



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Date: March 01, 2021

Re: SPECIAL / STUDY SESSION MEETING

At the February 22, 2021 regular meeting, Council approved a Special Meeting – Study Session, requested by Mayor Burcroff, to be held on Monday March 01, 2021 at 6:00 p.m. to discuss the Honorary Street Sign Dedication Policy.

This meeting will be held electronically using the Zoom Meeting application. To join the meeting, see the following:

Topic: Special Meeting-Study Session – Honorary Street Sign Dedication Policy
Time: Feb 22, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/2230778573>

Meeting ID: 223 077 8573

Join by Phone

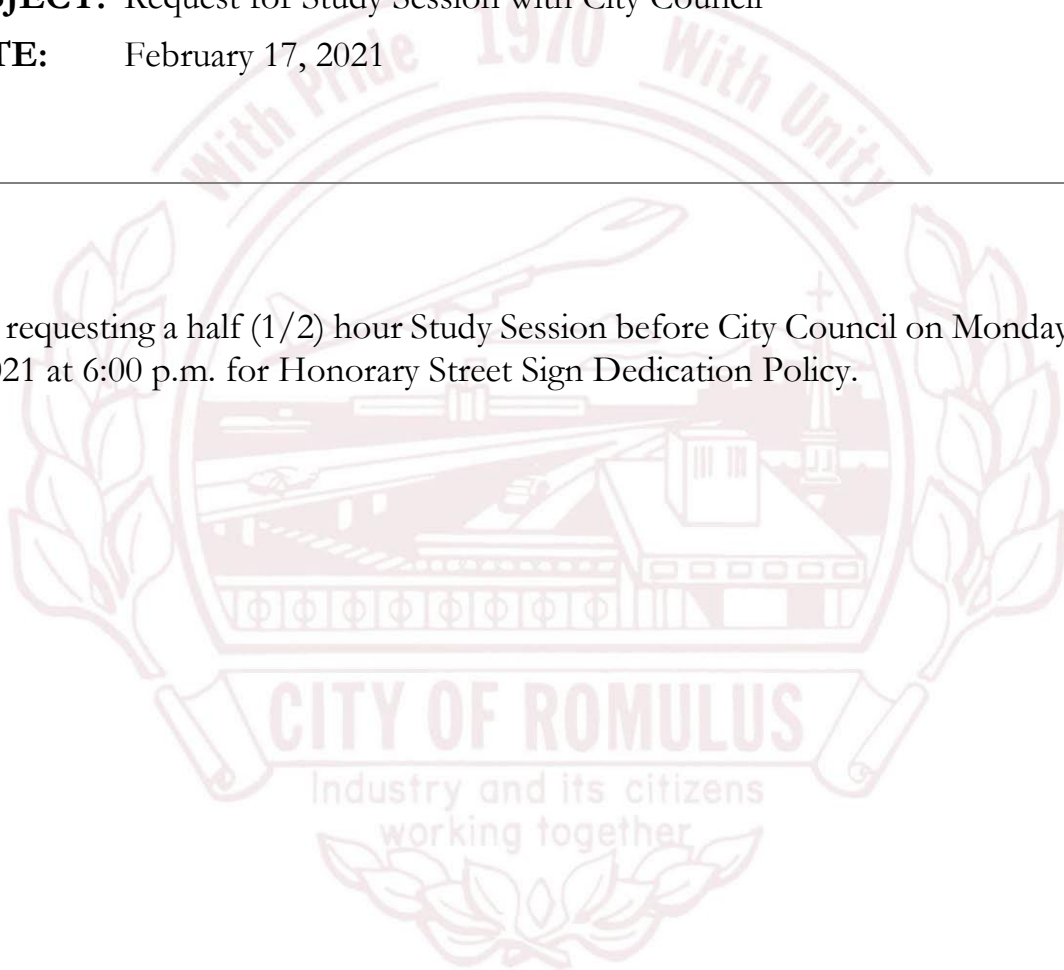
Dial: 1-646-558-8656, Meeting ID 223 077 8573, followed by the # sign.

