

**A RESOLUTION establishing a policy for the designation of memorial parkways subject to the approval of the Board of Public Works**

**RESOLUTION**           #95-10-29-08-1          

**WHEREAS,**           the Board of Public Works of the City of Fort Wayne, Indiana is the entity responsible for approving the designation of said memorial parkways; and

**NOW THEREFORE,** the Board of Public Works hereby adopts the following policy and fees for the establishment of memorial parkways.

- I.    In order to be considered for a memorial parkway designation, the applicant must submit the following documentation:
  - A. A copy of the death certificate for the person for whom the request is being made.
  - B. A completed application for the memorial parkway designation with contact information for the individuals or organizations making the request.
  - C. A map of the route of the memorial parkway designation.
  - D. The application may be made no sooner than six months from the date of death.
  - E. Written and detailed documentation that shows at least 20 years of demonstrated public/community service.
  - F. A petition that captures 80% of the affected and adjacent property owners (both residential and business) along the proposed route who are in favor of the designation.
  - G. Three letters of support:
    - 1) a letter from an organization, church or other institution in the Fort Wayne Community,
    - 2) a letter from a person or group who was touched or affected by the service of the individual for whom the request is being made,
    - 3) a letter from a past or current elected City of Fort Wayne official.
- II.   Individuals with felony convictions will not be considered for memorial parkway designations.
- III.  Once all of the necessary documentation is received, the application will be submitted for review and recommendation by the Transportation Engineering Department and the Office of the Mayor prior to consideration by the Board of Public Works. The applicant must make a brief, in-person presentation to the Board of Public Works when the item is up for formal consideration.
- IV.  The applicant (individual or organization) will be responsible for the cost of the sign and the post, including the labor to install, at \$600 per sign per

location. The applicant (individual or organization) will also be responsible for any costs associated with maintenance and replacement due to normal wear and tear, vandalism and/or natural disasters. If the applicant is unable to be contacted for the collection of maintenance and replacement costs or is unable to pay the relevant costs, the signs will be removed and the designation of the memorial parkway will be terminated.

- V. All applications will be considered by the Board of Public Works. Each request is subject to the discretion and final approval by the Board of Public Works. The Board may revoke the designation, if deemed necessary.
- VI. Extraordinary requests will be considered on a case-by-case basis.
- VII. Applicants requesting a designation on behalf of a serviceman/servicewoman, police officer or firefighter who has given their life in the line of duty will be exempt from the associated fees.
- VIII. If the application is denied, the applicant may reapply no sooner than 24 months from the date of the denial.

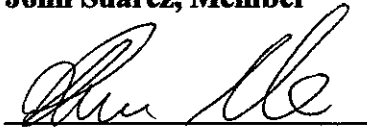
**CITY OF FORT WAYNE  
BOARD OF PUBLIC WORKS**

Date: October 29, 2008

  
Regina A. Kostoff, Chair

---


**John Suarez, Member**

---

**Kumar Menon, Member**

ATTEST:   
Marilyn Huth, Clerk

Approved as to form and legality:   

---

Cecilia Case, Associate City Attorney