#### **RESOLUTION 2021-07**

### A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET NAME DESIGNATION

WHEREAS, the Village of Maple Park ("The Village") is an Illinois Municipal Corporation located in DeKalb and Kane Counties, Illinois; and,

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

WHEREAS, the concept of establishing honorary street names in additional 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 name designation to be made.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, hereby approves the following:

**SECTION 1.** The Village of Maple Park Honorary Street Name Designation Policy, \$300 Application Fee, Honorary Street Name Designation Application, Resolution for Authorizing the Installation of an Honorary Street Name Designation and the Honorary Street Name Designee Consent Form, that are attached to this Resolution as Attachment A.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on May 4, 2021.

Ayes:	Groezinger, Rebone, Speare, Ward
Nays:	
Absent: VILL  SEAL)	Suzanne Fahnestock, Village President

By Cheryl Aldridge

Deputy Clerk

## ATTACHMENT A



## VILLAGE OF MAPLE PARK

HONORARY STREET NAME DESIGNATION POLICY

APPROVED: MAY 4, 2021



#### VILLAGE OF MAPLE PARK

### HONORARY STREET NAME DESIGNATION POLICY

#### **Section 1: Summary and Purpose**

The Village of Maple Park 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 co-naming 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 letters 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 six (6) block long section of the street in Work Area 1 and a seven (7) block long section in Work Area 2; and a two (2) block long section of Areas 3, 4 and 5.

All are limited to one (1) sign at the specified location. Only one (1) honorary street sign will be allowed at an intersection.

Up to two (2) honorary street sign designations will be made per calendar year. If more than two (2) 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 (3) 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.

At the end of the three (3) year period, the signs will be turned over to the applicant and Honoree.

#### 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 Maple Park through cultural, humanitarian, historic, or military achievement. The honoree must have resided in the Village of Maple Park 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 Village Administrator for her review 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.

If the request is not approved by the Village Board, the \$300 fee will be refunded to the applicant.

Attached: Honorary Street Name Designation Application

Resolution Establishing an Honorary Street Name Designation Policy

Resolution Authorizing Installation of an Honorary Street Sign

Honorary Street Name Designee Consent Form

Village Work Areas Map

Village Work Area Boundary Definitions



### VILLAGE OF MAPLE PARK

# HONORARY STREET NAME DESIGNATION APPLICATION

Name of Honoree:				
Proper Street Name for Sign Placement:  Intersecting Street Names at each End of the One Block Area:				
Historical Impact to the Village:				
Humanitarian Efforts:				
Military Achievement:				

Is the individual Living or Deceased? (Circle One)

My application consists of the following items necessary for a complete application. Please check:

Completed Application Form,

\$300 fee (make check payable to the "Village of Maple Park")

Applicant Name:							
E-Mail Address:							
Applicant Address:							
City:							
State:							
Zip:							
Phone Number:							
Signature of Applicant:							
Date of Application:							
Office Use Only  Date Application and Fee Received:							
Recommendation:	Yes	No					
Village Board Approval:	Yes	No	Date Approved/Denied:				
Resolution No.:							
Consent Form Executed by Honoree and Submitted to the Village:							
	Yes	No	Date Received:				
Date Sign Installed:							
Date Sign to be Removed:							
Date Sign Removed:							

#### **RESOLUTION 2021-07**

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WHEREAS, the Village of Maple Park ("The Village") is an Illinois Municipal Corporation located in DeKalb and Kane Counties, Illinois; and,

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

WHEREAS, the concept of establishing honorary street names in additional 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 President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, hereby approves the following:

Section 1. The Village of Maple Park Honorary Street Name Designation Policy, and the Honorary Street Name Designation Application included in the Policy, that are attached to this Resolution as Attachment A.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on May 4, 2021.

Ayes:	
Nays:	
Absent:	
-	
(SEAL)	
	Kathleen Curtis, Village President
ATTEST:	
Village Clerk	

### RESOLUTION 20\_\_\_-

## A RESOLUTION AUTHORIZING THE INSTALLATION OF AN HONORARY STREET NAME DESIGNATION SIGN FOR

(Name of Individual, Organization or Event)

WHEREAS, Resolution 2021-07 sets forth a policy for receiving, reviewing and acting on applications for honorary street name designations; and,

WHEREAS, the Village of Maple Park received an application requesting that honorary street signs be designated for (Name of Individual, Organization or Event), (Reason why Street is Being Designated); and,

WHEREAS, (Name of Street Being Designated), shall be known as (Designated Street Name) from (Start Date of Three-Year Period) to (End Date of Three-Year Period) or until such time as the Village determines the sign must be removed; and,

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

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

**NOW, THEREFORE,** BE IT RESOLVED by the President and the Board of Trustees that the Village Administrator is authorized to direct the Public Works Department to install an honorary (Name of Individual, Organization or Event – Honorary Street Name) on (Name of Street to be Designated).

