

CITY OF VACAVILLE
THE RENAMING OF EXISTING PUBLIC
AND PRIVATE STREETS POLICY



CITY OF VACAVILLE
PUBLIC WORKS DEPARTMENT
650 MERCHANT STREET
VACAVILLE, CA 95688

Adopted: January 27, 2009

The Renaming of Existing Public and Private Streets Policy

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Resolution No. 2009-19; Resolution Adopting a Policy for the
Renaming of Existing Public and Private City Streets

Amendments:

RESOLUTION NO. 2009-19

**RESOLUTION ADOPTING A POLICY FOR THE RENAMING OF
EXISTING PUBLIC AND PRIVATE CITY STREETS**

WHEREAS, the naming of City streets is a serious undertaking; and

WHEREAS, the City receives requests to rename a street from time to time; and

WHEREAS, the City Council desires to avoid undue commercialism and the use of inappropriate names; and

WHEREAS, many residents, landowners, and tenants could be affected by the renaming of a street; and

WHEREAS, the City Council desires to institute a fair, objective, and consistent process with thoughtful and purposeful criteria for the consideration of renaming requests,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vacaville adopts a policy for the renaming of existing public and private City streets.

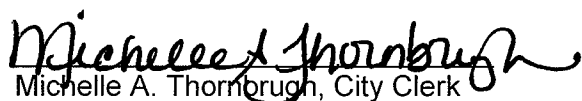
I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 27th day of January, 2009, by the following vote:

AYES: Council members Clancy, Harris, Rowlett, Vice-Mayor Hunt,
and Mayor Augustine

NOES: None

ABSENT: None

ATTEST:


Michelle A. Thornburgh, City Clerk

POLICY FOR THE RENAMING OF EXISTING PUBLIC AND PRIVATE STREETS

POLICY PURPOSE

This policy establishes a process and criteria for the consideration of requests by City of Vacaville resident(s), business owner(s), or property owner(s) for the renaming of public and private streets within the City so that the renaming process is applied fairly and consistently. In adopting this policy, the City Council desires to avoid the use of names that are objectionable in nature or that duplicate or are similar to other street names, which may negatively impact public safety.

POLICY STATEMENT

It is the policy of the City to provide a process for the consideration of the renaming of City streets located within the City limits. In general, named streets should only be renamed in exceptional circumstances. In addition, the following criteria shall apply:

- Cumbersome, corrupted, or modified names, profane, discriminatory or derogatory names relating to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation, or other similar categories shall be avoided.
- The reuse of former street names is discouraged because such reuse may cause confusion to the public and others, such as in the management of real property records.
- The use of commercial names or organization names shall be considered on a case-by-case basis and shall be utilized in limited circumstances, such as the naming of a single-purpose street (i.e., a short street leading only to one business).
- The names of companies whose business is substantially derived from the sale of alcohol, tobacco, firearms, pornography, or other activities would be deemed by the City Council to be unsuitable or inappropriate.
- Names of appointed or elected local officials currently in office or current City employees would be avoided.
- Unless otherwise found by the City Council to be in the best interest of the City, streets continuing in the same general alignment shall have the same name.
- Streets shall not have simultaneous or multiple names, e.g. its previous name and current name.

Names should not be overly recognized, either within the City or region. Generally, only one facility, park, or street shall be named in honor of an individual.

The renaming of a street is appropriate when:

- The criteria set forth in this policy are met;
- There is a valid reason for renaming the street; and

An appropriate level of community support exists for the renaming.

Definitions.

As used in this policy, the following words and phrases shall have the following meaning, unless the context shall indicate another or different meaning or intent:

- A. "Corrupted or modified names" means original street names that have been altered to suit common pronunciation or usage at the expense of the street's historical origins.
- B. "Director of Community Development" or "Director" means the City's Director of Community Development or such Director's authorized designee.
- C. "Private street" means a way or place that is privately owned or maintained that is not generally open for vehicular use by the general public.
- D. "Public street" means a way or place that is publicly owned or maintained that is generally open for vehicular use by the general public.
- E. "Resident" means a person whose principal place of residence is located in the City that is either owned or rented by such person.
- F. "Street" means an existing way or place that is either publicly or privately owned or maintained that is generally open for vehicular use by the general public.

II. Fees.

A request to rename a street shall be accompanied by a non-refundable fee as may be set from time to time by a resolution of the City Council.

III. Process for Renaming a Public Street.

The process to rename an existing public street shall consist of two steps: (i) consideration of a request to study a proposed street renaming, and (ii) if such study finds that the criteria of this policy have been met, consideration of a formal application to rename the street.

