

## Hometown Heroes Banner Program

### Policies & Procedures

**Purpose:** The Hometown Heroes Banner Program was created for residents to pay tribute to and honor family members who are active military service personnel, or veterans, or sacrificed their life while serving.

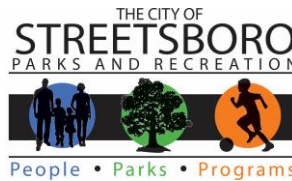
#### **Eligibility**

The individual to be honored and recognized through the Streetsboro Hometown Heroes Banner Program must;

- reside or have resided in the City of Streetsboro during their military service and call Streetsboro their hometown
- OR be an immediate family member of a Streetsboro resident (parent, grandparent, spouse, child, sibling, grandchild)
- The individual must serve or have served in any of the five branches of the United States military service (Army, Navy, Air Force, Marines, and Coast Guard) including Reserves and National Guard, and must also meet one of the following conditions:
  - Currently on active duty – Active Duty
  - Be an honorably discharged veteran - Veteran
  - Died in the line of duty - Memorial

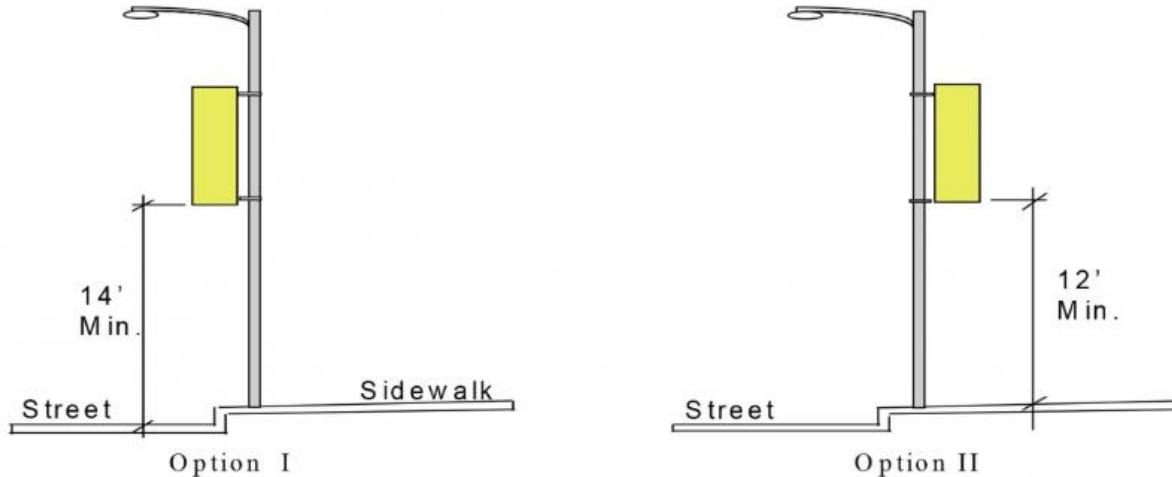
#### **Description of Banner**

1. The Hometown Heroes Banner Program is to be used for the benefit of recognizing those who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
2. The City Mayor or his/her designee shall manage the Hometown Heroes Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program.
3. The banner design will be approved by the Hometown Heroes Banner Program Ad Hoc Committee and shall be used as the template for all banners produced through this program.



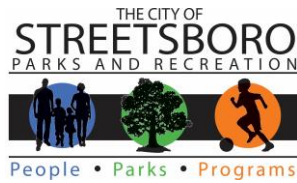
4. All banners shall conform to the following specifications unless specified otherwise.
  - a. Banner Fabric: Synthetic or synthetic blend
  - b. Banner Size: 2' (24 inches) wide by 4' (48 inches) long
  - c. Banner Fabrication: Double-sided, full-color print, sleeves located on top a bottom used for securing banner to pole brackets.
5. The bottom bracket of the banner shall be at a minimum height of 14 feet from the street level and 12 feet from the sidewalk level.

All banners to be displayed must be purchased through the Hometown Heroes Banner Program. Banners not purchased through this program will not be displayed.

