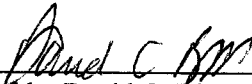


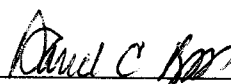


City of Carson Report to Mayor and City Council

May 7, 2013
New Business Discussion

SUBJECT: CONSIDERATION OF NAMING THE WEST WING OF CITY HALL AFTER THE HONORABLE GILBERT D. SMITH, FORMER MAYOR AND COUNCILMEMBER


Submitted by David C. Biggs
City Manager


Approved by David C. Biggs
City Manager

I. SUMMARY

This matter is on the agenda at the request of Councilmember Davis-Holmes and was continued from the April 2, 2013 City Council meeting.

In appreciation of his years of commitment to the City of Carson, Councilmember Davis-Holmes proposes the west wing of Carson City Hall be named after The Honorable Gilbert D. Smith, Former Mayor and Councilmember.

II. RECOMMENDATION

CONSIDER and PROVIDE direction.

III. ALTERNATIVES

1. IDENTIFY the west wing of Carson City Hall as the area from the north (room 118 currently the Planning Officer's office) to the south (room 100 currently the City Manager's office)
2. NAME the west wing of Carson City Hall after The Honorable Gilbert D. Smith.

IV. BACKGROUND

Former Mayor Gilbert D. Smith was elected in February 1968 to the City Council and served through November 1980 upon which he resigned. Former Mayor Smith has a long history of community and professional involvement in Carson and the South Bay, and has even served as the City's Interim City Manager. Councilmember Davis-Holmes proposes the west wing of the City Hall be named in his honor. Staff has identified the west wing of Carson City Hall as the area from the north (room 118 currently the Planning Officer's office) to the south (room 100 currently the City Manager's office)

At the time this staff report was prepared, to the best of staff's knowledge a naming policy for city facilities in Carson does not exist. On September 6, 2011 the City Council suspended Standard Management Procedure (SMP) 8.1 pertaining to renaming streets and referred it to the Public Works Commission for updating and review (Exhibit No. 1). The city has an additional SMP, SMP 1.8 that provides guidelines for renaming parks and recreation facilities (Exhibit No. 2). As a separate item, the Council will be considering a naming policy on this

evening's agenda.

V. FISCAL IMPACT

Unknown, pending Council direction.

VI. EXHIBITS

1. SMP 8.1. (pgs. 3-6)
2. SMP 1.8. (pgs. 7-8)

Document2

Prepared by: Lisa Berglund, Principal Admin. Analyst

TO: Rev09-04-2012

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date_____ Action_____

CITY OF CARSON		POLICY and PROCEDURES	
NUMBER:	8.1	SUBJECT: Street Names - Processing and Selection	
ISSUED:	June 15, 1974		
EFFECTIVE:	June 15, 1974		
CANCELLATION DATE:		SECTION: VIII Community Development	
SUPERSEDES:			

ADMINISTRATIVE ORDER

I. PURPOSE

To establish the procedure and assign responsibilities for processing, evaluating and selecting new street names, or changes to existing street names.

II. GENERAL

A. The following street naming policies will be used as the guide for evaluating new names and changes:

1. Historic names and/or names referring to applicable geographic features shall be used where ever practicable.
2. Names of existing streets shall be used on new streets which are continuations of, or in alignment with, existing streets except such names shall not be used when they are a duplication.
3. Streets shall not be named after any commercial organization or in a manner to honor any living person.
4. Numbered street names shall be used only as applicable.
5. The use of suffixes, such as Drive, Place, Walk, etc. shall not be considered as effecting a distinction in the basic name.
6. East and west thoroughfares shall be called streets, and north and south throughfares shall be called avenues.
7. Streets that deadend at a freeway and the right of way continues on the other side, shall be given different names on each side of the freeway.

EXHIBIT NO. 01



8.1

8. The use of prefixes, such as North, South, East, and West shall not be shown on record maps and shall not be considered part of record name.
 9. A street name shall not contain more than 18-letter characters including any combination of spaces, letters, or punctuation designations.
 10. The use of compound names shall be discouraged.
 11. Duplicated names are not acceptable.
 12. Any unnamed street or portion thereof shall be named by the City Engineer subject to processing and approval by the Planning Commission and City Council.
- B. Changes to existing street names may originate with a citizen, or as the result of subdivision activity.
- C. New street names arising from new subdivision activity are processed in accordance with the Subdivision Ordinance of the Municipal Code.
- D. The Planning Commission will hold hearings on all proposed changes to street names and submit its recommendations to the City Council.
- E. All street name proposals must be acted upon by the Subdivision Committee for adoption or rejection, and changes to existing names must be approved by the Planning Commission and City Council.

