



# ADMINISTRATIVE POLICIES

Office of the City Manager


<b>Policy Number</b>	<b>EN-06</b>
<b>Version</b>	2
<b>Effective Date</b>	11/6/2018
<b>Responsible Department</b>	Engineering

**TITLE: Street Naming Policy**

- New  
 Supersedes AP Number 02-02, Version 1, effective 2/6/2001

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## APPROVAL

  
\_\_\_\_\_  
City Manager Signature

3/25/2021  
\_\_\_\_\_  
Date Approved

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1. PURPOSE. The purpose of this policy is to establish uniform guidelines to govern street naming and renaming.
  2. POLICY.
    - 2.1. Criteria for Naming and Renaming Streets
      - 2.1.1. Street names must be correct in terms of spelling and grammar.
      - 2.1.2. Street names must be easy to spell, read, and pronounce, so the public, especially children, can speak the name correctly in an emergency.
      - 2.1.3. Proposed street names shall not duplicate, be similarly spelled, or similarly sounding names as existing streets in Tulare or its immediate environs.
      - 2.1.4. Subdivision street names should follow an identified theme (such as tree, cities, wines [Del Lago], etc.).
      - 2.1.5. Within a Master Plan Area or a group of subdivisions within a common area, one street name for any given alignment, whether contiguous or not (a jog of less than 125 feet may be considered the same alignment).
      - 2.1.6. Avoid using the same name on a street after said street has made a 90 degree or more abrupt turn, with the exception of a minor jog where the road continues in substantially the original alignment direction.

- 2.1.7. The dividing line between east-west streets shall be Oaks Street, “J” Street and “K” Street. The dividing line between north-south streets shall be Tulare Avenue.
  - 2.1.8. The Site Plan Review Committee shall review all street names. The committee is made up of representatives of Administration, Planning and Building, Public Works, Engineering, Fire, Police, Redevelopment, and Recreation and Parks Departments.
  - 2.1.9. Conflicts between the Site Plan Review Committee and the subdivider on street name recommendations shall be decided by the Planning Commission.
  - 2.1.10. Streets may be named for the purpose of honoring, or calling attention to, persons or geographical locations having special prominence and significance to the culture or history of the city.
  - 2.1.11. All east-west streets shall be known as “Avenue”, all north-south streets shall be known as “Street”, all curvilinear or diagonal streets shall be known as “Drive”, very short or cul-de-sac streets shall be known as “Court”, “Circle” or “Place”.
  - 2.1.12. Street naming of “private streets” shall adhere to the Street Naming Policy.
- 2.2. Procedures for Naming New Streets
- 2.2.1. The property developer will submit proposed street names at the time of tentative map submittal. Street names shall be selected from the “approved” street name list provided by the City of Tulare. The tentative subdivision map and proposed street names will be reviewed by the Site Plan Review Committee. When appropriate, the Planning Department also may circulate the proposed street names to other interested groups and organizations.
  - 2.2.2. Any appeal must be made to the Planning Commission by an authorized representative of the initiating party within thirty (30) days of the Site Plan Review Committee’s decision.
  - 2.2.3. The Planning Commission will approve or reject the appeal within thirty (30) days of the date the appeal was filed.
- 2.3. Procedures for Renaming Streets
- 2.3.1. To initiate the renaming process, a petition signed by property owners or tenants representing at least two-thirds of the parcels, dwelling units, or businesses located along the affected street must be submitted to the Site Plan Review Committee.

- 2.3.2. A non-refundable application fee, established by the City Council, will be charged to the property owner, group or individual at the time the petition is submitted.
  - 2.3.3. The Planning Department will prepare a staff report after circulating the proposed street name to the city Police, Fire, and Engineering Departments and receiving their input. When appropriate, the Planning Department also may circulate the proposed street name to the Tulare County Planning Department, Tulare County Public Works Department, interested groups and organizations for their input.
  - 2.3.4. A public hearing will be scheduled before the Planning Commission within thirty (30) days of receipt of the petition.
  - 2.3.5. Written notice of time and place of the public hearing shall be given ten (10) days in advance to all property owners and tenants abutting the affected street.
  - 2.3.6. The Planning Commission will approve or reject the proposed street name within thirty (30) days of the public hearing.
- 2.4. Criteria for the Honorary Naming or Renaming of Intersections
- 2.4.1. The City Council may name street intersections or sections of streets not exceeding one block in length in honor and recognition of individuals or organizations that are of particular importance to the City of Tulare or have made significant contributions to improving the quality of life in the City. The honorary naming of intersections under this policy section is separate and distinct from the process for naming or renaming streets provided by this Policy and shall not replace, supersede, or otherwise affect existing names of streets.
  - 2.4.2. Recognition with an honorary intersection title shall be reserved for those individuals and organizations that have performed an exemplary act or achievement of lasting interest to their community, which reflects positively on the City of Tulare as a whole, and:
    - 2.4.2.1. if an individual is a resident or a native of the City or is of particular importance to the City; or
    - 2.4.2.2. if an organization has been in operation for a minimum of 25 consecutive years and has its base of operations in the City or is of particular importance to the City.
- 2.5. Procedures for the Honorary Naming or Renaming of Intersections
- 2.5.1. Honorary intersection titles shall be conferred by Council resolution. No more than two honorary intersection titles may be conferred for each councilmember per term in office. Individuals and organizations eligible

for recognition shall be sponsored by a councilmember, who shall demonstrate that the proposed honoree has sufficient community support. Evidence of such support includes an affirmative vote of the Planning Commission, written support from community leaders, or citizen petition.

2.5.2. The sponsoring councilmember will work with the Community and Economic Development Department in locating an appropriate section of City street or intersection for the honorary intersection title. The intersection or street section shall not exceed one block and not overlap a street section or intersection with another honorary title. Records of the honorary intersection titles are to be maintained by the Community and Economic Development Department.

2.5.3. Funding for the installation of honorary intersection title signs shall be the responsibility of the sponsoring councilmember. The councilmember shall identify, obtain, and make such funds available to the Community and Economic Development Department.

3. REVISION HISTORY

<u>Version #</u>	<u>Date</u>	<u>Approved By</u>
2	11/6/2018	City Council
1	2/6/2001	City Council