



# ***CITY COUNCIL***

## ***Standards of Living Committee***

**Monday, September 15, 2014**  
**Council Office**  
**5:45 pm**

The Standards of Living Committee's responsibilities and topics include but are not limited to Housing Planning strategies, Building, Trades and Property Maintenance Inspection and Enforcement, Public Safety, Public Works, Police, Fire, Neighborhood Parks, Neighborhood Revitalization, Community Development, Customer Service, Graffiti Abatement, Community Group Organization and Support

**Committee Members:** Mr. Sterner, Mr. Daubert (Co Chairs) and Mr. Marmarou

*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

*All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 27-2012*

- I. Agreements with Playground Associations & other organizations – T. Coleman & F. Denbowski**
- II. Review Revision of Naming Policy**
- III. UGI Gas Meter Relocation – position statement review**
- IV. Update on inclusion of RAWA in the street cut permitting process**
- V. Updates**
  - 1. City of Reading Guidebook – completed and ready for distribution**
  - 2. Wyomissing Park Street Lighting**
  - 3. Pagoda MOU**

- 4. Installation of Natural Gas Regulating Station at 14<sup>th</sup> and Green**
- 5. Update Snow Emergency Plan and Snow Removal**
- 6. UGI Meter Replacement**
- 7. Truck Parking** - warning notice updated by LAK and sent to RPD and RPA
- 8. Update of Trades Codes & New Language re PVC vs Copper Piping** - currently in Law Department
- 9. SALDO Ordinance and Official Map** - currently in Law Department



## *CITY COUNCIL*

### *Standards of Living Committee*

**Monday, August 18, 2014**  
**Meeting Report**

**Committee Members Attending:** D. Sterner (Co-Chair), C. Daubert (Co-Chair), S. Marmarou

Others Attending: S. Katzenmoyer, R. Johnson, D. Hoag, L. Agudo

The meeting was called to order at 5:05 pm by Mr. Sterner.

#### **I. Installation of Natural Gas Regulating Station at 14<sup>th</sup> & Green Sts**

Ms. Hoag stated that there is currently an underground station at this location but that there are problems in cold weather when the mechanics freeze. She stated that when the mechanics are frozen no gas can travel through the regulators. She stated that UGI wishes to move the station above ground before winter arrives.

Ms. Hoag stated that she has reviewed the plans and there will be two regulators and the station will take up 280 square feet. She stated that she is working with UGI for landscape improvements and fencing around the station.

Mr. Sterner announced that the Hillside Playground Assn may close down and there may not be a Christmas display.

Mr. Lloyd arrived at this time.

Ms. Hoag stated that she has spoken with UGI about the need to close in the top of the station to prevent items such as balls from getting inside and to prevent children from climbing over the fence. She stated that the station must be ventilated.

Mr. Sterner questioned placing the station behind the backstop of the baseball diamond. Ms. Hoag stated that there would be a large cost to relocating the station and the entire street would need to be excavated. She stated that the bank at the parking area is very steep. She reiterated that she would review the final plan and oversee the installation.

Mr. Sterner suggested that the fencing not be chain link to improve the aesthetics. Ms. Hoag noted that the station must be ventilated and extra piping may be needed for fencing other than chain link.

Mr. Sterner questioned when work would begin. Ms. Hoag suggested it would begin in September or October.

Ms. Hoag displayed a map showing other regulating stations within the City. She stated that there is already a station at 5<sup>th</sup> & Canal Sts and at 2<sup>nd</sup> & Buttonwood Sts. She stated that new stations are proposed at 8<sup>th</sup> & Oley Sts and at 6<sup>th</sup> & Robeson Sts. She stated that these locations are private property and the City is not involved in the installation.

Mr. Sterner questioned if negotiations occur directly with property owners. Ms. Hoag stated that this is correct and that most of the properties are commercially owned.

Mr. Marmarou described the problems he had with the relocation of the gas meter at his home and the disruption it caused his block during construction. He stated that his lawn is still not repaired.

Mr. Sterner thanked Ms. Hoag for her work on this project.

## **II. UGI Gas Meter Relocation Position Statement**

Ms. Katzenmoyer stated that the statement has not been received. Mr. Johnson and Ms. Hoag stated that Mr. Coleman was working on this project. Mr. Johnson stated that he will follow up with Mr. Coleman.

Mr. Sterner suggested that the topic remain on the agenda for the next meeting. He stated that additional time will go by and the meters will continue to be relocated.

