



## Municipal Property, Facility and Street Dedication Policy

### ***Municipal Property, Facility, or Internal/External Facility Rooms***

The purpose of this policy is to guide naming recognition by establishing a set of procedures for the naming and renaming of Village-wide areas and facilities owned by the Village of Montgomery. Naming of all Village-owned areas, facilities or rooms lie with the Village Board who will rely on Village commissions and committees for recommendations.

When dedicating/naming a property, facility or street, the Board should consider following objectives:

- Dedication strengthens the neighborhood identity.
- The dedication is consistent with the values and characteristics of the Village of Montgomery.
- The dedication serves the purpose of the Village in a permanent manner.
- The Board encourages public and staff participation and input in order to fully represent the area or facility in question.
- The Village recognizes the dedication of lands, or donations by individuals or groups.

Qualifying names must meet one of the following criteria:

- Honor and commemorate a noteworthy person(s), someone with strong, identifiable ties to the community or a resident who has contributed to the community through public service.
- Commemorate local history, place, event, or culture.
- Substantial monetary contributions that significantly enable Village projects such as parks, roads, or property acquisition. This may include grants that leverage federal, state, and local funding.

### **Exclusions:**

Dedications associated with drugs, tobacco, alcohol, religious affiliations, spiritual groups, or political in nature are prohibited. Additionally, dedications similar to other properties are discouraged. Any dedication not intended as permanent such as benches, tables, bricks, planters, etc. shall be addressed on a case-by-case basis.

**Renaming:**

The intent of naming Village-owned property or facility is for permanent recognition, renaming is not encouraged. It is recommended that efforts to alter a name is subject to a thorough examination so as not to diminish the original justification.

**Requirements:**

Board members, commissioners, committee members or staff interested in proposing a name for Village-owned property or facility must submit the following in writing:

- A recommendation describing in detail why the designation merits such recognition.
- Petition with signatures of support from neighboring businesses or residents that the naming in question will affect.
- If naming is after an individual(s), written authorization must be submitted by the next of kin.
- Two (2) character reference letters of support.
- Location in question submitted along with a rough sketch on how/where the name may appear.

**Procedure:**

Once all requirements are submitted, the Village Administrator or his/her designee will discuss design, installation, and costs with appropriate departments and provide a cost break down to the board along with all requested documentation for discussion at a future Board Meeting.

Should the Board choose to move forward, staff will hold a public hearing to allow for public input and comment. If there is consensus, this item will be included for separate action via a Resolution at another board meeting.

Should the request be denied, the dedication may be resubmitted for consideration after a period of four (4) years. All dedication requests approved or denied are maintained by the Clerk's office.

**Street Naming/Dedication**

The Honorary Street Dedication Policy allows residents to honor a family member or friend who dedicated their life and made notable contributions to the Village of Montgomery, State of Illinois, or United States of America. No more than three (3) honorary designations shall be awarded in the Village per calendar year. Proposed names must meet one of the following criteria:

- Honor and commemorate noteworthy persons.

- Commemorate local history, places, events, or culture.
- Strengthen neighborhood identity.

Approved applications will commemorate the person, event, or other occasion beneath or above the legal street name sign. Honorary street naming or dedication will NOT change the legal street name. All honorary street name signs are subject to Board approval through a Resolution prepared by the Village following a completed application by the designator. This policy applies to all Village owned and maintained roads and excludes unincorporated townships and state/county roadways.

Applicants may choose to have the sign on display for any of the following time frames. Additionally, a separate identical sign may be purchased as a keepsake.

#### **One-Year Dedication - \$250.00**

- One (1) year dedication.
- Social media mention of the honoree and their notable contributions.

#### **Five-Year Dedication - \$750.00**

- Five (5) year dedication.
- Social media mention of the honoree and their notable contributions.
- An additional street name sign for the family members of the honoree as a keepsake.

#### **Additional Considerations:**

The cost includes only one version of the name dedication. If, during the period of dedication the name or sign requires updating, it will be at an additional cost to the applicant. A written letter stating the reason for this change must be submitted to the Board for review.

Renewal requests (if applicable) are subject to the rules and fees of the Honorary Street Dedication Policy in effect at that time. If a renewal is not arranged in advance, the honorary designation will discontinue at the end of the original designation period, at which time, the Village has the authority to remove and dispose of the sign without notice to the applicant.

The Village reserves the right to remove the sign at any time without notice if opposition or question of moral character is determined or presented.

#### **Application Requirements:**

The following items are required for consideration:

- Honorary Street Dedication Application completed in its entirety.
- Two (2) character reference letters demonstrating the honoree's contributions and integrity.
- A photo of the honoree.

- A letter of consent from the honoree or family member of the honoree unless the application is submitted by an immediate family member.

### **Description of Sign**

The honorary sign will be of similar size and shape as a standard street sign, approximately 9" in height, length determined by lettering. The honorary sign will be white legend on a brown background to meet federal standards. Only one honorary sign will be allowed at an intersection. The Village stipulates the available locations and has a right to deny location or suggest an alternate location if not available.

