



**VILLAGE OF ELBURN  
COMMITTEE OF THE WHOLE MEETING  
MONDAY, MAY 16, 2022  
7:00 pm**

1. Call to Order
2. Roll Call
3. Public Comment
4. Discuss:
  - a. Request for an Honorary Street Sign – Fred Swift
5. Other Business
6. Adjournment



## MEMO

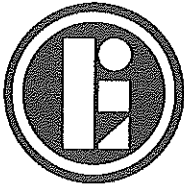
To: Village Board  
From: John Nevenhoven, Village Administrator  
Subject: Honorary Street Name - Fred Swift  
Date: May 12, 2022  
Strategic Action Plan: Routine

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The Village received its first honorary street name application since the adoption of the Naming Policy.

Mike Stoffa and Ryan Easter, general manager for Bob Jass, have nominated Fred Swift for an Honorary Street on South Street between Rt 47 and Filmore Street.

- The application, policy, and additional information are attached.
- The \$300 fee has been submitted.
- Chief Sikora reviewed the location and found no issues
- Superintendent of Public Works VanBogaert has no issues with the location
- Village Administrator Nevenhoven recommends approving an honorary street name not to exceed three-year period starting from the date of installation.



# HONORARY STREET NAME DESIGNATION APPLICATION

Village of Elburn

Name of honoree:

FREDERICK SWIFT "FRED"

Proper Street Name for Sign Placement:

Intersecting Street Names at each End of the One Block Area:

ILL R+47 — FILMORE ST.

Please check all that apply and include a brief explanation for each of the applicable criteria:

Cultural Impact to the Village:

49 Year dedicated Employee of Chevrolet of ELBURN  
HARMS -

JASS -

FRED WAS LONGEST SERVING TECH IN CHEVROLET OF ELBURN HISTORY  
SERVING ALONG SIDE BROTHER, HANK, FORMER EMPLOYEE

Historical Impact to the Village:

FRED STARTED WITH DEAR HARMS IN 1971 &  
ALSO WORKED W/ HIS FATHER OWNED THE FORMER ALBERT CORNER  
SWIFT GAS STATION

Humanitarian Efforts:

FRED HAS SERVED THE ELBURN & COUNTRYSIDE COMMUNITY  
CENTER FROM ITS OPENING IN 1980'S -  
RECENTLY RETIRING HE MAKES HIS HOME IN ELBURN  
& LOWER MICHIGAN

Military Achievement:

Is the individual Living or Deceased? (Circle One)

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

- Completed Application Form,
- \$300 fee (make check payable to the "Village of Elburn")

Applicant Name: G. Michael Stoffa / RYAN EASTER

E-Mail Address: socko521@aol.com

Applicant Address: 249 Ridge Rd

City: N. Aurora

State: IL

Zip: 60542

Phone Number 630 417 3860

Signature of Applicant: G. Michael Stoffa

Date of Application: April 14, 2022

Office Use Only

Date Application and Fee Received: \_\_\_\_\_

Date Recommendation Sent to the Village Board: \_\_\_\_\_

Recommendation:  Yes  No

Village Board Approval:  Yes  No Date Approved/Denied: \_\_\_\_\_

Resolution No.: \_\_\_\_\_

Consent Form Executed by Honoree and Submitted to the Village:  Yes  No

Date Received: \_\_\_\_\_

Date Sign Installed: \_\_\_\_\_

Date Sign to be Removed: \_\_\_\_\_

Date Sign Removed: \_\_\_\_\_



# **Village of Elburn**

HONORARY STREET NAME DESIGNATION POLICY

APPROVED: October 18, 2021



## VILLAGE OF ELBURN HONORARY STREET NAME DESIGNATION POLICY

### **Section 1: Summary and Purpose**

The Village of Elburn has established a policy to administer requests for honorary street designations. This policy has been established to provide criteria and a procedure for approving honorary designations of Village owned or controlled streets. All honorary street designations approved by the Village Board prior to adoption of this policy shall be grandfathered and not subject to this policy.