Ms. Hoag stated that there was a CCTV project for the City's sewer lines. She stated that there are several locations where utilities bore through the sewer lines to install their mechanics.

Ms. Hoag left the meeting at this time.

### **III. Complete Streets Strategy**

Mr. Lloyd distributed information for the Committee's information. He stated that this is an integrated policy of safe streets for all – walkers, bikers, disabled, and autos. He stated that this concept is new in PA. He stated that this policy would be used on streets as they are improved to ensure they are safe for all.

Mr. Lloyd stated that Cotton St would have been reviewed for complete street standards had the policy been in place when improvements were made. He noted the need to prevent further deaths as a result of unsafe streets.

Mr. Lloyd stated that he, Ms. Snyder and Mr. Johnson will be visiting Lancaster to see their complete streets policy and that Philadelphia has also adopted the complete streets concept.

Mr. Marmarou questioned which states have been using complete streets. Mr. Daubert stated that the concept is used in California and Oregon. Mr. Lloyd stated that a page of the handout lists the states. He stated that complete streets is also endorsed by AARP. He stated that the City's grid street system is a great foundation for the concept.

Mr. Lloyd stated that complete streets will be part of the Comprehensive Plan.

Mr. Daubert stated that he used a bike when visiting Portland and you can feel the difference on the streets. He noted his support of this policy.

Mr. Lloyd stated that the policy must fit Reading. He suggested that policy be put in place now so that it can be used during the reconstruction of the bridges. He stated that new federal transportation grants are beginning to require that complete streets be used.

Mr. Sterner questioned if Reading can institute this policy before the State. Ms. Lloyd stated that it can.

Mr. Lloyd stated that a one day workshop is needed to set the policy. He stated that the policy would make the City's streets more inviting to visitors and would increase the use of the downtown area.

Mr. Sterner suggesting using the policy on the bridge projects and linking the bridges to the bike paths that are nearby.

Mr. Daubert stated that you need to get people out of their cars to spend money.

Mr. Lloyd stated that after Philadelphia and Pittsburgh, Reading is rated third in the State for being bike friendly. He stated that this is another competitive advantage.

Mr. Lloyd stated that N 13<sup>th</sup> Street could easily accommodate bike lanes and has walker issues because of the schools.

Mr. Sterner noted his support for a resolution setting this as a policy. He questioned how it would get implemented. He questioned if there is a grant for a consultant to do a study. Mr. Lloyd stated that it would be included with the work URDC is doing on the Comprehensive Plan. He stated that complete streets was part of the RFP. He stated that the Berks County Community Foundation (BCCF) has also indicated it would assist.

Mr. Sterner noted his concern that the City has many studies but that there is no follow through.

Mr. Lloyd distributed the resolution passed by Lancaster. He stated that he will be attending a conference in Philadelphia in several weeks and will be attending workshops on this issue.

Mr. Johnson stated that part of complete streets is simply a change in mindset. He stated that he has begun meetings about the Penn St bridge and that linking the trails to the bridge projects is an excellent idea.

Mr. Sterner suggested that complete streets also be used by Main Street.

Mr. Johnson explained that PennDOT will not install bike lanes on the bridges unless they connect to something on the street. He stated that connecting with the trails will modify the project.

Mr. Marmarou questioned if the policy would assist with jaywalking. Mr. Lloyd noted his hope that it would.

Mr. Marmarou stated that many people around college campuses and in the downtown area walk into the streets without looking.

Mr. Daubert expressed the belief that this is a great opportunity. He stated that nationally people are moving back into cities so they don't have to drive as much.

Mr. Agudo stated that Philadelphia adopted complete streets with the hope of attracting empty nesters. He stated that the young people returned first. He stated that this would give Reading an advantage in the competition for federal funding. He stated that the change in mindset has already begun.

Mr. Agudo explained that the City has funding commitments from the BCCF for \$50,000 for a study or for implementation and \$500,000 with a 1:1 match for Main Street streetscape projects. He stated that CDBG funds can be used and that the City is applying to DCED for additional funds after the policy has been set.

Mr. Agudo stated that he was recently reviewing old studies done by the City and many of the same issues remain. He stated that he will be using these items for future projects.

Mr. Daubert stated that exceptions can be made when costs are excessive in relation to the return.

