(630) 671-2804

**RESOLUTION NO. 2018-**

**A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET DESIGNATIONS**

WHEREAS, the Village of Roselle is an Illinois Municipal Corporation located in DuPage and Cook Counties, Illinois (hereinafter "Village"); and

WHEREAS, requests are occasionally made to the Mayor and Board of Trustees to recognize individuals, organizations, or events that have had significant impact to the Village, State of Illinois, or United States of America; and

WHEREAS, honorary street names have been designated by the Village of Roselle in the past and in other communities; and

WHEREAS, the concept of establishing honorary street names in addition to legal street names serves the purpose for recognizing individuals, organizations, or significant events; and

WHEREAS, the Village has developed specific criteria required for an honorary street designation to be made.

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois, hereby approves the following:

Section 1: The Village of Roselle Honorary Street Designation Policy attached to this Resolution as Exhibit A.

Section 2: The Honorary Street Designation Application attached to this Resolution as Exhibit B.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk



**RESOLUTION NO. 2018-**

**A RESOLUTION AUTHORIZING THE INSTALLATION OF HONORARY STREET DESIGNATION SIGNS FOR \_\_\_\_\_**

WHEREAS, Resolution \_\_\_\_ sets forth a policy for receiving, reviewing, and acting on applications for honorary street designations; and

WHEREAS, the Village of Roselle received a complete application requesting that honorary street signs be designated for \_\_\_\_\_; and

WHEREAS, the Village Administrator has determined that this honorary street designation request meets criteria established in the Village of Roselle Honorary Street Designation Policy; and

WHEREAS, the Village Administrator has determined that the application provided was completed and all required materials have been provided.

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees that the Village Administrator is authorized to direct the Public Works Department to install an honorary street sign dedicated to \_\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk