Procedures and Regulations Committee
Agenda Cover Memorandum

Meeting Date: November 4, 2008

Item Title: Honorary Street Signs

Committee Action Requested:

☐ Approval
☒ For discussion
☐ Feedback requested

Staff Contact: Cathy Doczekalski, Assistant to the City Manager
Phone Number: 847/318-5209

Background:
At the request of Ald. Bach, the Committee discussed honorary street signs at the October 7, 2008 meeting. The Committee requested an estimate of how much it would cost to install an honorary street sign, since we do not already have signs and poles on each street. Director Zingsheim estimated that it would cost about $150 to install a standard plain honorary street sign. A sign more fitting with the character of the community would be more expensive.

In the city of Chicago, the honorary street signs are installed after request from the petitioner and City Council recognition in the form of a resolution. The person or group being recognized has to have made a significant contribution, in some form, to the City. The first sign, or set of signs if it is an area, is free, and additional signs are $51 each.

Recommendation:
Review information and provide feedback.

Budget Implications:
Does Action Require an Expenditure of Funds: ☒ Yes ☐ No
If Yes, Total Cost: $150 or more per sign
If Yes, is this a Budgeted Item: ☐ Yes ☒ No

Attachments:
• Email from Ald. Bach
• P&R Minutes – May 7, 2002
• NWMC Survey on other communities
• Sample policies from Schaumburg, Mt. Prospect, Skokie and Evanston
Doczekalski, Cathy

From: Maller, Juliana
Sent: Thursday, September 04, 2008 3:45 PM
To: Doczekalski, Cathy; Cannon, Barbara
Subject: FW: Honorary signs

We should include this on the Oct. P&R Agenda.

From: Donald Bach [mailto:docboc7957@ameritech.net]
Sent: Thursday, September 04, 2008 2:31 PM
To: frankwsol@juno.com; bibandrobert@comcast.net; Zingsheim, Wayne
Cc: Maller, Juliana; Tedeschi, Susan
Subject: Re: Honorary signs

Juliana,

I was privileged to attend the opening of the newly refurbished Sasser House by the Avenues for Independence as Mayor Frimark's stand in on August 27th. It was a wonderful event; I was introduced to Fred Sasser and Joe Herbst. Both gentlemen have contributed mightily to the Avenues for Independence, continuing their family's half century long dedication to the developmentally disabled in Park Ridge.

Mr. Sasser and Mr. Herbst and their families have done so without notice or accolade for this entire period. The many residents of Sasser and Herbst houses lead valuable, productive lives because of their generosity and dedication, and I think it is long past time that we as a city recognized them for this as well as their substantial financial support to the citizens of our city that reside there.

I would propose that we rename the 100 block of north Clifton Avenue as Sasser Ave., and the 100 block of north Grace Ave. as Herbst Ave. in honor of these two gentlemen and their families in order to recognize the valuable contribution to the Avenues for Independence they have both made.

As an aside, I was taken aback to learn that the Avenues for Independence is not currently included in the Community Fund, or contributed to by the city. This makes it even more important to me to recognize Mr. Sasser and Mr. Herbst, even if only by a ceremonial gesture of posting their names on the street signs and recognizing them at City Council.

Please help make this happen. I will provide all of the support I can. If signatures are needed on a petition, I'll get them. If dissertations are required at P&R and other committees, I'll make them. If arms need to be twisted, I'll twist them. With all of the negative publicity this city has received over the controversy surrounding the PADS shelter at St. Paul, I think it is important to show that our private citizens and our community as a whole are giving, caring people, don't you? If we can recognize a gold medal winning volleyball player here in town, can't we recognize a couple of humble men with hearts of gold?

Thank you,

db

--- On Thu, 9/4/08, Zingsheim, Wayne <WZINGSHE@parkridge.us> wrote:

| From: Zingsheim, Wayne <WZINGSHE@parkridge.us>
| Subject: Honorary signs
| To: docboc7957@ameritech.net, frankwsol@juno.com, bibandrobert@comcast.net

9/5/2008
Hi Don.

I spoke with Juliana on this issue this morning. This has come up before several times in the past. Would you be able to write a memo on why you think we should do this and Juliana will bring this forward to the P&R committee. It would I am sure be helpful if you were on hand to champion the cause if you feel strongly about this. Juliana will let you know the date of the meeting after she receives your memo. Thanks. Susan, when you have some time please call a few communities to get an idea as to their policies regarding this.

Wayne A. Zingsheim
Director of Public Works
City of Park Ridge
847-318-5247
PROCEDURES AND REGULATIONS COMMITTEE

May 7, 2002 7:30 p.m.

Mayor's Conference Room

Aldermen Present: Chairman Huening and Aldermen DiPietro, Tinaglia, Bateman, and Disher

Staff Present: Assistant City Manager Maller, and CP&D Director Derifield,

I. NON-MEMBER ALDERMEN WISHING TO BE HEARD ON NON-AGENDA ITEM
   None.

II. CITIZENS PRESENT WISHING TO BE HEARD ON A NON-AGENDA ITEM
   None

III. ACTION ITEMS

A. Designation of Honorary Streets
   The Committee was presented with a request from Mr. John Dunton of the Park Ridge Youth Football Program to add the honorary name of “George Kalina Way” to Morris Avenue between Northwest Highway and Busse along Hinkley Field. George Kalina started the youth football program in Park Ridge and they wanted to do something special in his memory.