### **Section 2: Terms**

*Honorary Street Designation:* The renaming or co-naming of a Village owned or controlled street to honor the service, commitment, or other type of participation by an individual or non-profit organization or to recognize a significant event.

*Honoree:* Name of individual, non-profit organization, or significant event an application specifies for honorary street designation.

*Individual:* An honoree who has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific Village street.

*Non-Profit Organization:* An Illinois non-profit organization, entity, family, group, or civic or charitable organization that has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific street.

*Significant Event:* An event that is nationally, regionally, or locally recognized or is special or unique to the Village.

### **Section 3: General Provisions**

Honorary street designations shall reflect recognition of individuals, non-profit organizations, or significant events. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses or residences and businesses on the street. The honorary street name sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color letters used for public streets. Honorary street designations are confined to the right of way within the vicinity of the home, organization, or locations associated with the individual, organization, or significant event. No honorary street designation shall be used that will duplicate or be confused with the name of an existing Village street. Honorary street designations will be

limited to a single block long section of the street. Only one (1) honorary street sign will be allowed at an intersection.

Up to two (2) honorary street sign designations will be made per calendar year. If more than two (2) honorary street designations have been made during a calendar year, the Village will notify other applicants and they may resubmit their application the following calendar year. An honorary street designation shall remain in effect for no more than three (3) years after installation. At the end of the three-year period, the Village will remove the honorary street sign and make it available to the applicant. The Village has the right to remove any honorary street sign prior to the end of the three-year period.

A fee of \$300 to cover the Village's costs for sign fabrication, installation, and removal is required at the time of application. If the application is not approved, the fee will be refunded. A letter of consent will be required as part of an application for an individual or non-profit organization honorary street designation request.

At the end of the three (3) year period, the signs will be given to the applicant and Honoree.

#### **Section 4: Criteria for Approving Honorary Street Designations**

The Village Board shall consider the following criteria when considering to approve an Honorary Street name:

- Only an individual, a non-profit organization, or a significant event are eligible for consideration.
- The honoree must have made significant and clearly defined contribution(s) to the Village of Elburn through cultural, humanitarian, historic, or military achievement.
- The honoree must have resided in the Village of Elburn during their lifetime, during which time the individual or organization shall have preferably resided, or have been located on, or adjacent to, the Village street specified for dedication in the application.
- Individual family tribute or commercial and corporate related recognition does not qualify.
- Any additional criteria established by the Village Board to further support the honorary street designation request.

#### **Section 5: Procedure for Filing and Approving Applications**

- Submit a completed honorary street designation application and the \$300 fee to the Village Administrator's Office.
- The Village Administrator will review the application to ensure sufficient documentation exists to evaluate the applicant's request and the location desired for the honorary street designation is feasible. The Superintendent of Public Works and Chief of Police shall review and provide comment regarding the application.
- The Village Administrator will forward the application, with a recommendation, to the Village Board for consideration.
- The Village Board will review the application and staff's recommendation, and if approved, will adopt a resolution authorizing the installation of an honorary street sign.
- The Village Administrator will notify the applicant of the Village Board's decision and direct Public Works to fabricate an honorary sign. Public Works will determine the date for the sign to be installed and notify the applicant.

If the request is not approved by the Village Board, the \$300 fee will be refunded to the applicant.

Attached:   Honorary Street Name Designation Application  
              Resolution Establishing an Honorary Street Name Designation Policy  
              Resolution Authorizing Installation of an Honorary Street Sign  
              Honorary Street Name Designee Consent Form





**Village of Elburn**

## HONORARY STREET NAME DESIGNATION APPLICATION

Name of honoree:

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Proper Street Name for Sign Placement:

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Intersecting Street Names at each End of the One Block Area:

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Please check all that apply and include a brief explanation for each of the applicable criteria:

Cultural Impact to the Village:

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Historical Impact to the Village:

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Humanitarian Efforts:

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Military Achievement:

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Is the individual Living or Deceased? (Circle One)

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

- Completed Application Form,
- \$300 fee** (make check payable to the “**Village of Elburn**”)

