

CITY COUNCIL RESOLUTION NO. 2023-154

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING AND ADOPTING AN HONORARY STREET NAME DESIGNATION POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (hereinafter the “City”) has identified a need to establish a policy to administer requests for honorary street name designations and providing application and approval criteria and procedures for honorary street name designations of City owned streets; and

WHEREAS, the City has coordinated and drafted an Honorary Street Name Designation Policy (hereinafter the “Policy”); and

WHEREAS, the Policy is intended to inform the public of the application and approval criteria for honorary street name designations of City owned streets; and

WHEREAS, the City Council finds that it is in the best interests of the City to adopt the Policy, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby made a part of this resolution.

Section 2. The Honorary Street Name Designation Policy is hereby adopted and authorized for implementation.

[Remainder of this page left blank intentionally.]

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of December 2023.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III
City Attorney

EXHIBIT A

HONORARY STREET NAME DESIGNATION POLICY

PURPOSE

To establish a policy to administer requests for honorary street name designations and provide application and approval criteria and procedures for honorary street name designations of City owned streets.

GENERAL POLICY

The Honorary Street Name Designation Policy allows citizens and groups the opportunity to honor deceased individuals who have made significant contributions to the community, subject to approval by the City Council. The program is managed and processed by the Community Programs Department and the installations are administered by the Public Works Department.

PROVISIONS

A. Definitions and General Guidelines.

1. *Honoree* means a deceased individual whom the application specifies for an honorary street name designation who has made a significant contribution to the City of Lake City community, either through civic involvement; cultural, humanitarian, historic, or military achievement; as part of a historic event relevant to the specific City Street; or to the geographical location of the specific street. Said contributions do not have to be financial in nature.
2. Honorary street name designations shall reflect recognition of Honorees only and are given on a case-by-case basis, solely as determined by City Council by majority vote and approved Resolution.
3. A completed application and letter of consent signed by the Honoree's estate representative must be submitted prior to City Council consideration and approval.
4. The City Manager shall determine when the application will be presented to City Council for consideration.
5. Only one honorary street name designation sign shall be allowed on a single street sign pole below the City's standard street sign and shall be dark brown in color with white lettering and a white border, shall include "Honorary" above the name and may include a symbol. Should the applicant request a sign on each side of the street at both intersections of a block, then the applicant must pay two separate fees (one for each sign).
6. Honorary street name designations will be temporarily displayed for a period of five years, unless otherwise approved by City Council by majority vote. Upon request at any time, the honorary street name sign may be returned to the applicant or applicant's representative with City Council's concurrence. In any event, at the end of the five-year period, the City will remove the honorary street name sign and make it available to the applicant or applicant's representative.

7. If, at the end of the five-year period, the applicant or applicant's representative desires to apply for another five-year term, the applicant or applicant's representative shall not incur any additional fees. However, a renewed application must be submitted and undergo the same City Council review and approval process as initially taken.
8. The City has the right to remove any honorary street name sign prior to the end of the five-year period as directed by Council by majority vote.
9. Only one honorary street name designation sign shall be allowed at an intersection, and the portion of a street so designated shall be one City block long and limited to no more than two signs per block (one at each end of the designated block).
10. No honorary street name designation sign shall be used that will duplicate or could be confused with the name of an existing City Street.
11. Whenever possible, honorary street name designation signs shall be limited to the right-of-way area within the vicinity of the home, organization, or locations associated with the Honoree.
12. A fee of \$400.00 is required at the time of application to pay for the City's costs for sign fabrication and installation. If the application is not approved, the fee will be refunded in full.
13. The City shall budget for and cover the entire cost of design, fabrication, shipping, and maintenance. Up to two replacement signs may be covered by the City unless approved by City Council by majority vote.

B. Qualification Criteria for Approving Honorary Street Designations.

1. Only Honorees as defined above are eligible for honorary street name designation consideration.
2. The Honoree must have resided in the City of Lake City during his or her lifetime, during which time he or she shall have preferably resided adjacent to or was located on the City Street specified for dedication in the application.

C. Procedure for Filing and Approving Applications.

1. The applicant shall submit a completed honorary street name designation application and letter of consent and pay the \$400.00 fee to the Community Programs Department located at 205 N. Marion Avenue, Lake City, Florida 32055. Upon receipt of the application and fee, the Community Programs Department shall submit the application to the Public Works Department for their review and a recommendation prior to City Council's consideration.
2. These departments will review the application to ensure sufficient documentation

exists to substantiate the applicant's request, and that the location desired for the honorary street name designation is feasible.

3. If the application satisfies the criteria established, the City Manager shall determine when the application will be presented to City Council for consideration. The honorary street name designation application will be reviewed by City Council during a public meeting in which public comments are taken. If approved by City Council by majority vote, a Resolution will be entered.
4. The Community Programs Department will notify the applicant of City Council's decision and, if approved, will direct the Public Works Department to fabricate an honorary street name sign. Public Works will determine the date for the sign installation and will notify the applicant.

Attached: Honorary Street Designation Application

City of Lake City
Application for Honorary Street Name Designation

Name of Person/Group requesting designation: _____

Address: _____

Phone Number: _____

Cell Number: _____

Email address: _____

Location of requested designation: _____

Honorary Street Designation Name: _____

Reasons support honorary designation: _____

Contributions to the City of Lake City of historical relevance:

Applicant acknowledges responsibility for cost of sign(s) _____ Yes (please initial)