III. PROCEDURE

A. Applicant

1. Submit requests for street names to the Community Development Department, Planning Division.
2. Such requests should be in writing and include the suggested street name, the reasons and background for the request and the name and address of the requester.

III. PROCEDURE

B. Planning Division

1. Receive and review all requests for new street names or changes to existing street names.
2. Submit each request, by cover letter, to agency members of the Subdivision Committee for review and comments. The agencies are as follows:
 - a) Community Development Director
21919 South Avalon Boulevard
Carson, California 90745
 - b) Public Works Director
21919 South Avalon Boulevard
Carson, California 90745
 - c) Los Angeles County Road Department
ATTN: John Mosher
1540 Alcazar Street, Room 114
Los Angeles, California 90033
P.O. Box 4089, Terminal Annex
Los Angeles, California 90054
 - d) Forester and Fire Warden
ATTN: Captain Paul Blackburn
Regional Planning Coordinator
1320 North Eastern Avenue, Room 170
Los Angeles, California 90063
 - e) Department of County Engineer
ATTN: Thomas Green
108 West Second Street, Room 530
Los Angeles, California
 - f) U. S. Post Office, where applicable.
3. Receive agency responses. Resolve problems.
4. Submit the request and agency comments to the Subdivision Committee at a Committee Meeting

5. Prepare a staff report for changes to existing street names indicating the results and action taken by the Subdivision Committee. Forward a copy of the Staff Report to the requester.
6. Submit the Staff Report for changes to existing street names to the Planning Commission with recommendations for approval or rejection.
7. Notify the Public Works Department of approved changes to existing street names, after Council approval.

C. Subdivision Committee

1. Receive and evaluate street proposals.
2. Assure that such proposals conform to the street name guidelines herein.
3. Prepare and submit recommendations on changes for approval or rejection to the Planning Commission.

D. Planning Commission

1. Hold hearings on street name changes.
2. Submit recommendations to the City Council for final approval or rejection on street name changes.

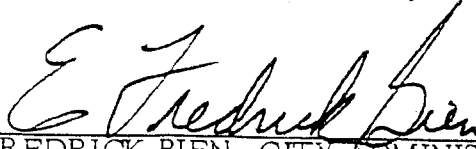
E. City Council

1. Accomplish final adoption or rejection of street name changes.

IV Exception

Exceptions or changes to the procedure must be authorized by the Director of Community Development.

V. Authority: By order of the City Administrator



E. FREDRICK BIEN, CITY ADMINISTRATOR



CITY OF CARSON		POLICY and PROCEDURES
NUMBER:	1.8	SUBJECT: NAMING OF PARK AND RECREATION FACILITIES
ISSUED:	11/5/91	
EFFECTIVE:	11/5/91	
CANCELLATION DATE:		SECTION: I. CITY COUNCIL POLICY STATEMENTS
SUPERSEDES:	2/17/75	

CITY COUNCIL POLICY STATEMENT NO. 8

PURPOSE

To provide specific guidelines for the naming of park and recreation facilities.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

1. Where there is a need to name recreation facilities, the Chairman of the Parks and Recreation Commission will designate a Commissioner to convene a committee of citizens who represent organized groups such as homeowners associations, schools, etc. from the immediate vicinity of the affected area for the purpose of soliciting facility name suggestions.
2. Every effort is to be made by this committee to afford the greatest number of neighborhood groups and citizens the opportunity of submitting suggestions. The committee will review and consider all names and give preference to those that identify historically with the origin of the City of Carson. Consideration may be given to naming facilities after individuals or city officials. In those instances where a citizen has donated acreage, it may be appropriate to name the facility after the donor.
3. The Parks and Recreation Commission will review the recommendations of the committee and select one name for subsequent recommendation to the City Council.
4. Should it be determined that the recommendations of the committee are unsatisfactory, the Commission shall have the option to refer the matter back to the committee.

EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council.

EXHIBIT NO. 02



Naming of Park and
Recreation Facilities

1.8

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AUTHORITY

City Council motion, Item No. 26, Agenda, October 19, 1970
City Council motion, Item No. 46, Agenda, February 18, 1975
City Council motion, Item No. 28, Agenda, November 5, 1991

Lawrence G. Olson

Lawrence G. Olson
City Administrator

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PRC/2

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