Applicant Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Office Use Only**

Date Application and Fee Received: \_\_\_\_\_

Date Recommendation Sent to the Village Board: \_\_\_\_\_

Recommendation:  Yes  No

Village Board Approval:  Yes  No Date Approved/Denied: \_\_\_\_\_

Resolution No.: \_\_\_\_\_

Consent Form Executed by Honoree and Submitted to the Village:  Yes  No

Date Received: \_\_\_\_\_

Date Sign Installed: \_\_\_\_\_

Date Sign to be Removed: \_\_\_\_\_

Date Sign Removed: \_\_\_\_\_

**RESOLUTION 2021-11**

**A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET NAME DESIGNATION**

**WHEREAS**, the Village of Elburn ("The Village") is an Illinois Municipal Corporation located in Kane Counties, Illinois; and,

**WHEREAS**, requests may occasionally made to the Village President and Board of Trustees to recognize individuals, organizations, or events that have had significant impact to the Village, State of Illinois, or the United States of America; and,

**WHEREAS**, the concept of establishing honorary street names in additional to legal street names serves the purpose for recognizing individuals, organizations, or significant events; and,

**WHEREAS**, the Village has developed specific criteria required for an honorary street designation to be made.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees for the Village of Elburn, Kane Counties, Illinois, hereby approves the following:

**Section 1.** The Village of Elburn Honorary Street Name Designation Policy, and the Honorary Street Name Designation Application included in the Policy, that are attached to this Resolution as Attachment A.

**PASSED** by the Board of Trustees of the Village of Elburn, Kane Counties, Illinois at its regular Board meeting held on October 18, 2021.

Ayes:

\_\_\_\_\_

Nays:

\_\_\_\_\_

Absent:

\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Jeffrey Walter, Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**RESOLUTION 20XX-XX**

**A RESOLUTION AUTHORIZING THE INSTALLATION OF AN HONORARY STREET NAME DESIGNATION SIGN FOR (Name of Individual, Organization or Event)**

**WHEREAS**, Resolution 2021-07 sets forth a policy for receiving, reviewing and acting on applications for honorary street name designations; and,

**WHEREAS**, the Village of Elburn received an application requesting that honorary street signs be designated for (Name of Individual, Organization or Event), (Reason why Street is Being Designated); and,

**WHEREAS**, (Name of Street Being Designated), shall be known as (Designated Street Name) from (Start Date of Three-Year Period) to (End Date of Three-Year Period) or until such time as the Village determines the sign must be removed; and,

**WHEREAS**, the Village Administrator has determined that this honorary street designation meets the criteria established in the Village of Elburn Honorary Street Name Designation Policy; and,

**WHEREAS**, the Village Administrator has determined that the application provided was properly completed and all required materials and application fee have been submitted.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees that the Village Administrator is authorized to direct the Public Works Department to install an honorary (Name of Individual, Organization or Event – Honorary Street Name) on (Name of Street to be Designated).

**PASSED** by the Board of Trustees of the Village of Elburn, Kane Counties, Illinois at its regular Board meeting held on \_\_\_\_\_, 20\_\_\_\_\_.

Ayes:

\_\_\_\_\_

Nays:

\_\_\_\_\_

Absent:

\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk



**Village of Elburn**

**VILLAGE OF ELBURN  
HONORARY STREET NAME DESIGNEE  
CONSENT FORM**

I, or representative of, \_\_\_\_\_, am happy to have been nominated and the Village Board approved a street to be named in my, or organizations, honor. I, or an organization, grant permission for the Village to Elburn to name

\_\_\_\_\_,  
Proper Street Name

as \_\_\_\_\_  
Honorary Street Name

I, or an organization, understand that the honorary street will remain up until:

\_\_\_\_\_  
Three-Year Removal Date

\_\_\_\_\_  
Street Name Designation Honoree or Organization's Signature

\_\_\_\_\_  
Date

Return to Village upon receiving notification that a street has honorarily been designated. Village of Elburn, 301 E. North, Elburn, IL 60119.