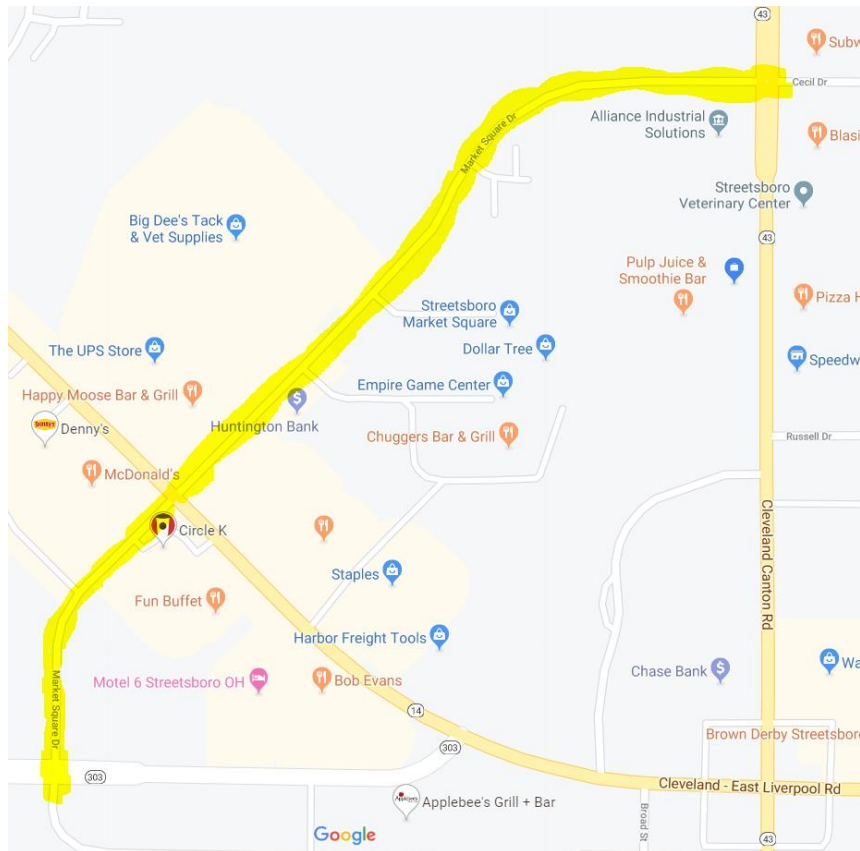


### General Procedures

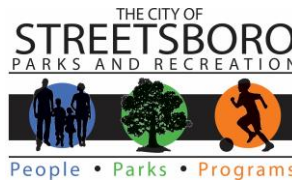
1. Applications are available at Streetsboro City Hall, Parks & Recreation Office, and online at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com).
2. Banners will be displayed along the designated "Hometown Heroes" banner roadway. Located along Market Square Dr. and the intersections of Market Square Drive and State Route 43, Market Square Drive and State Route 14, and Market Square Drive and State Route 303. See Map.



### Hometown Heroes Banner Program – designated map



3. Once the banners are installed they will be displayed for two (2) years maximum or until the banner starts to show deterioration. At the end of the display period, City staff will contact the family and /or applicant to arrange for the banner to be picked up within a reasonable timeframe once the banner has been taken down.
4. If the applicant is interested in renewing their banner after the two (2) year period has passed, they will need to complete a new application with the appropriate fee 2 months before the two (2) year deadline. Banners must be replaced after two (2) years.
5. During the two (2) year period, replacement banners are available at a reduced price as long as the replacement takes place within the two years. (The replacement of a banner



- does not start a new two (2) year period.) This would apply to banners being damaged from extreme weather elements and/or change in banner type from Active to Veteran.
6. If an Active Honoree dies in service, the City will replace the banner with a Memorial banner at no cost.
  7. Should the applicant decide not to replace a damaged banner within the two (2) year display period; within 30 days of being notified by the City, the applicant must sign a waiver and/or statement stating no further interest in replacing a banner. This will free up the pole for another interested person.
  8. The Hometown Heroes Banner program will charge the participant the cost of the banner plus overhead fees for the installation. This fee may increase/decrease in the future to meet the demand of the program.
  9. The City will conduct periodic inspections; however, the City shall not be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events. The City will assist in putting the banners back up as time permits.

#### Banner Installation Process

1. Installation shall be limited to City street light/signal poles with approved banner brackets, provided by the City.
2. Non-city-owned utility poles will need pre-approval from the utility company before banners can be displayed on them.
3. Banner installation will occur once per year:
  - a. Veterans Day
    - i. The deadline to apply and order banners is Monday of the last full week in June.

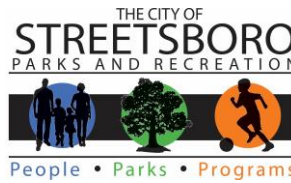
#### Other Specifications and Procedures

- Installation shall be the responsibility of the City.
- The design of the banners is the sole responsibility of the City.
- Once produced and installed, the banner shall remain the property of the City until removed and presented to the family or requestor.

#### \*\*Policy Updates\*\*

Due to the popularity of the program, the department will be implementing the following changes starting in September 2023.

1. Hometown Hero Banners will stay up (on the assigned pole) for two years.
  - a. **All current banners will remain up, with a new "take-down" date of September 2024.**



2. September 2024 banner applications will begin in January 2024 with a deadline of June 3, 2024.
  - a. New banners will take precedence over renewals.
  - b. Renewal applications will be from June 3, 2024 – June 28, 2024.
    - i. Those interested in renewing must apply during that time.
    - ii. Renewals are interpreted as those individuals who previously participated in the program.
  
3. Banners that are not displayed due to the following will be re-installed at the City's earliest convenience:
  - a. Storm Damage
  - b. Light pole replacement
  - c. Vandalism

These updates are aimed at ensuring all of our Hometown Heroes and their families have the opportunity to be recognized.

Should you have any questions, or concerns please do not hesitate to contact the Parks & Recreation office at 330-626-3802.