   The Committee agreed that there should be some way to honor such volunteers who have made a difference in the community in a permanent format. There are many individuals in Park Ridge who are deserving of recognition. The Committee though felt that honorary street names were not the appropriate format due to cost, practicality and selection.

   The Committee suggested that some form of recognition of volunteers be created as part of the Uptown redevelopment.

   Action: Staff to prepare a resolution in honor of George Kalina for City Council approval. Staff to investigate recognition options and develop a recognition program, addressing what type of “memorial” and the approval process to receive recognition. Chairman Huening will send a letter to Mr. Dunton. Staff will keep Mr. Dunton aware of the progress on development of a recognition program.

B. Policy Statement #36 – Review of Use of City Facilities
   The Committee reviewed the policy on use of city facilities, now that it has been in place for a year. They also reviewed past minutes on development of the policy. The Committee agreed that the policy as written is still appropriate.
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Does the community have a policy regarding honorary street naming?</th>
<th>If yes, what are the procedures for the honorary naming?</th>
<th>Please attach your policy regarding honorary street naming?</th>
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<tbody>
<tr>
<td>Arlington Heights</td>
<td>No. We are reviewing the matter.</td>
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<td></td>
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<tr>
<td>Barrington</td>
<td>No.</td>
<td></td>
<td></td>
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<td>Buffalo Grove</td>
<td>No.</td>
<td></td>
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<td>Carpentersville</td>
<td>No.</td>
<td></td>
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<td>Cary</td>
<td>No.</td>
<td></td>
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<td>Deerfield</td>
<td>No.</td>
<td></td>
<td></td>
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<tr>
<td>Des Plaines</td>
<td>Yes. We don't do it. That's the policy.</td>
<td>We will &quot;present&quot; an honoree with a street sign for them to keep in their homes along with a proclamation.</td>
<td>We have nothing in writing.</td>
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<td>Evanston</td>
<td>Yes.</td>
<td>See attached.</td>
<td>See attached.</td>
</tr>
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<td>Grayslake</td>
<td>No.</td>
<td>N/A.</td>
<td></td>
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<td>Hanover Park</td>
<td>No.</td>
<td>N/A.</td>
<td></td>
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<td>Inverness</td>
<td>No.</td>
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<td>Kenilworth</td>
<td>No.</td>
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<tr>
<td>Mt. Prospect</td>
<td>Yes.</td>
<td>A copy of the Resolution that allows for the honorary naming of public places including streets is attached.</td>
<td>See attached.</td>
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<tr>
<td>Northfield</td>
<td>No.</td>
<td></td>
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<td>Palatine</td>
<td>No.</td>
<td>Case by case basis.</td>
<td></td>
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<tr>
<td>Rolling Meadows</td>
<td>Yes.</td>
<td>Street naming must be approved by Resolution of City Council only. No written policy or guidelines. 1st honorary street naming was approved by City Council in December 2006.</td>
<td></td>
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<tr>
<td>Schaumburg</td>
<td>Yes. See attached.</td>
<td>See attached.</td>
<td>See attached.</td>
</tr>
<tr>
<td>Skokie</td>
<td>No. They are confusing to the usage of the street naming pattern.</td>
<td></td>
<td>See attached.</td>
</tr>
</tbody>
</table>
STREET NAME CHANGE POLICY

1. Official request to be forwarded to the Village Manager's Office.
2. Name change pertains to permanent name change only.
3. Significant concurrence (2/3) from affected property owners.
4. Concurrence from appropriate Village Departments.
5. Review and approval by the Mayor and Board of Trustees.
6. Passage of an enabling ordinance required.
7. Notification to the Skokie Post Office.
8. Modification of the Official Skokie Street Guide by the Planning Department.
9. When notices for revisions are received, i.e. Ameritech, Rand McNally, etc., notification of change is provided.
10. Street name sign standards to be utilized for any new street name sign.

APRIL 1, 1997
Subject: Staff Guidelines for Honorary Street Dedication Coordination

Issued by: Village Manager

Effective date: May 18, 2006

This is a: • New Administrative Protocol # 048-2006
☐ Amendment and/or Clarification to Administrative Protocol #
☐ Supersedes and/or Replaces an Administrative Protocol #

Section 1: Purpose. A staff guide for reviewing proposed honorary designation requests for village owned or controlled streets to honor individuals, non-profit organizations, or significant events. All requests will be reviewed as to compliance with the criteria and investigated as to validity of fact prior to submittal of an evaluation to the village manager.

Section 2: General. The COD/Community Development Department will take the lead and coordinate honorary designation requests. COD staff will be responsible for the full and complete review of all requests, all necessary fact finding based upon applicant statements and submission of supporting documentation, and providing a comprehensive evaluation to the village manager.

