

RESOLUTION NUMBER 124-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE STREET NAMING POLICY AS ADOPTED IN RESOLUTION NUMBER 168-10; ESTABLISHING PROCEDURES AND GUIDELINES FOR THE NAMING OF NEW STREETS AND THEIR EXTENSIONS; PROVIDING A PROCESS TO HONOR AND PAY TRIBUTE TO INDIVIDUALS THROUGH THE PLACEMENT OF COMMEMORATIVE STREET SIGNAGE ON CITY STREET SIGNS; NAMING OR RENAMING OF PARK BUILDINGS, PARKS, RECREATIONAL AREAS OR FACILITIES, OR PORTIONS THEREOF; ESTABLISHING APPLICATION FEES AND OTHER COSTS; PROVIDING FOR AN EFFECTIVE DATE; AND OTHER PURPOSES.

WHEREAS, the City Council directed staff to update and amend the existing Street Naming Policy adopted by Resolution No. 168-10, on December 15, 2010; and

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

WHEREAS, the revised policy, attached and incorporated hereto as **Attachment "A"**, provides for the naming or renaming of streets, the honoring of individuals by the placement of commemorative street signage, the naming or renaming of park buildings, parks, recreational areas or facilities, or portions thereof, and establishes fees and costs associated with such activities; and

WHEREAS, the act of naming or renaming public or private streets, or public buildings as parks and recreational facilities, is significant and meaningful and should be approached in a thoughtful manner; and

WHEREAS, this resolution, upon adoption by the City Council, will replace Resolution No. 168-10.

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

SECTION 1. The City Council desires to replace any existing name or renaming policy with a comprehensive policy addressing city streets, buildings, facilities, parks and other city assets.

SECTION 2: This resolution shall take effect immediately upon approval, and shall supersede all previous resolutions on this matter.

PASSED AND APPROVED this ___ day of _____, 2021.

APPROVED:

RONNIE L. FELDER
MAYOR

SHIRLEY M. LANIER
CHAIRPERSON

ATTEST:

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
CITY CLERK

KASHAMBA MILLER-ANERSON
CHAIR PRO TEM

TRADRICK MCCOY
COUNCILPERSON

DOUGLAS A. LAWSON
COUNCILPERSON

JULIA BOTEL, Ed.D.
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

T. MCCOY _____

K. MILLER-ANDERSON _____

S. LANIER _____

J. BOTEL _____

D. LAWSON _____

REVIEWED AS TO LEGAL SUFFICIENCY

DAWN WYNN, CITY ATTORNEY

DATE: _____

ATTACHMENT "A"

NAMING NEW STREETS AND STREET EXTENSIONS, RENAMING EXISTING CITY STREETS, HONORING INDIVIDUALS THROUGH THE PLACEMENT OF COMMEMORATIVE STREET SIGNAGE ON CITY STREET SIGNS, NAMING OR RENAMING PARK BUILDINGS, PARKS, RECREATIONAL AREAS AND FACILITIES OR PORTIONS THEREOF, AND ESTABLISHING FEES AND COSTS ASSOCIATED WITH NAMING OR RENAMING ACTIVITIES.

This Policy consists of the following numbered sections:

- I. PURPOSE
- II. SCOPE/APPLICABILITY
- III. POLICY STATEMENT
- IV. NAMING OF NEW STREETS PROCEDURES
 - A. Application for Naming or Renaming
 - B. Department Responsibilities
 - C. New Streets Named During Subdivision Review
 - D. Conflicting Street Names
 - E. New Street Connecting to Existing Street
 - F. Street Extensions
 - G. Street Named Required
 - H. Street Name Selection Guidelines
 - I. Limitations on Street Renaming
- V. HONORING INDIVIDUALS THROUGH COMMEMORATIVE STREET SIGNAGE
 - A. Criteria for Honoring Individuals
 - B. Guidelines and Procedures for Honoring Individuals Through Street Signage
 - 1. Application and Petition Required
 - a) Application Fee
 - b) Deposit Required
 - 2. Department Review of Application
 - 3. Responsibilities of Department
 - C. Limitations on Naming/Renaming
 - D. Commemorative Street Names and Signage
- VI. NAMING OR OF PARK BUILDINGS, PARKS, RECREATIONAL AREAS AND FACILITIES OR PORTION THEREOF
 - A. Naming and Renaming Process
 - 1. Responsibilities of the Department
 - B. Application and Fees Required.
 - 1. Application Fee
 - 2. Deposit Required
 - C. Limitations on Renaming of Park Buildings, Parks, Recreational Areas or Facilities
 - D. Exclusion of Certain Parks and Recreational Properties.
 - E. Signage

I. PURPOSE

The purpose of this policy is to establish a set of standard guidelines that define the process, policies, procedures, fees and costs, and responsibilities associated with the:

- A. Naming or renaming of city streets and street extensions;

- B. Honoring of an individual through the placement of commemorative signage on city street signs; and
- C. Naming or renaming of park buildings, parks, recreational areas and facilities, or portions thereof.