Mr. Sterner stated that working with the biking organizations and linking the trails to the bridges is a great place to start. Mr. Agudo agreed and stated that the trails connect many neighborhoods.

Mr. Lloyd stated that complete streets will increase property values and increase demand for real estate on complete streets. He stated that the City's streets have been neglected but that 20% of the City is streets. He suggested that this is a missing link.

Mr. Sterner thanked Mr. Lloyd for the presentation.

The Committee voiced its support of the complete streets concept.

Mr. Lloyd stated that this is part of the City's vision. Mr. Agudo agreed and stated that the City's downtown vision is described in the Main Street plan.

Ms. Snyder arrived at this time.

Mr. Marmarou stated that increased use of the trails will mean the need for increased police presence nearby.

Mr. Lloyd left the meeting at this time.

#### **IV. Comprehensive Plan**

Mr. Agudo distributed the scope of the Plan. He stated that the Plan must be completed by June 2015.

Mr. Sterner questioned the key items included in the Plan. Mr. Agudo reviewed the scope of services and explained that it will include things such as natural resources, land use, historic preservation, transportation, and community facilities.

Mr. Sterner questioned if the Plan would include development of the riverfront. Mr. Agudo stated that it may.

Mr. Agudo stated that after the Comprehensive Plan is complete that the City will update its Zoning Ordinance. He explained that the Plan will steer the City based on population trends over the next 10 years. He stated that the SALDO will be updated several years after the Plan. He stated that the Plan is a planning tool and that recommendations will be made in three year increments.

Ms. Snyder noted the need to ensure that the Plan dovetails with the Recovery Plan amendment. She noted the need for URDC to include PFM in the process. Mr. Agudo agreed and stated that URDC will be presenting a progress report in January when they are 50% complete. He stated that the Recovery Plan amendment will be provided to them and that they have already been given a copy of the current recovery plan.

Ms. Snyder stated that the Plan will also include the Park and Open Space Plan as prepared by the Recreation Commission. Mr. Agudo stated that the Plan must include information on parks and recreation.

Mr. Sterner noted the need for open communication during the process.

Ms. Katzenmoyer stated that the timeline shows that the Planning Commission is not involved until month 10. She suggested that this was late in the process. Mr. Agudo stated that there will be Planning Commission members on the Steering Committee and that Mr. Miller will be serving as staff liaison throughout the process.

Mr. Agudo requested that Council send recommendations for key persons to interview and to serve on the Steering Committee. He stated that the lists will be shared with Council.

Mr. Marmarou questioned if non-residents could serve. Ms. Snyder stated that they could. She noted the need for people with good insight and knowledge of the City.

Mr. Sterner suggested that Mr. Gulati, Mr. Shuman and Mr. Boscov be involved. Mr. Agudo stated that he will contact them. He stated that they may have difficulty making a large time commitment.

Mr. Agudo stated that Council adoption of the Plan must occur before June 30, 2015.

Mr. Agudo thanked the Committee and for the great discussion.

Mr. Agudo left the meeting at this time.

Ms. Goodman-Hinnershitz joined the meeting at this time.

## **V. Updates**

- City of Reading Guidebook

Ms. Snyder stated that the project is still at the printer. She promised the books would be received before the next committee meeting.

- Wyomissing Park Street Lighting

Mr. Johnson stated that the project will be delayed as it must go through another bid process. He stated that the City is working to get additional responses and hopes that the cost is closer to the estimate.

Mr. Daubert noted the need to keep the project moving forward. Ms. Snyder agreed and stated that updates are being posted to the City's website. She stated that the new completion date has been moved back to January 2015.

- Pagoda MOU

Ms. Snyder stated that the MOU has been signed. She stated that the transfer must be performed. Policy is being written to prevent this type of situation in the future.

- Snow Emergency Plan and Snow Removal

Mr. Johnson stated that he will be beginning this project shortly.

- Truck Parking

Mr. Johnson stated that he has requested additional enforcement by the Parking Authority.

- Increased Deer Population

Mr. Daubert questioned if this issue was investigated. Mr. Johnson explained that he reviewed the property ownership issue with the Law Department. He stated that it appears that the Wyomissing Park Apartments owns the property. He stated that he followed up with the resident who spoke to Council.

- Trade Code Updates for new language re PVC versus copper piping

Ms. Snyder stated that this project is currently in the Law Department.

Mr. Sterner noted the need for this to move forward.