- A. Request for a proposed public street rename study
 - 1. A proposed public street rename request shall be initiated in writing by one or more City residents, owners of a business within the City, or by a homeowners association or similar common ownership organization within the City. The request shall be submitted to the Director of Community Development on an application form provided by the City. The written request shall identify the proposed street or streets, the reason(s) for the change, and the proposed new name(s), if any.
 - 2. The request shall be accompanied by the following:
 - a. a petition signed by more than fifty percent (50%) of the landowners, business owners, or tenants with addresses on the street(s) that is the subject of the proposed name change at the time of submittal of the request to the City
 - b. a map of the area showing the location of the proposed street name change(s).
 - c. the names, addresses, and corresponding County Assessor's parcel number of all landowners, business owners, and tenants that will be affected by the proposed name change.
 - d. mailing labels with adhesive backing to be used by the City to notify the persons and entities specified in subsection c of this subsection 2.
 - e. a processing fee as set by resolution of the City Council.

Requests shall be accurate and complete. Requests that do not meet all of the above criteria shall not be considered.

3. Within thirty (30) days after City staff has deemed the request to be complete, the Community Development Department staff will initiate a thirty (30)-day comment period by mailing a survey to the persons and entities specified in subsection III.A.2.c, above. Copies of the request will also be forwarded to affected City departments and other public agencies including, but not limited to, the City's police, fire and public works departments, the County of Solano, and the United States Postal Service.
4. The Community Development Department staff will analyze, review, and consider the request, petition, and comments received from the persons, entities, City departments, and other public agencies specified in subsection 3 of this section. An affirmative approval by at least seventy-five percent (75%) of all eligible landowners, business owners, and tenants affected by the proposed name change, together with the approval of all of the above-noted City departments and public agencies, shall be required in order to proceed with the request. If such approval is not received, the Director of Community Development shall notify the requesting party that no further action shall be taken on the request. However, if such approval is received, the Director may, at his or her discretion, conduct a public information meeting pursuant to subsection 14.01.003.040.B of the Vacaville Municipal Code to obtain further information and comments on the request. Following the public information meeting, if any, the Director shall consider the request and issue a report of his or her findings and recommendations and shall notify the requesting party of such findings and recommendations.

B. Review of Public Street Formal Application:

1. If the Director determines that the criteria required hereunder have been met and recommends support for the request, the requesting party may submit to the Community Development Department a formal request for renaming. Such request shall be on a form provided by the City, together with the fee required hereunder. The form shall specify that the party making the request may be responsible for the incidental costs of the name change as specified in subsection 5 of this subsection B.
2. Upon receipt of a complete formal request, Community Development Department staff will schedule a public hearing before the Planning Commission to consider the request, after providing notice of the request and hearing to the landowners, business owners, and tenants with addresses on the street(s) that is the subject of the proposed name change.
3. The Director of Community Development shall prepare a written report to the Planning Commission providing a detailed analysis of the request and the Director's recommendation or alternative recommendations. Such recommendations may include approval of the request subject to a delay in implementation of the change in order to allow the affected landowners, businesses, and tenants an opportunity to plan for and minimize the impacts associated with the name change.
4. Following the public hearing, the Planning Commission shall make a recommendation on the request to the City Council. The City Council, at its option, may approve the request, provided the Council determines that the name change is in the best interest of the City. Such action by the City Council shall be by written resolution.

5. The person filing the request to rename a street shall be required as a condition of approval to pay the full costs incidental thereto, including, but not limited to, the publishing of notices, sign fabrication and installation, and all City staff costs associated with the processing and analyzing of the request and updating the City's databases.

IV. Process for Renaming a Private Street.

In general, the street renaming process for private streets located in mobilehome parks and condominium and townhome projects shall consist of the filing and processing of a street rename request as set forth in this section. Private streets located within residential subdivisions shall follow the public street renaming process specified in section III, above. The determination as to which process is to be followed will be at the discretion of the Director of Community Development.

A. Initial request for a private street rename study.

1. A private street rename request shall be initiated in writing by one or more City residents, owners of a business within the City, or by a homeowners association or similar common ownership organization within the City. The request shall be submitted to the Director of Community Development on an application form provided by the City. The written request shall identify the street or streets in question, explain the reason(s) for the change, and specify the proposed new name(s), if any.
2. The request shall be accompanied by the following:
 - a. a petition signed by more than fifty percent (50%) of the landowners, business owners, and tenants with addresses on the street(s) that is the subject of the proposed name change at the time of submittal of the request to the City.
 - b. a map of the area showing the location of the proposed street name change(s).
 - c. the names, addresses, and corresponding County Assessor's parcel number of all landowners, business owners, and tenants that will be affected by the proposed name change(s).
 - d. mailing labels with adhesive backing to be used by the City to notify the persons specified in subsection c of this subsection 2 of the proposed name change(s).
 - e. the processing fee required hereunder.

Requests shall be accurate and complete. Requests that do not comply with the above requirements shall not be considered.

