



**SUBJECT:** RENAMING VILLAGE STREETS

**PURPOSE:** To provide guidelines for the review and approval of requests to rename Village streets.

**APPROVED:** April 2, 2024

**BACKGROUND:**

The renaming of Village Streets has far reaching effects on public safety and shall only be done in extraordinary circumstances. The following procedures shall be followed to identify and address any problems that a street name change may produce prior to any recommendation to the Village Council to adopt a requested street name change:

A. Review of Request – Any request to change the street name shall be directed to the Engineering Department. The Engineering Department shall refer requests to the following Village Departments and community agencies for review and comment:

1. Police Department
2. Township Fire Department
3. Township Assessor
4. Planning Department
5. Public Works Services
6. Building Inspection Office
7. Water Operations Department
8. Wastewater Operations Department
9. Village or County Historian
10. County Central Dispatch 911
11. County Tax Description Department
12. County Public Works Department
13. County Road Commission
14. Community Ambulance Service Companies
15. US and Community Postal Service Companies

B. Review Criteria - A review of the impact of a street name change shall consider the cost, effort, and inconvenience to the community and to the public of the following:

1. Creating and maintaining listings of both the new and old street names for an extended period for emergency calls that may cite either name, as recalled and reported by the caller (using "Alias Files").
2. Changing Village, County, and community agency record files.
3. Verifying deeds, birth certificates, marriage and business licenses, and other addressed legal documents.
4. Changing personal and business documents by property residents and owners and notifying associates and acquaintances of the change.

C. Required Conditions for Street Name Changes - Requests for street name changes the following criteria shall be considered prior to being considered for approval:

1. The proposed name shall be widely recognized nationally or throughout the greater community as meriting remembrance and/or recognition, to override memory and purpose of the former name to the greatest extent possible.
2. Whether the proposed name recognizes native wildlife, flora, fauna, or natural features related to the community and Village.
3. Whether the proposed name celebrates local history, places, events, ancestral and community culture.
4. Whether the proposed name strengthens neighborhood identity and cohesiveness.
5. Whether the proposed name is intended to honor and commemorate noteworthy persons associated with the Village. Noteworthy persons may include:
  - A local or regional leader with strong, identifiable ties to the community or, specifically, to the area connected to the property being named.
  - A Village resident who has distinguished themselves in community service, public service or an individual with strong, identifiable community contributions to the Village.
  - A resident or former resident having lived 10 years in the Village who through distinction has brought prominent recognition to the Village at a State, National or International level.
6. If the applicant is requesting to name public property after an individual or group, these persons shall meet the following:
  - Demonstrated excellence of contributions to the Village's development, community service, personal sacrifice for public service or national defense, or efforts to foster equality and equity among the citizens of the Village.
  - Demonstrated a contribution to Arts, Culture or Historical significance locally, regionally, nationally, or globally with local and regional ties.
7. In the case of naming public property after a person, such naming shall be done posthumously; with a waiting period of three years must

have elapsed since the individual's passing before an application may be submitted. A nickname shall not be allowed in the naming of public property unless such person was best known by that nickname and was used legally or professionally during their life.

8. Denial of an application may be appropriate if the proposed naming may tend to bring disrepute upon the community for any reason or is recommended for rejection by anybody or individual having a role in review pursuant to this policy.
  9. The proposed name conforms to Village Street name regulations.
- D. Street Name Change Review Report - The Engineering Department shall prepare a report to the Village Manager. The report shall:
1. Apply the Review Criteria of Section B to the request.
  2. Determine that the request meets the Criteria of Section C to the extent required to decide of appropriateness.
  3. Summarize the comments and concerns received from Village Departments and community agencies.
- E. Consideration of Request - The Village Manager may forward the report to the Village Council for consideration and public hearing. All owners of record of property directly abutting the affected street and all affected neighborhood organizations shall be informed of the hearing by regular mail.
- F. Noticing of Street Name Change - Upon approval of a street name change by the Village Council, the Engineering Department shall notify all State and County agencies and affected property owners as required by Law. Notice shall also be sent to all Village Departments, all agencies set forth in Section A of this Policy as well as other community agencies that provide services based upon street name files.
- G. Procedure and Costs - Village staff, Village residents, community leaders, and organizations interested in proposing a name must provide a signed letter describing the proposal and any associated documentation in support of the proposal.
1. If the naming request is approved by the Village Council, a fee equal to 50% of the Village Administration estimated cost will be due prior to design and implementation of the naming request. The naming application will be recorded and retained through the Clerk office once approved by the Village Council.
  2. If the established fee is not collected through the Village office within 60 days of Village Council approval, the application will be closed. The Village Council and applicant will be notified of closed applications. A waiting period of one year will be imposed before a new application is accepted for the same naming.
  3. An endowment fund for ongoing maintenance (10% of total project cost\*) shall be raised by the applicant and deposited before the

design and implementation of the naming request.

4. This endowment fund will be established through the Village office.
- H. Rescission - The Village Council reserves the right to rescind previously approved naming of all Village public property. Information learned following the naming of public property that may bring disrepute upon the community may be sent to the parties responsible for review and a recommendation of a proposed name change or the Village Council may rescind without any further review.