Section 3: Definitions.

Honorary Designation: The re-naming or co-naming of a village 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 nationally significant event for which an application specifies for honorary designation.

Individual: An honoree who has made a substantial 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 nonprofit organization, entity, family, group, or civic or charitable organization that has made a substantial 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.

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

**Section 4: Criteria.**

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

B. At least 75% of the number of owners of real property (as shown on the township assessor's records) adjoining the village street for honorary designation must have signed a petition to be submitted with application.

C. Honorees shall have resided/located in the village at least 10 years during lifetime, during which time the individual/organization shall have preferably resided/located on or adjacent to the village street specified.

D. Honorees shall be directly related to the village street, (lived, worked, attended school, headquartered, etc.) at the location specified.

E. Only one honorary designation will be granted for per nominee.

F. Honorary designation is confined to the right-of-way within the vicinity of home, organization, or location associated with individual/organization or significant event.

G. No honorary name will be used that will duplicate or be confused with the name of existing village street.

**Section 5: Procedure.** Requests for honorary designations are to be submitted in writing to the Community Development Department. Requests found to be in compliance with the criteria and validated prior to providing an evaluation to the village manager.

Applicant will:

A. Ensure application is fully executed upon submittal to be considered.

B. Include required petition with authorization of 75% of the number of owners noted in criteria section.

C. Include any supplemental support documentation as noted in the application directions.

Community Development Department staff will:

A. Review application for compliance with criteria and fully investigate application as to validity of stated facts.

B. Determine whether application is:

1. *Incomplete* – CDD staff will advise applicant as to what supplemental information must be submitted to complete application.

2. *Complete* – CDD staff will prepare a evaluation for the village manager that addresses:

   a. The historical significance of the nominee whose name is proposed;
   
   b. Nominee's history of contributions to the village;
c. Nominee's volunteer and/or military service;
d. Nominee's history of residence in the village, including duration and location;
e. History of the village street, including its existing name; and
f. The specific term for the naming rights is to be incorporated.

3. Outside of collecting information from the applicant to complete an application, CDD staff is not to advise the applicant or any other parties on the status of the application during its review or evaluation phases.

C. CDD staff evaluation referred to the village manager for further consideration.

1. If request is:
   a. Not recommended – CDD staff to notify the applicant of status as directed by the village manager.
   b. Recommended – CDD staff to prepare and present recommendation and corresponding resolution at a standing committee. Applicant should be in attendance at the committee meeting.

i. Upon consideration by a standing committee, the request is:
   (a) Not recommended – CDD staff will include the recommendation and resolution on next available village board agenda as not recommended.
   (b) Recommended – CDD staff will include the recommendation and resolution on next available village board agenda as recommended.

   (i). Upon consideration by the village board, the request is:
   1. Denied – CDD staff to notify the applicant of status.
   2. Approved – CDD staff will:
      • Notify the applicant and effected property owners via written correspondence.
      • Notify the EPW/Engineering and Public Works Department via CSR/Customer Service Request to create and post approved honorary signage in accordance with the Schaumburg Code of Ordinances, the MUTCD/Manual on Uniform Traffic Control Devices, and any additional conditions.

      o If a posting time limit was established as a condition of the approval, honorary signage will be removed by EPW Department on the date indicated.
RESOLUTION NO. 13-92

A RESOLUTION ESTABLISHING POLICY ON NAMING OF PUBLIC PLACES

WHEREAS, it is desirable to have a Resolution setting forth a policy regarding the naming of public places and the commemoration of elected officials, employees, residents, Township, County, State or National worthy individuals and others on plaques, streets, rooms, buildings, ponds, Village-owned parks, water towers, etc., and;

WHEREAS, since it is unusual for any single individual to have been responsible for a specific facility, the name of any public building should reflect its functional use to eliminate confusion by the public of the primary function of the building.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Mount Prospect, Cook County, Illinois:

SECTION ONE: Plaques that commemorate opening of public buildings shall contain the names of the elected officials who made the decision to construct the building and the date the building was opened. The names of appropriate appointed and elected officials may be included at the discretion of the Village Board.

SECTION TWO: At the discretion of the Village Board, one or more commemorative or dedication plaques may be placed in public buildings to recognize the contribution to Mount Prospect of Village residents, employees or officials.

SECTION THREE: At the discretion of the Village Board, rooms, streets, lakes, ponds or other public facilities in the Village may be named after Village residents, employees or officials to recognize their contribution to Mount Prospect at the Village, Township, County, State or National level.

SECTION FOUR: The Village Board may, at its discretion, recognize heroic acts or meritorious service of Village residents, employees or officials in a manner they feel is appropriate. This may be extended to individuals of Township, County, State or National prominence if deemed appropriate.

SECTION FIVE: That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: Busse, Wilks, Corcoran, Floros, Haefert, Clowes

NAYS: None

ABSENT: None

PASSED and APPROVED this 21st day of April, 1992.