3. Within thirty (30) days after City Community Development Department staff has determined the request to be complete, staff will initiate a thirty (30)-day comment period by mailing a survey to the persons and entities specified in subsection IV.A.2.c, above. Copies of the request will also be forwarded to affected City departments and other public agencies including, but not limited to, the City's police, fire and public works departments, the County of Solano, and the United States Postal Service.

4. The Community Development Department staff will review and consider the request, petition, and comments received from the persons, entities, City departments, and other public agencies specified in subsection 3 of this subsection A. An affirmative approval by at least fifty-one percent (51%) of the landowners, business owners, and tenants affected by the proposed name change(s), together with the approval of all of the above-noted City departments and public agencies, shall be required in order to proceed with the request. If such approval is not received, the Director of Community Development shall notify the requesting party that no further action shall be taken on the request. However, if such approval is received, the Director may, at his or her discretion, conduct a public information meeting pursuant to subsection 14.01.003.040.B of the Vacaville Municipal Code to obtain further information and comments on the request. Following the public information meeting, if any, the Director shall consider the request and issue a report of his or her findings and recommendations and shall notify the requesting party of such findings and recommendations.
5. If the Director determines that the criteria required hereunder have been met, and recommends support for the request, the Director shall refer the request and the proposed new street name(s) to the City Engineer for his or her approval and processing.
6. The person filing the request to rename a street shall be required as a condition of approval to pay the full cost of purchasing and installing the necessary street signage, which will conform to the Department of Public Works standard specifications and be installed by City personnel or a contractor selected by the Director of Public Works. The signs shall not be ordered and installed until payment of such cost is received by the City.

V. Criteria to be Considered for Renaming Streets.

The following criteria shall apply when considering a public or private street rename request.

- A. Number of Properties Affected.
 1. Directly affected: Consideration of the number of properties directly affected by the renaming. Generally, the fewer properties affected, the better.
 2. Indirectly affected: Consideration of the number of properties indirectly affected by the renaming request. "Indirectly affected" properties means properties that are accessed from the street(s) that is the subject of the renaming request, which may be considerably larger than directly affected properties due to the City's street circulation grid.
- B. Compatibility with existing street names in the City.
- C. Appropriateness of the name in view of the types of existing uses along the street(s) that is the subject of the renaming request.
- D. Recognition of community diversity.
- E. Recognition of historical significance. Consideration of this criterion involves recognizing the historical significance of existing street names within the City and the importance of recognizing historical persons, events, and developments.
- F. Impacts on Emergency Services. Consideration of this criterion involves recognizing the need to avoid confusion to persons, such as police and fire personnel, responding to an emergency by not duplicating or utilizing similar sounding names of existing streets within the City, County, or surrounding communities.

- G. Cost. Consideration of this criterion involves minimizing the fiscal impacts on the City and affected landowners, business owners, and tenants by the name change(s) and to allocate some or all of those costs to person(s) making the name change(s) request. Such persons may be required to pay all costs incidental to the name change(s) including, but not limited to, the cost of publishing notices, sign fabrication and installation, and City staff costs associated with the processing and analyzing the request and updating the City's databases. Such persons may also be required to compensate the landowners, business owners, and tenants affected by the name change(s) for costs directly associated with the name change (e.g. new signage, stationary, business cards, etc.).
- H. Precedent. Consideration of this criterion involves determining whether renaming the street(s) will establish a desirable or undesirable precedent.
- I. Continuity and Stability. Consideration of this criterion involves evaluating the importance of maintaining the public's general perception or connection with an existing street name (e.g. "Wall Street").
- J. Length of street. Consideration of this criterion involves considering the alternative of renaming sections of the proposed street(s), as opposed to renaming the entire street(s), and how the length of such street sections may affect the continuity of the street.
- K. Names of persons, groups, or organizations having a longstanding affiliation with the City of not less than ten (10) or more years of significant community service, involvement, or contributions beyond the ordinary interest level whose efforts have:
 - 1. Enhanced the quality of life and well-being of City residents;
 - 2. Contributed to the preservation of the City's history or culture;
 - 3. Made exemplary or meritorious contributions to the City or its residents; or
 - 4. Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the City or community.
- L. If named in memory of an individual, the individual must have been deceased for at least three (3) years. Such individuals may include:
 - 1. Historic persons.
 - 2. National and/or local heroes. Those who have given outstanding service to mankind or who have worked over and above any ordinary interest level. A resident of Vacaville who has attained local, state or national prominence or recognition for work in the areas of public safety or public health would be highly acceptable.
- M. Streets may be named after living persons only after a study has been completed by the Community Development Department staff relative to the individual's background and qualifications pursuant to the criteria set forth in subsection K, above.
- L. Streets may be named after groups or organizations pursuant to the criteria set forth in subsection K, above.