- SALDO and Official Map

Ms. Katzenmoyer explained that these items should have been completed several years ago as part of a project when the Zoning Ordinance was updated. She stated that they have not yet been completed.

Ms. Snyder stated that this project is currently in the Law Department.

Mr. Sterner stated that Council has been waiting a long time for this project to be complete.

Ms. Snyder explained that she has recently instituted a system in the Law Department to track time to see what projects are being addressed and the possibility of shifting workloads.

- Triangle at 2<sup>nd</sup> & Penn

Mr. Sterner suggested that this triangle be addressed as it is no longer appealing. He suggested Mr. Olsen be approached for a new design.

Mr. Daubert suggested a piece of sculpture.

Mr. Johnson explained that the triangle may no longer be in place after the bridge is reconstructed.

Ms. Snyder suggested an art contest for a new design. She stated that plans are needed now during bridge discussions but that a design is not needed until later in the process.

- Cotton Street Repaving

Ms. Goodman-Hinnershitz stated that the project is complete and that residents are thrilled. She stated that the contractors feared working in this part of Reading when they started but that they left feeling good about Reading. She stated that she is holding a neighborhood meeting this Thursday as a wrap up and that a picnic will be held at Pendra Park in September to celebrate.

Ms. Snyder suggested that residents be approached about the street sweeping request. She suggested that residents take pride in their properties and clean up themselves rather than having regular street sweeping.

Ms. Goodman-Hinnershitz stated that she will have sign-ups at the meeting for residents to help with projects.

The meeting adjourned at 6:52 pm.

Respectfully submitted,  
*Shelly Katzenmoyer*  
Deputy City Clerk



## CITY OF READING CITY COUNCIL

### Staff Report

**Agenda Item:** Revised Naming of Public Facilities Policy

**From:** Linda A. Kelleher, City Clerk

**Date:** September 4, 2014

**SUBJECT:** Revision of Naming of Public Facilities

**SUMMARY:** The Naming Policy was originally drafted in the late 90s when the office received a request to rename Buttonwood Street. The second revision occurred when the office received the request to rename the 3<sup>rd</sup> and Spruce Recreation Center in 2004. During that time period the only Naming policies the office could locate nationally were from newer communities that were opening new streets and naming new facilities. We could not locate any good examples that covered requests to rename streets or facilities.

Two recent requests for dedication or memorial plaques prompted another review of our local Naming Policy. Several gaps were identified and corrected in this revision:

#### **RECOMMENDATIONS:**

The attached revision

1. Prohibits the renaming of streets and establishes a process to suggest the names of newly created streets
2. Establishes a process and guidelines for honorary streets
3. Separates the processes for requesting the renaming of a facility or the naming of a new street from requesting a memorial or dedication plaque
4. Replaces the "Review Committee" with the existing Memorial Review Committee which is composed of City staff from Public Works, Planning, Historic Preservation, Exec. Director of Veterans Affairs and Council Staff
5. Limits dedication or memorial plaques to one per structure

Features remaining unchanged:

1. Council approval of any recommendation from the Public Works Director and Memorial Review Committee
2. Requires the applicant to bear the burden of the cost of the plaques, structures, signs, etc.
3. Requires 200 signatures for a request to name or rename a building, feature, etc. and 51% approval of the property owners on a street for an honorary street
4. Requires the Public Works Director to determine the final location, size and content of the sign, plaque, marker, etc.

**ATTACHMENTS:** Revised Naming of Public Facilities policy

POLICY

## Naming of Public Facilities

Approval Date: \_\_\_\_\_

Last Amendment: 6-23-04

---

### **PURPOSE:**

The purpose of this policy is to define the process and criteria by which the public facilities ~~and streets~~ shall be named, renamed, or dedicated.

*City of Reading streets and facilities are generally named for a geographic area, a theme or a natural historic feature. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure that the renaming will be approved.*

*While City streets cannot be renamed, honorary street names will be considered. Honorary street name signs are posted above the standard street name sign to recognize and honor certain individuals or groups for a period of time without changing the official name of the street or the official addresses of residences and businesses on the street. The honorary street name sign may stay in place for a period of ten (10) years, after which it will be removed by the City unless a new application is submitted to the City by the requesting party or organization and approved by the process contained herein.*

### **INTENT:**

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. The City welcomes the opportunity to honor those who have demonstrated outstanding service

and have worked to enhance the community of Reading *along with our state and country.*