Exception: This policy does not apply to City buildings of broad public importance, or city core service facilities, as city hall, the city library, the police station or substations or the fire stations. The City Council retains the right to name such buildings.

II. SCOPE/APPLICABILITY

- A. All existing and new streets, and all park buildings, parks, recreational areas and facilities, unless excluded herein.
- B. All street naming functions of the City of Riviera Beach shall be centralized in the Development Services Department, including, but not limited to, naming new streets and renaming existing streets.
- C. All naming and renaming functions associated with park buildings, parks, recreational areas and facilities, or a portion thereof, shall be centralized in the Parks and Recreation Department.

III. POLICY STATEMENT

The City Council of the City of Riviera Beach has the sole authority to designate the name of all city streets and park buildings, parks, recreational areas and facilities, or a portion thereof. In fulfilling this responsibility, the City Council believes the naming or renaming of city streets, park buildings, parks, recreational areas and facilities, and other related property should be approached with deliberation and in a manner that will best serve the City's interests.

- A. The City Council 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.
- B. The City Council will not consider proposals to name a street or park building, park, and recreational area and facility, or a portion thereof, after a seated elected or appointed official or City employee. A former elected or appointed official or City employee may be considered for the naming or renaming of a street or park building, park, recreational area and facility, provided that the request for naming or renaming is submitted no earlier than five (5) years after the last date of service of the official or employee.
- C. The City Council, in its sole discretion, may remove or change the name of any street, park building, park, recreational area or facility, and other property, at any time, unless contractually obligated.
- D. All fees and costs associated with a name or rename change request, as provided in this policy, are to be borne by the applicant.
- E. When a park building, park, recreational area or facility, or a portion thereof is named for an individual, this action in no way gives the individual or family members naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family

members for which the property may be currently names.

IV. NAMING OF NEW STREETS PROCEDURES

A. Applications for Naming or Renaming. All applicants seeking to name a new street or rename an existing street shall commence the process by submitting an application and application fees for processing and review/approval to the Development Services Department as provided in this Policy.

B. Department Responsibilities. To ensure consistency and uniformity, the performance of street naming and/or renaming functions of the City shall be managed solely by the Development Services Department.

C. New Streets Named During Subdivision Review. New streets will be named during the subdivision review process. The developer shall propose the naming of all streets within a new subdivision at the time of filing the preliminary plans. The Development Services 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.

D. Conflicting Street Names. The Development Services 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 Development Services Department.

E. New Street Connecting to Existing Street. 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.

F. 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.

G. Street Naming Required. A street will be named if it meets at least one of the following conditions:

1. The street is a public or approved private road or street.
2. A public or approved private street is designed as a short cul-de-sac and four or more lots will use the cul-de-sac exclusively for access.
3. Two or more dwelling units or business related buildings exist along the same street, or to be constructed on the same 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 properties.

H. Street Name Selection Guidelines.

1. A street name should be appropriate and easy to read so that it can be easily used in an emergency situation.
2. Historically used street names shall be retained where possible.

3. 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).
4. Names that may be offensive or derogatory (slang, double meanings, etc.) shall be avoided.
5. Use of frivolous or complicated words or unconventional spellings in road names such as Pointe, Greene, or Olde shall be avoided.
6. Sound-alike names (e.g., Bay View DR, Bayview DR or Brainard LN, Barnard LN) shall not be used.
7. Special characters in road names such as hyphens, apostrophes, dashes or periods shall not be used.
8. Do not use abbreviations in a street name.
9. Street names shall not exceed a total of 30 letters and/or spaces. This will include street type and direction.
10. The use of standard suffixes or directional suffixes or prefixes as the road/street names (e.g., North Blvd, Court St) should be avoided.
11. Street Direction shall not be used as a prefix to a street name.
12. 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.
13. Any street name that matches an existing or proposed subdivision name must be located within the subdivision in which it shares the name.
14. Reusing former street names is discouraged because of the confusion that may result in the property records.
15. 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).
16. 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.
17. 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

- I. Limitations on Street Renaming. 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 serve to promote the implementation of this Policy.

