



# City of Carson Report to Mayor and City Council

September 6, 2011  
New Business Consent

**SUBJECT: CONSIDERATION OF REVISING STANDARD MUNICIPAL PRACTICE NO. 8.1  
RELATING TO STREET NAMES - PROCESSING AND SELECTION**

Submitted by M. Victor Rollinger  
Development Services General Manager

Approved by Clifford W. Graves  
Interim City Manager

## **I. SUMMARY**

Staff has been reviewing Standard Municipal Practices (SMP) and it has come to our attention that SMP No. 8.1 is obsolete and in need of review and updating. Tonight the City Council is asked to refer this matter to the Public Works Commission for their review and recommendation.

## **II. RECOMMENDATION**

SUSPEND Standard Municipal Practice No. 8.1 and REFER this matter to the Public Works Commission for review.

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

## **IV. BACKGROUND**

This SMP was approved in 1974. Much of the SMP is out of date and in need of updating, particularly the contact persons listed in the "procedure" section. It is staff's recommendation that the City Council refer this matter to the Public Works Commission for their review and suggestions. Once the commission has completed their review, a recommendation will be brought back to the City Council.

## **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Standard Municipal Practice No. 8.1. (pgs. 3-6)

Document8

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TO:Rev032811

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Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

<b>Action taken by City Council</b>	
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.

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.

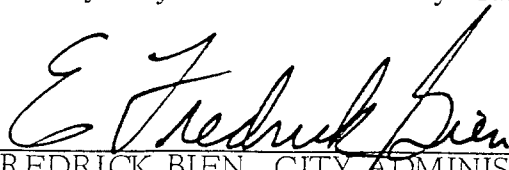
E. City Council

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