

CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY

MEETING DATE: December 15, 2010

AGENDA ITEM SUMMARY NO. I-10-122-3

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, ADOPTING A STREET NAMING POLICY TO PROVIDE FOR A SPECIFIC SET OF CRITERIA FOR NAMING STREETS WITHIN THE CITY OF RIVIERA BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

RECOMMENDATION / MOTION: Staff recommends that the City Council approve the Resolution.

• City Attorney <i>JAN 12/1/10</i>	Library
City Clerk <i>CA</i>	Marina
• Community Development	• Police <i>CMW 12/6/10</i>
• Finance <i>Kauffman 12/3/10</i>	• Public Works <i>12-6-10</i>
• Fire <i>RM 12/6/10</i>	Purchasing
Human Resources	Recreation & Parks
• Assistant City Manager <i>PRW 12/6/10</i>	Community Redevelopment Agency

APPROVED BY CITY MANAGER: *Paul Jones*

DATE: 12-7-10

Originating Dept. COMMUNITY DEVELOPMENT <i>[Signature]</i>	Costs: None to City Current FY: <u>2010-2011</u> Funding Source: <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other:	City Council Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____
Advertised: No Date: Paper: <input checked="" type="checkbox"/> Not Required	Budget Account Number:	Attachments: 1. Resolution 2. Street Naming Policy
Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		

SUMMARY: The City Council directed staff to create a street naming policy to provide specific guidelines and criteria for changing street names within the City. Legal and Community Development's staff researched other municipalities and counties locally and around the country gathering information to create a street naming policy. The policy was modeled after the City of Jacksonville with parts from Kent County, Delaware, Delray Beach, Florida, Palm Beach County, Florida, Lees Summit, Michigan, and Los Angeles County, California.

The City Council has the final approval of changing any public street names. The policy clearly defines what a street name can be changed to and the criteria to follow to change the name of a street. The policy also defines how new streets can be named and the standards that apply to the naming of these streets for public and private development. The Street Naming policy was developed to provide a defined system with specific guidelines and criteria for naming or renaming streets to protect the public health, safety, welfare and ensure compliance with the City's policy.

RECOMMENDATION: Staff recommends that the City Council approve the Street Naming Policy Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, ADOPTING A STREET NAMING POLICY TO PROVIDE FOR A SPECIFIC SET OF CRITERIA FOR NAMING STREETS WITHIN THE CITY OF RIVIERA BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council directed staff to create a street naming policy; and

WHEREAS, staff researched other cities and counties street naming policies and prepared a policy for the City of Riviera Beach; and

WHEREAS, the policy creates specific guidelines and criteria for changing street names within the City; and

WHEREAS, renaming streets is a way to honor prominent members of the community both living and deceased that have contributed in a way that has benefitted the community; and

WHEREAS, the City Council has the final approval in changing a street name within the City of Riviera Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA AS FOLLOWS:

SECTION 1. The Street Naming Policy is approved by the City Council for the purpose of creating a specific set of criteria for naming streets within the City of Riviera Beach.

SECTION 2. This Resolution shall take effect immediately upon approval.

PASSED and APPROVED this _____ day of _____, 2010.

RESOLUTION NO. _____
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APPROVED:

THOMAS A. MASTERS
MAYOR

BILLIE E. BROOKS
COUNCILPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK

JUDY L. DAVIS
COUNCILPERSON

CEDRICK A. THOMAS
COUNCILPERSON

DAWN S. PARDO
COUNCILPERSON

SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

B. BROOKS _____

J. DAVIS _____

C. THOMAS _____

D. PARDO _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN | CITY ATTORNEY

DATE: 12/2/10

	POLICY AND/OR PROCEDURE	NUMBER:
	SUBJECT: STREET NAMING POLICY	EFFECTIVE:
		CANCELS:
		DISTRIBUTION:
APPROVED	APPROVED BY COUNCIL RESOLUTION _____	
COMMUNITY DEVELOPMENT DIR	CITY MANAGER	PAGE 1 OF 5

This Policy consists of the following numbered sections:

- I. PURPOSE
- II. SCOPE/APPLICABILITY
- III. STREETS REQUIRING NAMES
- IV. STREET NAME SELECTION
- V. NAMING NEW STREETS
- VI. CHANGING NAMES OF PUBLIC STREETS
- VII. STREET EXTENSIONS

I. PURPOSE

The purpose of the City of Riviera Beach (“City”) Street Naming Policy is to provide specific guidelines and strategies to be utilized throughout the City when streets require or warrant naming or name changing.

II. SCOPE/APPLICABILITY

All street naming functions shall be centralized in the Community Development Department of the City of Riviera Beach including, but not limited to, naming new streets and renaming existing streets. All applicants applying to name a new street or rename an existing street shall comply with this Policy (“Policy”), as may be amended from time to time, and on file with the Community Development Department. To ensure consistency and uniformity, the performance of street naming functions by any other entity within the City of Riviera Beach is strictly prohibited. The City retains the authority to assign street names and change street names to protect the public health, safety, and welfare and to ensure compliance with the Policy.

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III. STREETS REQUIRING NAMES

A street will be named if it meets at least one of the following conditions:

- a. If the street is a public or approved private road or street.
- b. Public and approved private streets designed as short cul de sacs will require a street name when four or more lots use the cul de sac exclusively for their access.
- c. If two or more dwelling units or business related buildings exist, or are proposed to be constructed, along the street or are served by the street. A street for this purpose can be identified as an unapproved private road or street, unimproved Right of Way, or an access easement that serves as the primary means of access to two or more structures.