V. HONORING INDIVIDUALS THROUGH COMMEMORATIVE STREET SIGNAGE

A. *Criteria for Honoring Individuals.* By resolution, the City Council may honor or pay tribute to an individual by the placement of the individual's name above an existing city street sign. Such addition of the commemorative signage does not change the physical address of the properties along the existing street. This process is designed to acknowledge individuals who have made significant and substantial contributions to benefit the City and who meet the following criteria:

1. The individual has been deceased for a period of no less than two (2) years and has achieved prominence as a result of his or her significant contributions to the nation, state or local community; *or*
2. A living person may be honored, but only if the individual has achieved prominence as a result of his or her significant contributions to the nation, state or local community and only if a super-majority vote of the Council is realized; *and*
3. The Development Services Department has reviewed the application and request based upon the requirements in this policy and the evaluation criteria contained in **Attachment 1**, attached and incorporated hereto.

B. *Guidelines and Procedures for Honoring Persons Through Street Signage.*

1. *Application and Petition Required.* A request to honor an individual may be initiated by the City Council, or by any individual applicant, by the filing of the required application with the Development Services Department. Councilmember initiated requests must be submitted by the originating Councilmember or his/her legislative aide. Such application shall include a petition in support of the action signed by at least two-thirds of the owners of property abutting the street to which the commemorative signage will be applied to the street sign.

1. *Application Fee.* A nonrefundable application fee of \$250.00 shall accompany the application. Such application fee shall cover the costs of reviewing and processing the application. If the application fee is not provided, the application shall not be reviewed and processed. If a Councilmember submits the application, the application fee is not required.

2. *Deposit Required.* In addition to the application fee, all requests must include a \$1,000 deposit towards the expense of the commemorative street sign production and installation costs related to the name change. If approved by the City Council, the remaining cost of street renaming, as calculated by City staff, shall be due within 30 calendar days of the City Council meeting wherein the approval was made. If the request is not approved by the City Council, the \$1,000 deposit will be returned to the applicant.

2. *Department Review of Application.* Upon completion of the administrative review

of a City-initiated or citizen-initiated application, which review shall be completed within 60 days of application submission, the Development Services Department shall forward the application, a report and recommendation(s) to the City Council for its consideration. The report and recommendation(s) shall address the evaluation criteria outlined in **Attachment 1, Paragraphs A and B**, attached and incorporated hereto.

3. Responsibilities of Department. The Development Services Department is authorized and directed to establish:
 1. A Street Name Change application; and
 2. The standards for placements, dimensions, and type of signage for honorary street designations.

C. Limitations on commemorative Naming/Renaming.

1. All streets with commemorative name designations shall maintain the original street name printed under the new street name.
2. All commemorative street name changes shall be for the entire length of the street and not for a short segment of such street.

- D. Commemorative Street Names and Signage. Commemorative street name signage are additions to the existing street name and signage, and will not change the street address.

VI. NAMING OR RENAMING OF PARK BUILDINGS, PARKS, RECREATIONAL AREAS AND FACILITIES OR PORTIONS THEREOF

A. Naming and Renaming Process. Any person, group, or organization may submit an application to name a building within a park, a park, a recreational area or facility, or a portion thereof. It is the policy of the City of Riviera Beach that the naming of new and renaming of existing park buildings, parks and recreation areas or facilities, or portions thereof, be reserved for exceptional circumstances and that the naming or renaming process comply with the guidelines and procedures set forth in this policy.

1. Responsibilities of Department. The Parks and Recreation Department shall be responsible for the administering the naming or renaming activities associated with city-owned buildings, parks, recreational areas and facilities, or portions thereof. Further, the department shall be responsible for:

- a) Preparing the naming or renaming application consisting of information as:
 - Name of applicant;
 - Proposed name for asset;
 - Background/support and reason(s) for proposed name;
 - Demonstrated, or documented evidence of, community support for the proposed name;
 - Interested/impacted stakeholders;
 - Description/map showing location;
 - If proposing a name to a building or facility within a park, include a description/map showing the location of the facility; and/or,
 - If proposing to name or rename a park building, park, recreational area or facility, or portion thereof, the application shall seek information to address the requirements of this policy and the evaluation criteria contained in **Attachment 1, Paragraphs A and**

C, Establishing design standards governing signage to be used on or attached to a city-owned building, park, recreational area or facility, of a portion thereof, named or renamed in accordance with this policy.

- b) Reviewing applications for completeness and adherence to this policy.
- c) Conducting any needed or requested additional research.

B. Application and Fees Required. All requests for the naming or renaming of a city-owned building, park, recreational area or facility and other parks and recreational properties as provided for herein shall commence by the applicant submitting an application and fees to the Parks and Recreation Department for processing and review. The naming or renaming of such city-owned properties shall be in accordance with this Policy.

