





Interoffice Memorandum

May 20, 2015
SEE MINUTES
FOR MOTION
JUN 02 2015 CS/BS

TO: Mayor Teresa Jacobs
and Board of County Commissioners

FROM: Mark V. Massaro, P. E., Director, Public Works Department 

CONTACT PERSON: Ruby Dempsey Rozier, Manager
Traffic Engineering Division 

PHONE NUMBER: (407) 836-7890

SUBJ: Orange County Honorary Designation of Roadway Policy

Traffic Engineering staff will present to the Board a draft Orange County Honorary Designation of Roadway Policy that will provide an opportunity to honor a fallen public safety employee who passed in the line of duty by designating a street name in their memory. The presentation will focus on a description of the program, criteria and process.

Action Requested: Board direction regarding the Orange County Honorary Designation of Roadway Policy. All Districts.

MVM/RDR/ns

ORANGE COUNTY

HONORARY DESIGNATION OF ROADWAY POLICY

The Orange County Board of County Commissioners may consider an application submitted for designation of an honorary roadway name, authorizing an honorary roadway designation and appropriate memorial marker to be placed along a roadway or roadway segment. Roadways that carry an honorary designation are not officially renamed, but carry a second honorary designation.

Honorary Designation Location Criteria

Honorary designations shall meet the following location criteria:

1. The designation shall be located on a county-maintained collector or arterial roadway within unincorporated Orange County.
2. The designation should preferably be within the vicinity of the home, business, or location associated with the individual being honored.
3. The designation shall be limited to a maximum of one (1) mile in length.
4. There shall be only one designation per roadway segment.

Nomination Criteria

1. The individual shall be a public safety employee, i.e. law enforcement, correctional officer, or firefighter, who passed while in the line of duty.
2. The individual was employed by an agency within the jurisdiction of Orange County.
3. The designation should be officially endorsed by an appropriate government agency, authority, or recognized group with subject matter expertise.
4. The designation should be supported by the family, Mayor's Office, and District Commissioner.

Timeframe

An honorary roadway name is in effect for a period of seven (7) years, unless the Board of County Commissioners reviews the appropriateness of the designation and elects to extend the designation for an additional seven (7) year period. After expiration of the designation, the removed signs will be given to the family or next of kin.

Honorary Roadway Signs

Two (2) honorary roadway signs, one in each direction at an appropriate location at the start and end of the designation limits, and each as an independent sign installation, are provided with an honorary designation. The signs shall not interfere with the placement of any other necessary signing or compromise the safety or efficiency of traffic flow, as determined by the Traffic Engineering Division.

The cost associated with the fabrication, installation, and maintenance of the signs shall be borne by the County.

The size of the sign panel is limited to 24 inches X 48 inches with a brown panel and white lettering. Letter height and font may vary based on the text. Additional legend, logos, or symbols shall not be displayed.

Sample sign:



Procedure for consideration

1. Complete the attached application form, including map and letter of endorsement to:

Orange County Public Works Department
Attn: Manager, Traffic Engineering Division
4200 S. John Young Parkway
Orlando, FL 32839

2. The application will be submitted to a committee consisting of the County Administrator or designee and representatives from the Traffic Engineering Division, Zoning Division, Planning Division, and Neighborhood Preservation and Revitalization Division. The committee will review the application and provide a recommendation to the Board of County Commissioners.
3. If approved by the Board of County Commissioners, the Traffic Engineering Division will fabricate and install the approved signs within 60 days.
4. If desired, at the end of the seven-year period, the applicant may request renewal of the designation for an additional seven years. The request for renewal must be received at least 60 days before the end of the designated seven years, otherwise it will be discontinued and the signs removed and given to the family or next of kin. If approved for renewal, the signs will remain for an additional seven years.

Honorary Designation of Roadway Application

Applicant Information:

Name: _____

Address: _____

Phone Number: _____

Honoree Information:

Name: _____

Address: _____

Proposed Roadway for Designation: _____

From: _____ To: _____

Explain how the proposed roadway is within the vicinity of the home, business, or location associated with the honoree.

Attachments:

- 1) Map showing the requested limits of the honorary roadway designation.
- 2) Letter of endorsement from appropriate government agency, authority, or recognized group.