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TITLE 9 PUBLIC INFRASTRUCTURE

CHAPTER 1 NON-SUBDIVISION CURB CUT

9-1-1 Curb Repairs

SECTION 9-1-1 CURB REPAIRS

The combination concrete curb and sidewalk width shall be 5.5 feet. The curb height above the street grade shall be a minimum of four inches (4") to a maximum of six inches (6"). This height shall be adjusted so that the elevation at the back of the sidewalk shall match the existing yard and so that yard drainage to the street can be maintained. However, the curb height above the street shall never be less than four inches (4"). The face shall have a minimum of eight inches (8") smooth face below grade. The slope of the sidewalk and the apron shall be at two percent (2%) towards the street.

Saw cuts shall be required at the following locations:

- A. In the street, bituminous surface eighteen inches (18") out from the existing curb face to facilitate the removal and replacement of the combination curb and sidewalk.

The eighteen inch (18") wide strip of bituminous surface in front of the existing curb shall be removed. The replaced bituminous surface shall meet the applicable requirements of Section 406 of the IDOT Standard Specifications. The replaced bituminous surface shall match the existing street slope and grade. The proposed pavement should match the existing adjacent construction in material type and thickness.

Inspection required by the Street Department Manager before the concrete is poured.

TITLE 9 PUBLIC INFRASTRUCTURE

CHAPTER 3 STREET RENAMING AND HONORARY STREET SIGNS

- 9-3-1 Purpose
- 9-3-2 Policy
- 9-3-3 Street Renaming Administrative Process
- 9-3-4 Honorary Street Name Administrative Process

SECTION 9-3-1 PURPOSE

The Purpose of this Chapter is to help guide and set policy for City staff, residents and other entities in the decision making and administrative process of street renaming and honorary street signs.

SECTION 9-3-2 STREET RENAMING POLICY

The renaming of an existing street will be considered under the following circumstances:

- A. Street name or numbering changes to correct a problem (e.g., duplicate names, close sounding names) which could cause confusion, particularly in emergency situations; and number problems. This type of change will be made on City initiative.
- B. Name changes in order to name a street on a continuous course and in the same direction, which has two names, would be considered. This type of change will be made on City initiative.
- C. Name changes of streets in a redevelopment area which has been cleared and is being redeveloped and re-platted. This type of change will be made on City initiative coordinated with the developer.
- D. Renaming of streets for other than the above stated situations is generally discouraged. Some renaming of streets may be considered if a petition of 90% of the owners and 90% of the residents of the street to be renamed is submitted. The entire street must have a name changed for its entire length. All costs associated with the name change including staff time, must be paid by the petitioner/applicant prior to processing the matter. The fee or cost shall be a minimum of \$1,000.00 or the calculated costs whichever is greater.

SECTION 9-3-3 STREET RENAMING ADMINISTRATIVE PROCESS

- A. Naming Public Streets in New Subdivisions
 - 1. Developer selects a name for the street during the plat review/approval process.
 - 2. The name is checked to insure against duplication, similar pronunciation and continuity with existing street systems.
 - 3. After the City Council has adopted the street name change by ordinance, the approved name is placed on the final subdivision plat or other map which is recorded at the County Courthouse by the developer.
- B. Renaming Existing Public Streets
 - 1. Receive written request/petition containing 90% of the owners and residents' consent to change street name(s), along with the required fee.
 - 2. Evaluate name change for adherence to guidelines for name changes. If application is not acceptable, the application and fee (minus 5%) will be returned to the applicant.
 - 3. Staff or selected contractor will prepare a sketch map showing the location of street(s) and all properties that have frontage on the street(s) affected by the proposed name change(s). Owners of properties, all tenants, residential and/or commercial, which adjoin the street proposed to be renamed, will receive a notice. The map will be used in correspondence with adjoining properties.

4. Identify and list addresses of government agencies, homeowner's associations and residents to be notified of proposed name changes.
5. Send out certified notice and map explaining what is proposed and identifying affected streets. Request comments, responses with due date.
6. Receive and evaluate comments returned. Determine whether a public hearing is needed and arrange for its scheduling.
7. Notify involved parties of public hearing (contingent on need).
8. Prepare City Council memo and Ordinance and send to the City Council if name change is to be adopted.
9. After the City Council has adopted the street name change by ordinance, notification is made to the appropriate government agencies, property owners and occupants that the street name change has been adopted.
10. Carry out administrative follow-up (i.e., change maps and distribute, inform Street Department so that new sign(s) can be installed).

C. Renaming Existing Private Streets

1. Receive written request/petition, or resolution from the board of directors of the organization which has ownership and responsibility for the private street, to change street name(s) along with the required fee of \$50.
2. Evaluate name change for adherence to guidelines for name changes. If application is not acceptable, the application will be rejected by staff. The application fee will not be returned.
3. The owner/association who is responsible for the street shall prepare a sketch map showing the location of street(s) affected by proposed name change(s).
4. Identify and list addresses of government agencies, homeowner's associations, and residents to be notified of proposed name changes.
5. Prepare City Council memo and Ordinance and send to the City Council if name change is to be adopted.
6. After the City Council has adopted the street name change by Ordinance, notification is made to the appropriate government agencies and property owners and occupants that the street name change has been adopted.
7. Carry out administrative follow-up (i.e., change maps and distribute, inform Street Department so that new sign(s) can be installed).

SECTION 9-3-4 HONORARY STREET NAME ADMINISTRATIVE PROCESS

In case of an Honorary Street Name request, the following process will take place.

- A. Written request stating the designee and preferred location shall be received by the City Administrator and forwarded to the Public Works Manager.
- B. General location shall be limited to a single point or short segment with sign(s) posted at the point or near mid-block.
- C. Payment of the \$300 fee for each installation is to be made to the City of West Peoria prior to fabrication and installation of sign(s). The \$300 fee is for a 2-faced sign on one side of the street. A \$600 fee is for two 1-faced signs, one on each side of the street, or for two 2-faced signs mounted at two separate locations.
- D. Legend shall be silver lettering on blue background with layout similar to the attached draft.
- E. Sign(s) will be installed by the City crew and shall remain in place for a period of twelve (12) months or as specified by Council months.
- F. Upon removal by the City crew, the sign(s) will be donated to the designee's family by the City Council as requested in the letter.

G. Sign maintenance and/or replacement of the various materials shall be at the expense of the donator. Failure to cover the cost of maintenance or replacement material(s) will cause the sign to be immediately removed.

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