

**RESOLUTION NO. 2024-2**

**A RESOLUTION ESTABLISHING THE CITY OF WILLOWICK HONORARY STREET NAMING POLICY**

**WHEREAS**, the City of Willowick desires to establish a policy by which citizens may make application to the City to honor an individual or group of individuals that have made significant contributions or impact to the City by permitting the honorary naming of a portion of a City street in their name(s); and

**WHEREAS**, the Streets, Sewers and Sidewalks subcommittee of Council has recommended the establishment of guidelines/policy to govern applications submitted to the City for the naming of streets in honor of individual or group of individuals; and

**WHEREAS**, the City finds the policy established by the Streets, Sewers and Sidewalks subcommittee for the honorary naming of portions of City streets to be appropriate and in the best interests of the City and the orderly operation of its administration.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Willowick, County of Lake, and State of Ohio:

**Section 1.** The City hereby establishes and adopts the Honorary Street Naming Policy set forth on the annexed Exhibit A, which may be amended from time to time by majority vote of the Council of the members of City of Willowick.

**Section 2.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 123 of the Codified Ordinances of the City of Willowick.

**Section 3.** This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety by the City and for the further reason that it is necessary to provide for the orderly operation of the City’s administration and municipal departments; wherefore this Resolution shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

**PASSED:** \_\_\_\_\_, 2024

\_\_\_\_\_  
**Monica Koudela, President of Council**

**SUBMITTED** to the Mayor for his approval  
on \_\_\_\_\_, 2024

**APPROVED** by the Mayor on  
\_\_\_\_\_, 2024

**ATTEST:**

\_\_\_\_\_  
**Christine Morgan, Clerk of Council**

\_\_\_\_\_  
**Michael J. Vanni, Mayor**

## **City of Willowick Honorary Street Naming Policy**

---

**Purpose.** The City of Willowick Honorary Street Naming Policy allows citizens or organizations to make application to the City of Willowick to honor an individual or group of individuals that have made significant contributions or impact to the City of Willowick by providing an honorary designation of a portion of a City street in honor of the individual or individuals.

**Qualifications of Honoree(s).** The honoree(s) must be resident(s) of the City of Willowick that: (a) is deceased or retired from a distinguished career for a minimum of two (2) years, (b) made significant contributions to the community, arts, science, religion, entertainment, philanthropic cause or business, (c) volunteered time and effort for the betterment of the city, state or country, or (d) served with distinction in the United States armed forces or City safety forces.

**Street.** The honorary naming of a street is permitted for a portion (1 block) of a City street, only. Where an honorary street sign is installed, the original name of the street and postal addresses will remain the same. The honorary sign will be different in color or design and will be added or incorporated into the original street sign. The design will be white lettering on a blue background.

**Application for Honorary Street Name Designation:** An individual or organization requesting the honorary designation shall submit their application to the Council Member of the Ward in which the sign is to be placed. The Council Member shall submit the application with his/her recommendation or opposition to the City of Willowick Streets, Sewers and Sidewalks Committee.

All applications shall contain the following:

- (1) Name, address and telephone number of the applicant; and
- (2) Name of honoree(s) as it would appear on the sign; and
- (3) Summary of the reason for the request and qualifications of the honoree(s) in accordance with this policy; and
- (4) The address and geographical map clearly marked or highlighted of portion of the City street the application is seeking the honorary designation; and
- (5) Application fee of \$100.00 (to be applied towards the costs of the approved sign; if the sign is not approved, the application fee will be returned to the applicant).
- (6) If the application is for an honorary designation on a residential street, the application shall be accompanied by the consent of at least seventy percent (70%) of the property owners of the street.

**Approval.** After submission of the application to the Streets, Sewers and Sidewalks committee, the committee shall provide notice to the property owners within the portion of the street to be designated at least fourteen (14) days prior to the meeting at which the application will be considered; those speaking in favor or in opposition to the application may speak at said meeting. Following the meeting, the committee shall submit its recommendation to approve or deny the application to the City Council.

The City Council shall consider the recommendation of the committee, and any other information it deems relevant to the honorary designation, in its legislative approval or denial of the application.

**Removal.** The City shall bear the costs of production and installation of the sign. The City reserves the right to terminate the program, remove the honorary designation or take possession of the honorary sign for any reason, in the sole discretion of the City Council. The City will bear responsibility for maintenance of honorary signs.