

### **Board of Honor for distinguished citizens**

A Board of Honor is hereby established for the purpose of honoring citizens through a memorial program in the City of Toledo. The purpose is so public activities, buildings city owned facilities and events may be named for citizens who have distinguished themselves through their service to the City.

In respect to the renaming of the streets, or a segment thereof, in honor or memory of a person deceased or living, shall be referred to the Board of Honor for review. The board, after diligent review of the established guidelines, shall make a recommendation to the Toledo City Council for official designation by Resolution, or Ordinance. The recommendation shall be approval, approval with modifications or denial.

The Board shall be comprised of 7 members selected by the City Council.

1 citizen shall serve for a term of two years.

1 District Council member where the honor will occur

1 representative of the Department of Parks & Youth Services

1 member of the Department of Transportation

1 member of the Division of Facilities & Fleet Operations

1 member of the Law Department

1 member of the Arts Commission

The members of the board shall serve without compensation.

The Clerk of Council shall serve as the secretary to the Board of Honor.

### **Board of Honors Application form**

In considering whether to approve an honorary renaming of a building, a street or a park, or part thereof, the Board of Honor shall consider the following:

1. The honorees historical and or cultural influence on the city of Toledo.
2. Proof of the specific honoree's lineage/association to the City.
4. The public contribution that was made from this honoree
5. In what ways has this honoree been a positive influence and exhibited outstanding character
6. Is the person deceased?
7. What would you like to name after this person; Explain why this is the most relevant.
8. No Names may be considered that are considered derogatory, pejorative, obscene, hate blasphemous, insulting or offensive.

9. If a request is turned down, that request for the same individual or group may not occur for a period of one year after the denial.

**A. If a street or portion thereof;**

1. What are the boundaries of this street designation will be limited to one block.
2. Why was this section/block of street chosen
3. Do they have a street anywhere else by this name.
4. Is this a city street and not a highway or state route
5. Has this section of street been renamed in the past already.
6. Has the Department of Transportation opined.

**B. If a building owned by the City of Toledo:**

1. What is the address of the building and where is it located.
2. What purpose does the building currently serve.
3. Does it currently have a name on the building
4. What departments is in custody and control of the building? Has that department opined?

**C. If a City Park or building or structure within a city park.**

1. What is the current name of the city park/ park feature?
2. Where is the city park/ feature located?
3. Why is this location/feature the best manner in which to honor?
4. Has the Department of Parks and Youth Services opined?

**Process.**

1. The application shall be fully filled out and turned into the Clerk of Toledo City Council for referral to the Board of Honors with an application fee of \$100.00.
2. A petition containing the signatures of 50 people supporting the request must accompany the application.
3. The honoree for the request must be deceased.
4. Public notice shall be given of all meetings of the Board of Honor. Such notice containing the names of the requested honorees.
5. A meeting shall be held for discussion no later than 90 days from the date of the application being filed.
6. Once the Board of Honor makes a decision /recommendation to the full Council the request shall be put on the Council Agenda within 60 days.

7. A letter of recommendation from the Mayor's office shall be requested for honorary designations.
8. No memorialization's shall be considered without the consent of the immediate family and without public notice of the consideration by the Board of Honor.
9. Right of revocation. Should there be a later discovery of information that violates the criteria established for the designation, the Board shall forward to Council a letter of notification for revocation, and the city reserves the right to remove the signs.