

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY18-19**

**A RESOLUTION BY THE CITY OF GUSTAVUS ADOPTING A ROAD NAMES  
AND NAME CHANGES POLICY AND PROCEDURE**

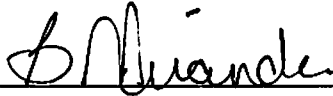
**WHEREAS**, the City of Gustavus roads have been named via a variety of methods and following a variety of standards in the past, and;

**WHEREAS**, the City of Gustavus recognizes the need for clearly defined road names for effective emergency response, and;

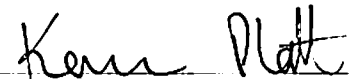
**WHEREAS**, formal action is needed to adopt policy and procedure for City of Gustavus road names in the future.

**NOW THEREFORE, BE IT RESOLVED** that the City of Gustavus adopts the Road Names and Name Changes Policy and Procedures as attached.

**PASSED** and **APPROVED** by the Gustavus City Council this 11<sup>th</sup> day of June, 2018, and effective upon adoption.



Barbara Miranda, Mayor



Attest: Karen Platt, City Clerk

## **CITY OF GUSTAVUS**

### **POLICIES AND PROCEDURES**

#### **Road Names and Name Changes**

##### **SCOPE AND APPLICATION**

This policy and procedure applies only to dedicated public roads within the boundaries of the City of Gustavus. It does not apply to private roads or driveways.

##### **POLICY**

- A. Clear and rational identification of road names is essential to assure emergency response effectiveness, to make it easy for residents and visitors to find their ways around our community, and to provide for clear designation of physical addresses for properties of all types.
- B. Official City maps shall show accepted road names fully and accurately and the names on maps shall correspond directly to those on road name signs.
- C. Road names for new developments should be registered on the original plats at the time of subdivision, but the City acknowledges that some existing public roads in Gustavus were never assigned names on any plat and the names in use have developed informally, or were registered arbitrarily in the past by utility agents.
- D. Road names once established and accepted shall not be changed for arbitrary or trivial reasons, but changes may be necessary due to apparent confusion with another road name, additional development, road extensions or realignments, or other reasons.
- E. Road names and road name changes should reflect the neighborhood consensus and shall be approved by the Council following the procedure herein.
- F. Road names shall follow common conventions for naming roads in the United States, including:
  - 1. Road names shall include a designator and suffix. (e.g. in Main St, "Main" is the designator and "St" is the suffix.)
  - 2. Road names shall not duplicate any other existing road name in spelling or sound such that they may be confused with other names.
  - 3. Road names shall not include offensive or derogatory words, as judged by the council.

4. Road names shall be easy to pronounce and spelled according to a standard dictionary.
5. Roads should generally not be assigned personal or family names of present or past Gustavus residents, but this provision is not intended to affect existing roads with personal or family names.
6. Standard suffixes shall be used. (e.g. Ave, Cir, Ct, Dr, Ln, Lp, Pl, Rd, St, Ter, Trl, Way)
7. Continuous roads shall continue the same name. An existing road name shall be continued when a new road extends the alignment of an existing road.
8. If a road has more than one branch at the end, separate names shall be used for the multiple branches.
9. If a road changes direction at a sharp, approximately 90 degrees or more corner, the name should change, however this does not apply to a curve in a winding road even if the curve changes direction 90 degrees or more.

#### **PROCEDURE FOR ROAD NAME APPLICATION BY NEIGHBORHOOD SERVED BY A ROAD**

The following steps shall be followed for a neighborhood applying for a road name designation or change in the City of Gustavus. Note: References to "Road Committee" include the City Road Maintenance POC if a Road Committee is not in effect.

1. A road name designation or change may be initiated by a neighborhood served by the road for reasons such as there is no platted road name, or there has been an extension or realignment of an existing road that creates confusion or discontinuity in a road's designation, or there is a duplication of a road name on separate roads or on multiple branches of a road.
2. The neighborhood wishing to name or change a road name serving it shall submit a written request to the City Council indicating the reasons for recommending the name or name change, and including signatures from two-thirds of the land owners with lots facing (having addresses on) the road, but with only one signature per land owner, regardless of the number of individual properties on the road. Individuals or entities without owned property facing on the road are not eligible to decide on the road name. If the neighborhood fails to choose a road name, the City Council may assign one by resolution.
3. Requested road names shall conform to the conventions listed under Policy Paragraph F, above.

4. The City Council shall review the request in a work session and determine whether reasons for the request are acceptable and whether the proposed name conforms to the naming Policy. They may ask for review and a recommendation from the Fire Chief and the Road Committee before taking action.

5. If the Council, Road Committee, or Fire Chief needs more information or finds the request not to conform to the Policy, they shall prepare a written reply to the requestors identifying what additional information or conformance to the Policy is required.

6. When the request is complete, the Council shall take final action by resolution either to approve or deny the requested road name.

**PROCEDURE FOR NAME DESIGNATION OR CHANGE INITIATED BY THE CITY DUE TO EMERGENCY RESPONSE OR OTHER PRACTICAL REASONS**

1. The City of Gustavus Fire Chief may request City Council action to name or rename a road or road branch when he or she believes the lack of an established name, or confusion regarding the name, may reduce emergency response clarity.

2. The City of Gustavus Road Committee may request City Council action to name or rename a road or road branch when a new development, a road extension, or a new subdivision results in ambiguity that has not been resolved in the platting process.

3. The Fire Chief and/or Road Committee shall investigate the road name issue, identify the specific problem(s) caused by the existing situation, and formulate a general solution following the naming conventions in this procedure.

4. The Fire Chief and/or Road Committee shall present their general recommendation to the Council, requesting permission to work with the affected neighborhood(s) to name or rename the road(s) in question.

5. The affected neighborhood residents shall be given the opportunity to meet and discuss the issue and to recommend specific road names. Their recommendation shall be presented to the Council in writing with the signatures of at least two-thirds of the property owners fronting on the road(s) in question. If the neighborhood does not respond with a recommendation, the Road Committee or Fire Chief may suggest a name in their recommendation to the Council.

6. The Council will consider the request and record their decision in a resolution.