1. Application Fee. A nonrefundable application fee of \$250.00 shall accompany the application. Such application fee shall cover the costs of reviewing and processing the application. If the application fee is not provided, the application shall not be reviewed and processed. If a Councilmember submits the application, the application fee is not required.
2. Deposit Required. In addition to the application fee, all requests must include a \$1000.00 deposit towards the costs associated the proposed request, including planning, design, construction, and utilities. If approved by the City Council, full funding for the naming or renaming, as calculated by City staff, shall be due and payable within 30 calendar days of the City Council meeting, prior to the start of planning, design or any related construction. If the request is not approved by the City Council, the \$1,000 deposit will be returned to the applicant.

Park buildings, parks, recreational areas and facilities subject to naming or renaming under this policy include: existing or new park buildings; existing or new community centers or gym rooms; existing or new athletic fields or courts; existing or new playgrounds; and, existing or new community gardens.

C. Limitations on Renaming of Park Buildings, Parks, Recreational Areas or Facilities.

A name selected for a park building, park, or recreation area or facility should be bestowed with the intention that it will be permanent recognition. Thus, the renaming of a park building, park, recreational area or facility is strongly discouraged, and will be entertained only after fully investigating and considering the potential impact of dropping the current name. Efforts to change a name shall be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors, and therefore, a name change will be entertained only after fully investigating and considering the potential impact of dropping the current name. Names that have become ingrained or widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so.

D. Exclusion of Certain Parks and Recreational Properties. An individual, group or organization may request to make a memorial or dedication of small park and recreation amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, fountains and tables, or real property of the park as trees, landscaping beds, or trails. Administrative procedures consistent with this policy shall be developed by the Parks and Recreational Department and approved by the City

Manager. Requests for such dedications shall be made by application. Fees for such dedication shall be as provided herein. Any and all costs associated with the dedication shall be provided to the applicant upon approval of the City Manager. Work shall not commence until the City is in receipt of such funds.

- E. Signage. The Parks and Recreation Department shall establish guidelines for plaques, markers, and memorials. Following the final approval of a name or rename as provided herein, the Parks and Recreation Department provide appropriate signage specifying the name.

ATTACHMENT NO. 1

Evaluation Criteria for Naming or Renaming Streets, Park Buildings, Parks, Recreation Areas and Facilities or Portions Thereof, and for Honoring Individuals With Commemorative Street Signage

- A.** Criteria to be considered whether the naming or renaming is for a street, park building, park, recreation area and facility, or portion thereof.
1. The origin of the existing name.
 2. Any historical significance of the existing name.
 3. Whether the name will have historical, cultural and social significance for generations to come.
 4. Whether there are any historical structures or landmarks associated with the subject street, park building, park, recreational area or facility, or portion thereof.
 5. The age of the name of the street, park building, park, recreational area or facility, or portion thereof.
 6. Did the person make extraordinary contributions within the fields of education, science, art, business, or philanthropy and/or serve an extraordinary role in history or as a leader in the community?
 7. Has the person attained national or international prominence and achievement?
 8. Has the person consistently exhibited exemplary moral character?
 9. Is the proposal equitable to other individuals who have made a similar contribution to the City or community in the past, or who may make a similar contribution in the future?
 10. Naming proposals based primarily upon longevity of service to the City, or proposals that follow a personal tragedy (e.g., an illness) will generally be redirected to find other appropriate means of recognition or remembrance.
- B.** Additional criteria that must be considered for the naming or renaming of a street
1. Whether the existing street name is part of a common theme of street names throughout the community where such street is located.
 2. Whether the street name is a duplicate street name.
 3. Contributed outstanding civic service to the City for a minimum of ten years.
 4. Demonstrated community support from abutting property owners or residents on the relevant street.
- C.** Additional criteria that must be considered for the naming or renaming of a park building, park, recreation area and facility, or portion thereof:
1. Will the name have historical, cultural or social significance for generations to come?
 2. Will the name memorialize or commemorate an individual with extraordinary or outstanding public service for the good of the local community, state or nation; or, historic service or significant civic contributions to the local community, state or nation?
 3. The individual is an exceptionally dedicated supporter of City's parks and recreation system, providing 10 or more years of service to its programs.
 4. Will the name be particularly suitable for the park building, park, recreational area or facility, or portion thereof, based on the location or history of the park building, park, recreation area or facility, or portion thereof, or the surrounding neighborhood?
 5. Will the name have symbolic value that transcends its ordinary meaning or use and enhance the character and identity of the park building, park, recreational area or facility, or portions thereof?

6. If renaming, the impact of dropping the current name.