

CITY OF CLAREMONT

POLICY FOR NAMING CITY PROPERTY AND STREETS

Section 1 - Purpose

The purpose of this policy is to provide criteria for the City of Claremont to use when it wishes to confer a specific name on a municipally owned property or street.

SECTION 2 – Scope

- A. It is the City of Claremont’s desire to establish a uniform policy to name City facilities and portions thereof, including but not limited to following:
 - Parks and Recreation facilities
 - Bikeways
 - Libraries
 - Fire Stations
 - City Hall Police
 - Department facilities,
 - Parking lots, city streets and entryways to the City.
- B. The process and criteria included in this policy do not apply to the following:
 - 1) Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register
 - 2) Public art installation that have been commissioned with a title that serves as the name of the piece
- C. This policy does not apply to State/or Federal roads and highways.

SECTION 3 – Procedures for Considering Names

The City Council shall designate the names of public parks, public facilities and, or streets. The City Council may choose to make its selection after receiving a written recommendation from one of the city’s advisory boards, or a specially appointed committee. Such written recommendation shall state how the proposed name(s) meet(s) the criteria in Section 4.

SECTION 4 – Criteria for Naming City Property

- A. The City Council shall use the following criteria when considering name proposals:
 - 1) Context and geographical location
 - i. Sites and facilities should be given names that directly reflect or are contextually related to the history of the site.

- ii. Common usage names that have developed over time shall be favored.
- 2) Natural or geological features
- i. Names may be based on distinctive, predominant, and defining natural features of an area.
- 3) Historical significance
- i. The name could be one associated with a historically significant event or for events reflecting broad patterns of Claremont's history.
 - ii. The name could be associated with the lives of persons of citywide significance in Claremont's past.
 - iii. The name may reflect a distinctive architectural, engineering, or technological achievement.
 - iv. The name may be related to an existing or proposed registered historic property or district.
 - v. Any name changes to any facilities within the historic district must be approved by the historic district commission.
- 4) Contributions
- i. Facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the City of Claremont for construction and/or development of the facility, especially if naming is a stipulation of the donation.
 - ii. Facilities may be named for an individual if that individual has made a recognized, outstanding public service contribution.
 - iii. A name which recognizes a significant contributor to the advancement of the City, such as a former Mayor, City Manager, etc., City owned land and facilities will not be named after a living person unless the City Council deems it appropriate or that city owned facilities named in honor of deceased persons will not be considered until at least one year after their deaths. The latter policy is not intended to reflect on the merits of any deceased person, but rather to establish a waiting period to ensure that an individual's accomplishments or contributions will stand the test of time; and that decisions shall not be made on an emotional basis immediately following a person's death.

- 5) Portions of a facility may have another name than that of the entire facility, such as: Swimming pool, baseball field, basketball court.
- B. 1) The City Council shall not generally change the name of an existing facility unless there is overwhelming community support for a name change and/or a recognized public health, safety, and welfare need for a change.

SECTION 5 - Criteria for Naming Streets

- A. New streets within a subdivision are named as part of the planning process.
- B. Street name must meet the following criteria:
- 1) The name cannot already be in use.
 - 2) The name cannot be similar to road names already in use.
 - 3) The name must be approved by the Fire Department for consistency with Emergency 911 requirements.
 - 4) Names should be one word and limited to 15 characters
Whenever possible.
- C. Official re-naming of existing streets is generally prohibited because of cost and inconvenience to property owners, but may be approved if the City Council determines that the change is necessary for the health, welfare, and safety of the citizens and more than 75% of the affected property owners with linear frontage sign a petition in support of the change. Any such change requires a public hearing with notification to all affected property owners.

SECTION 6 – Re-naming Alternatives

- A. Organizations and individuals are encouraged to consider the following alternatives to re-naming streets and other facilities to commemorate the lives of important community members or historical figures and events.
- 1) Interpretive plaques at key locations
 - 2) Sidewalk bricks or inserts

SECTION 6 – Re-naming Alternatives

- 3) “Honorary Street” designation**
 - i. With approval of the City Council following a public hearing, a commemorative street blade sign may be mounted above or below the official street name, or separate, free-standing signs may be placed along the route in each direction.**
 - ii. The City shall develop and provide a standard sign specification for an approved honorary street designations**
- B. Honorary street designation proposals shall be considered and approved in accordance with the process for new streets and facilities outlined in Section 3.**