The number of facilities owned by the City is finite. As a result, a fair and impartial policy is necessary to assure that naming or dedicating a facility based on an individual, group or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts *and/or contributions.*

### **KEY DEFINITIONS:**

**Accessories** – Segments of facilities such as rooms, walkways, fields, gardens, trees, walls, art, equipment, etc.

**Candidates** – Individuals, groups, companies or corporations nominated for the purpose of naming a facility.

**Facilities-** Buildings, field houses, stand alone parks, and playgrounds.

**Gifts** – A monetary payment, grant, donation or bequest to the City for a specific purpose.

**Community service** – substantial contribution of leadership and outstanding service to a local organization or social service agency/program that has had a major impact or benefit to a large sector of the Reading community.

**Multiuse Facility** – a facility that offers a combination of recreational activities with assorted outbuildings, playing fields, playgrounds that can be used simultaneously.

*Memorial Review Committee* ~~Review Committee~~— a group, *as per City Code Chapter 396, Section 500 (Bill No. 55-2013),* ~~composed of the Council Public Works Committee, Managing Director and Public Works Director,~~ *composed of the Historic Preservation Specialist, a City Planner, the Public Works Operations Division Manager, the City Clerk; and the Director of the Berks County Office of Veterans Affairs. The Director of Public Works shall appoint a MRC chairperson from the membership. The Committee shall* ~~who will~~ receive and review nominating petitions for the renaming or dedication of City owned facilities, *as recommended by the Director of Public Works.* The group will forward their recommendation to the full body of Council.

### **POLICY:**

1. **Naming Criteria for facilities such as buildings and stand-alone parks and playgrounds.**
  - a. A facility may be named *or renamed* if the City receives a gift that represents approximately 1/3 of the capital cost of a new or renovated facility or project improvement *and if the candidate has made exceptional contributions to the City and/or the community at large in the form of money, land, time, or overall service to the community. City Council designation of the name of a park, public open space, building or an area within a park, public open space or building will only apply to that particular building or tract of land and the name cannot be transferred to another park, public open space, or building without being proposed under the formal process outlined in this policy. See "Procedures" below.*
2. Naming/dedication of accessories such as individual components of a multiuse recreation area. An accessory may be named if the following applies:
  - a. The candidate gives a monetary gift to the City designated for the specific accessory or to the City's endowment fund; and
  - b. The candidate has made a substantial and/or long-term "in-kind" contribution to the life and spirit of the neighborhood community in Reading *or at large community.*
  - c. *See "Procedures" below.*
3. ***Honorary Street*** ~~Renaming of a City Street~~
  - a. 51% of the property owners on the given street must provide written consent on the petition, as described under the "Procedures" Section. The petitioning party shall purchase the honorary street signage and be responsible for repairs or replacement of the signage.
  - b. *See "Procedures" below.*
4. Designation or Tribute Plaque
  - a. The petitioning party shall purchase the designation plaque. See section below pertaining to the purchase of designation plaques. *No more than one designation or tribute plaque may be placed on one facility or accessory.*
  - b. *See "Procedures" below"*
5. ***Naming a newly opened street.***
  - a. *See Procedures below.*

## Procedures

1. Any group or individual may nominate a candidate *as follows*:
  - a. *Naming or renaming a new or existing facility, or accessory* - by submitting a petition containing the signatures of at least 200 City residents (see attached sample) to the ~~Public Works Director Review Committee composed of the Council Public Works Committee, Managing Director and Public Works Director~~ *and answering the questions identified in 2 below.*
  - b. *Honorary street names* – by submitting a petition containing the signatures of at least 51% of those owning property on the existing street and answering the questions identified in 2 below.
  - c. *Tribute or dedication of an accessory* – by submitting a letter addressing the questions identified in number two (2) below.
  - d. *Naming of newly opened streets* - by submitting a petition containing the signatures of at least 51% of those owning property on the new or existing street and making a recommendation for the street name that follows the theme or history of the area, does not re-use a name of a street that has been closed or vacated at any time and answering the questions identified in 2 below.
2. The nominating petition shall be supported by accompanying documentation that provides evidence of the outstanding contributions the candidate has made to the City of Reading *or to the broader community at large*. Nominators shall address the following questions in their preparation of a nomination. The nominators must also provide a financial statement that shows sufficient monetary support for the upkeep and maintenance of the item to be dedicated *and/or for the purchase of the plaque, marker or sign and make a recommendation for the location of a plaque or marker that may be modified by the City.*
  - What are the candidate’s outstanding contribution(s) to the community in terms of activities or gifts? How did the candidate enhance the *overall community or its history*?
  - How will the candidate’s contributions be recognized in the future?
  - The candidate’s contributions have the greatest impact on whom?
  - How does the candidate relate to the facility proposed for naming?
  - Are funds available to purchase and install identification plaques?