Counties, Illi	PASSED by the Board of Tru- nois at its regular Board meeting	stees of the Village of Maple Park, Kane and DeKalb held on, 20
Ayes:		
Nays:		
Absent:		
(SEAL)		
	=	Village President
ATTEST:		
		_

Village Clerk

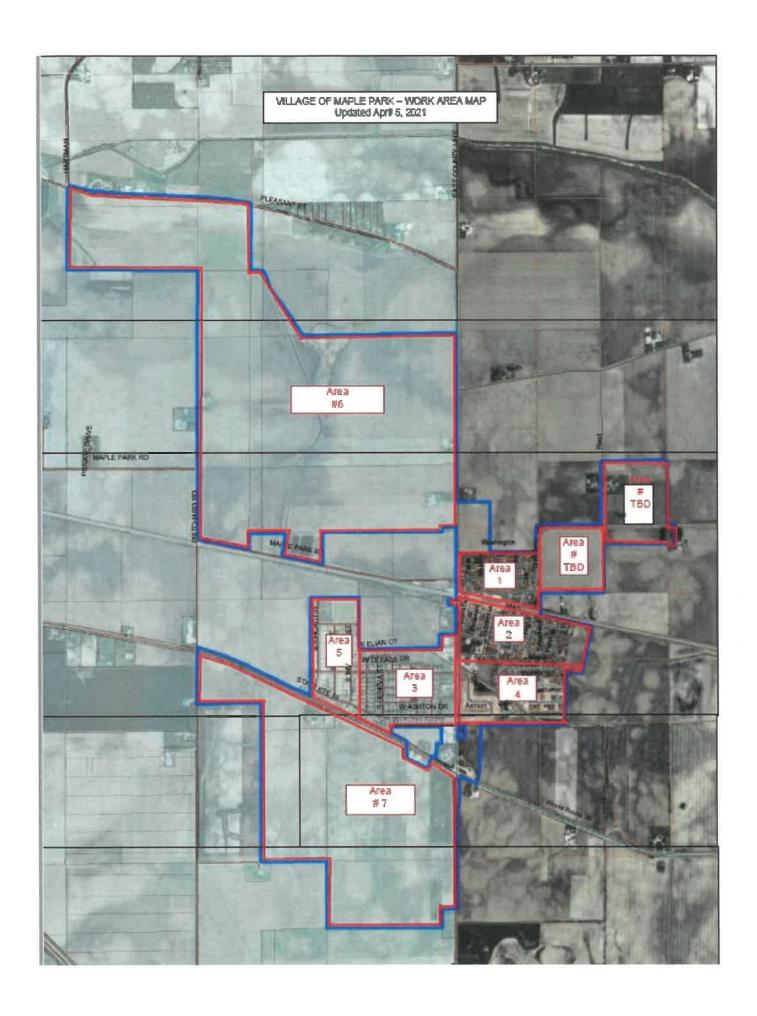


### VILLAGE OF MAPLE PARK

# HONORARY STREET NAME DESIGNEE CONSENT FORM

I, or representative of,	, am happy to have been
nominated and the Village Board approved	that a street be named in my, or organization's
honor. I or an organization grant permission	n for the Village to Maple Park to name
Duna an C	traat Nama
Proper S	treet Name
as	
Honorary S	treet Name
I or an organization understand that the hon	orary street will remain up until:
Three-Year	Removal Date
Street Name Designation Hon	oree or Organization's Signature
T	Date

Return to Village upon receiving notification that a street has honorarily been designated. Village of Maple Park, 302 Willow Street or P.O. Box 220, Maple Park, IL 60151.



## VILLAGE OF MAPLE PARK WORK AREA BOUNDARY DEFINITIONS

Area 1

North: Washington Street South: Railroad Tracks

East: North Broadway Street West: West County Line Road

Area 2

North: Railroad Tracks South: Maple Street

East: Eastern Village of Maple Park Municipal Border

West: West County Line Road

Area 3

North: Elian Court

South: West Ashton Street
East: Elizbeth Street

West: South Huntley Street

Area 4

North: Willow Street South: West Ashton Street

East: Eastern Village of Maple Park Municipal Border

West: Elizabeth Street

Area 5

North: Northern Village of Maple Park Municipal Border

South: West Ashton Street
East: South Huntley Street

West: Western Village of Maple Park Municipal Border

Area 6

North: Northern Village of Maple Park Municipal Border

South: Maple Park Road East: County Line road

West: Pritchard Road and Hartman Road

Area 7

North: Railroad Tracks

South: Southern Village of Maple Park Municipal Border

East: Prichard Road and Western Village of Maple Park Municipal Border

West: County Line Road