City of Romulus

INTEROFFICE MEMORANDUM

TO: Ellen L. Craig-Bragg, City Clerk
FROM: Mayor LeRoy D. Burcroff
SUBJECT: Request for Study Session with City Council
DATE: February 17, 2021

I am requesting a half (1/2) hour Study Session before City Council on Monday, March 1, 2021 at 6:00 p.m. for Honorary Street Sign Dedication Policy.





The honorary street sign dedication program enables the city to commemorate individuals who have made significant contributions to the community and humanity. These memorials celebrate citizens without imposing substantial burdens associated with modification to the Official Street Map of the City. These honorary street names are meant to commemorate the honoree and do not replace the official street name or require re-addressing of the street.

Restrictions

The potential honoree must:

1. Have made a demonstrable and significant positive impact on the community or contributed to the cultural, economic, educational, intellectual, political, or scientific vitality of the community or have made an extraordinary contribution in the service of humanity;
2. Must be an individual; and
3. Must have resided in the City for at least 35 years.

The City council shall consider the honorary street naming dedication at a Council meeting. A decision to adopt an honorary street name based on the criteria in this section shall be effectuated through adoption of a resolution. The honorary name shall be for a period of 12 months and may not be renewed for subsequent years.

All applications must be placed on an agenda for consideration by the first City Council meeting held in April. A maximum of 5 applications will be approved annually. All approved signs will be installed by the Department of Public works no later than the end of the first full business week of June (no signs will be installed on weekends or holidays) and taken down no later than the first full business week of June the following year. Every effort will be made to install all of the signs on the same day. All signs must be picked up by the applicant by the last business day in June at the Romulus Department of Public works located at 12600 Wayne Rd. between the hours of 8 a.m. – 4 p.m. Monday through Friday.

The City of Romulus will seek donations from individuals, corporations and foundations for the costs but if funds are not available, applicants are responsible for all costs associated with the fabrication, installation, and maintenance of honorary street dedication signs, only upon receipt of costs in full will the signage be created and installed by the Department of Public Works.

Following removal of the sign the City will also maintain a plaque in the public area of City Hall that will list all recipients of the Honorary Street Name Dedications. Honorary plaques will be updated annually in the calendar year the honorary sign is removed in the first week of July.

Fees

In addition to the cost of the sign, there is a non-refundable \$25.00 application fee. Applicants must complete an application form provided by the City.



1. APPLICANT INFORMATION

***Please print clearly**

Applicants Name: _____

Street Address: _____

Relationship to nominee: _____

Telephone () _____ **E-mail:** _____

2. HONORARY NAME REQUEST

NAME OF HONOREE (PLEASE PRINT CLEARLY):

(As it would appear on the Street Name Sign)

LOCATION OF PROPOSED SIGN (MUST BE A CITY LOCAL STREET WHERE THE HONOREE LIVED):

INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:

YEARS NOMINEE HAS RESIDED IN ROMULUS (MUST BE A MINIMUM OF 35 YEARS total) _____

Please list the City addresses the nominee has resided:

Please check all that apply to the honoree and include a brief explanation for each of the applicable criteria. (Use additional pages if necessary)

_____ **Significant Contribution to the City:**

_____ **Historical Impact or Service to the City (ties to the City):**



_____ Humanitarian Efforts or other:

3. SUBMIT APPLICATION AND FEE:

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

- ☐ Completed Application Form, plus a \$25 fee (make checks payable to "City of Romulus" and submit to the City Clerk's Office), City of Romulus, 11111 Wayne Road, Romulus, MI 48174

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY:

Application approved by Clerk's Office: _____

Location approved by DPW: _____

Application approved by Chief of Police: _____

Application approved by Mayor: _____

Date approve by City Council: _____

Resolution Number: _____

Date sign to be installed by: _____

Date sign to be removed by: _____