IV. RENAMING STREETS

Street renaming should be limited to correcting deficiencies in existing street names, including but not limited to, duplicate street names, to correct an error in the street name, to eliminate confusion created by multiple street name changes along a single roadway; or to make any other changes that would promote the implementation of this Policy. A street may also be renamed to honor a person if the following criteria are met:

- a. The individual has achieved prominence as a result of his or her significant contribution to the United States of America and/or the local community; and
- b. The individual has been deceased for a period of no less than 5 years; or
- c. The City Council determines that the street should be renamed in honor of a living person because of exceptional circumstances.

All street name changes will require a review and recommendation from the Community Development Department.

V. NAMING OF NEW STREETS

New streets will be named during the subdivision process. The developer shall propose the naming of all streets within a new subdivision at the time of filing the preliminary plans. The Community Development Department will review proposed street names for conformance with the street naming policy at the time of preliminary planning review. Once the street names have been approved, the developer will provide a site plan that shows the geometry of the streets with the approved street names labeled on the plan.



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All new street names shall comply with the Policy. The Community Development Department shall examine the name proposed by an applicant. If the proposed street name conflicts with the name of an existing street pursuant to the Policy or conflicts with any other provision of the Policy then the applicant shall change the proposed name of the street as directed by the Community Development Department. If a new street connects, or nearly connects to an existing street, the new street name accepted by the City shall have the same name as the existing street.

VI. STREET NAME SELECTION

- a. A street name should be appropriate and easy to read so that it can be easily used in an emergency situation.
- b. Historically used road names shall be retained where possible.
- c. Names tending to be confused as homonyms, having the same or similar pronunciation but with a different spelling are prohibited (e.g., Smith, Smyth or Smythe; Ellis or Allice; Allen or Alan).
- d. Names that may be offensive or derogatory (slang, double meanings, etc.) shall be avoided.
- e. Use of frivolous or complicated words or unconventional spellings in road names such as Pointe, Greene, or Olde shall be avoided.
- f. Sound-alike names (e.g., Bay View DR, Bay view DR or Brainard LN, Barnard LN) should not be used.
- g. Special characters in road names such as hyphens, apostrophes, dashes or periods should not be used.
- h. Do not use abbreviations in a street name.
- i. Street names shall not exceed a total of 30 letters and/or spaces. This will include street type and direction.
- j. The use of standard suffixes or directional suffixes or prefixes as the road/street names (e.g., North Bv, Court St) should be avoided.
- k. Street Direction shall not be used as a prefix to a street name.
- l. Only a person's last name should be used as a street name unless additional identification is necessary to prevent duplication of an existing street name in Riviera Beach and/or surrounding municipalities.
- m. Any street name that matches an existing or proposed subdivision name must be located within the subdivision in which it shares the name.
- n. Reusing former street names is discouraged because of the confusion that may result in the property records.
- o. Qualifying words may be used when a newly created street is actually an extension of an existing street which cannot be or for which no numbers are available. North, South, East, and Upper or Lower are appropriate qualifying words (i.e., East Beach Avenue, and must be placed first as opposed to last i.e., Beach Avenue East).



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- p. Road name suffixes must meet United States Postal Service standards as described in USPS Publication 28 Appendix C, Street Abbreviations, Subsection C1 Street Suffix Abbreviations.
- q. In the City of Riviera Beach the following suffixes are approved for use:

Avenue	Expressway	Road
Boulevard	Highway	Street
Circle	Lane	Terrace
Court	Place	Trail
Drive	Parkway	Way

VII. CHANGING NAMES OF PUBLIC STREETS

- a. Changes in names of public streets shall be made by resolution, pursuant to the procedures in this Policy.
- b. A proposed change in street name may be initiated by the City Council, or by petition filed with the Community Development Department and signed by at least two-thirds of the owners of property abutting the street. Upon completion of administrative review of either City-initiated or citizen-initiated applications, which review shall be completed within 60 days of submission of such application, the Community Development Department shall forward the application to the City Council for its consideration. The Community Development Department shall review all City initiated and citizen initiated applications for renaming of City streets and provide a report and recommendation to the City Council for approval. The report and recommendation shall address the following criteria:
 - 1. The origin of the street name;
 - 2. Any historical significance of the existing street name;
 - 3. Whether there are any historical structures or landmarks on the subject street;
 - 4. Whether the existing street name is part of a common theme of street names throughout the community where such street is located;
 - 5. The age of the street name; and
 - 6. Whether the street name is a duplicate street name.
- c. The Community Development Department is authorized and directed to establish:

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1. An application for street name changes; and
 2. The standards for placements, dimensions, and type of signage for honorary street designations.
- d. All street name changes shall be for the entire length of the street and not for a short segment of such street.
- e. No request by any entity other than a government agency for the renaming of a street or honorary designation of a street or portion thereof shall be accepted or considered by the City until a nonrefundable application fee to cover the costs of processing such application, as developed by the Community Development Department, has been paid to the City.

VIII. STREET EXTENSIONS

The use of existing street names will be used whenever an existing street/roadway is extended or expanded. Every effort should be made to maintain a single street name along the entire length of a roadway. Directional identifiers should only be used if the roadway passes into a different address quadrant and the potential for address ranges to repeat exists.