

Policy 10-3 HONORARY STREET NAME SIGN POLICY

COUNCIL POLICY NO. 10-3

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: HONORARY STREET NAME SIGN POLICY

PURPOSE: This method of honoring individuals or groups is reserved for those having city wide impact or fame. Individual family tribute or commercial and corporate related recognition does not qualify.

BACKGROUND: Honorary street name signs are signs posted above standard city street name signs which are intended to recognize and honor certain individuals or groups without changing the official name of the street or the official addresses of residences and businesses on the street.

POLICY/PROCEDURES:

- A. This policy applies only to public streets located within the city limits of the City of Muskogee.
- B. Requests shall be made in a letter form to the Public Works Director setting out the location or locations of the intersection(s) where the honorary street name sign is desired. The letter of request must include the following:
 1. Justification for the honorary designation shall be provided in detail establishing that the individual or group meets the requirement that the individual or group has had city wide impact or fame. Individual family tribute to a family member or corporate related recognition does not qualify for Honorary Street designation recognition.
 2. The person, group or organization that will be responsible for payment of the costs associated with the design, fabrication, installation and maintenance of the sign if approved.
- C. The request will then be submitted to a committee consisting of the City Manager, Public Works Director, and Traffic Foreman for recommendation to the City Council.
- D. If approved by the City Council the requestor shall pay all costs set out in Appendix A of the City Code prior to the design, fabrication, installation and maintenance of the sign. If multiple sign locations are requested and approved the cost for each location shall be paid prior to design, fabrication, installation and maintenance of the sign. The cost as set out in Appendix A is to cover the costs that the City is expected to incur over the ten (10) year period approved for the Honorary Street Sign Designation.
- E. This fee will be deposited in the City's General Fund upon receipt to cover costs that the City is expected to incur over the life of the sign.
- F. The City will maintain the sign after the installation.

- G. The honorary sign is of a similar size and shape as a standard street name sign but it will be black to differentiate it from the green-and-white for public street sign and blue-and-white sign used for private streets.
- H. Only one honorary sign will be allowed at an intersection because of the physical limitations of stacking a third sign on top of the original two.
- I. If more than one honorary street sign is approved for an individual or group the locations must be on the same street.
- J. The approval of the request by the City Council shall be for a period of ten (10) years from the date of approval. Installation of the honorary sign designation shall be within a reasonable time but no later than ninety (90) days from the date of approval.
- K. A renewals, if desired at the end of the ten year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged the honorary designation will be discontinued at the end of the ten years.

REFERENCES: N/A

EFFECTIVE: May 11, 2010

RESPONSIBLE DEPARTMENT: Public Works

ATTEST:




JOHN TYLER HAMMONS, MAYOR

APPROVED as to form and legality this 11th day of May, 2010.


John H. Vincent
City Attorney