- *Whether and to what extent the appropriate and/or impacted communities support the proposal*
  - *Any other factors, which would support the request.*
3. Within thirty (30) days of receiving a nomination, *the Director of Public Works Review Committee* shall review the application petition and *forward it with a recommendation* to the *Memorial Review Committee Recreation Advisory Council and the Planning Commission* for their review
- The *Memorial Review Committee Recreation Advisory Council and the Planning Commission* shall submit a recommendation *in the form of a resolution* to City Council ~~the Review Committee~~ within 30 days of the receipt of the ~~petition.~~ *recommendation of the Director of Public Works.* The resolution shall identify the candidate, facility *or accessory* to be named *or street where the honorary name sign will be located*, and the justification for such naming based on the established policy. The candidate shall not be re-nominated ~~for the naming of any other accessories or facilities~~ for a period of one (1) year.

## Identification plaques

1. Upon an *City Council's* affirmative vote to name a facility *or accessory*, *approve an honorary plaque or tribute*, *approve an honorary street name or name a newly opened street*, the Administration shall contract to fabricate a bronze plaque *or sign* that generally meets the following specifications. All costs to purchase and install plaques, *signs* or tribute markers shall be secured by the person(s) or organization nominating the candidate. *Maintenance and repair/replacement costs must also be covered by the person or group nominating the candidate.*
  - a. Building Plaques

A facility may be formally identified by a bronze plaque bearing the name of the building, the year construction was completed or dedicated and other information as appropriate. Plaques generally shall have the dimensions of 12 inches wide by 18 inches high. The plaque shall be cast in bronze with raised polished lettering and shall be mounted near the principal entrance. If the building is named after an individual, the plaque shall contain a portrait and short biography of the individual after whom the building is named.

b. Room Plaques

Rooms inside facilities shall be identified with a modest bronze plaque 4 inches wide by 5 inches tall and shall bear the name of the candidate for which the room is named and a brief description of the candidate's contribution to the city *or the broader community*.

c. Tribute Markers – Dedication Plaques

Accessories dedicated to a candidate shall be identified by a custom designed tribute marker. Marker shall be designed to minimize long-term maintenance, vandalism and sized to the appropriate scale *that is determined by the City. There shall be no more than one tribute marker or dedication plaque per building or accessory.*

d. Honorary Street Name Signs

*The honorary name sign is of a similar size and shape as a standard street name sign but it will be of a different color than the standard street sign. The sign must contain the name of the person or organization that requested the sign and the date the sign request was approved by City Council. Only one honorary name sign will be allowed per street sign.*

*The honorary name street sign may stay in place for a period of ten (10) years, after which it will be removed unless a new application is submitted to the City by the requesting party or organization and approved by the process contained herein.*

*Honorary street name signs will not be placed on any Federal Highway. The party requesting honorary name street signs on State Highways must obtain approval by the Pennsylvania Department of Transportation before the request is submitted to the City. Honorary street name signs will be placed on ground mounted signs only.*

*e. Signs for newly opened streets*

*The signs shall be of the same size, shape, color and style of the City's existing street naming signs.*

## ADMINISTRATIVE PROVISIONS

1. To respect the candidates, the application petitions shall be reviewed discretely to avoid unnecessary public attention. Public meetings, media attention and competition among candidates should be avoided. Exposure and competition may embarrass the individuals the City is considering honoring.
2. All costs to purchase and install plaques or tribute markers shall be secured by the person or group nominating the candidate.
3. ~~The Chair of the Planning Commission and the~~ Director of Public Works or their designee shall have complete and sole authority to approve the size, content, location and material of plaques and tribute markers *that are authorized by City Council.*
4. This policy will apply to the majority of situations and is intended to maintain fairness and consistency. The City recognizes that there may be unique circumstances or events that may warrant a departure from this policy for the overall good of the City. These unique circumstances will be considered by the *Memorial* Review Committee. The *Memorial* Review Committee will provide justification for any such departure from this policy.