

Assemblyman S. Burnham indicated that per administrative policy, the Finance Committee approves the issuance of municipal credit cards to department heads by request. Assemblyman S. Burnham indicated that the committee approved issuing a credit card to Clinic Executive Director Este Fielding, and when it is received to remove Shelly O'Boyle from the account. Assemblyman S. Burnham noted that the Finance Committee will review a credit card request from the Fire Department at the next committee meeting.

B2. Public Safety Committee:

Assemblyman Henry reported that the Public Safety Committee met to discuss traffic flow at Spring Street and Fifth Avenue, and the National Park Service (NPS) was in attendance. Assemblyman Henry indicated that NPS made clear that there would be a negative impact on citizens if a portion of the Moore Homestead was used to widen the right-of-way (ROW) at that corner. Assemblyman Henry indicated that he spoke to a bus driver about turning the corner at Fifth and Spring, and the driver said that they are not allowed to utilize that route; due to potential safety issues bus companies have decided to avoid the corner altogether. Assemblyman Henry indicated that no headway was made, and more studies may be needed.

B3. Public Works Committee:

Assemblyman Hanson reported that the last Planning and Zoning Commission (P&Z) work session for the 2030 Comprehensive Plan was well-attended, and the group focused on the economy. Assemblyman Hanson indicated that the Open Area Spaces in Skagway (OASIS) Committee met for the first time on May 21; the committee's focus is the promotion of green space in Skagway. Assemblyman Hanson reported that P&Z held another work session with the Skagway Development Corporation (SDC) regarding future plans for the Garden City RV Park.

Assemblyman Hanson indicated that his trip to the Yukon Chamber transportation committee work session in Keno was very interesting; there were many candid discussions and it was attended by many groups. Assemblyman Hanson indicated that he conveyed to attendees the Municipality's interest and his thoughts on the future of the Ore Terminal.

B4. Civic Affairs Committee:

Assemblyman Brena reported that the Manager Search Committee met and agreed to advance six candidates; the committee will meet again to review background checks on those candidates.

Assemblyman Brena indicated that the Civic Affairs Committee met to discuss Resolution No. 19-21R regarding support for a Senior Center and made the following recommendations: 1) that an ad hoc committee be formed to continue developing plans for a center; 2) that the facility be a Community Center instead of a senior center; and 3) that the historic city hall building be equipped with an industrial kitchen and used for the Community Center. Assemblyman Brena indicated that the proposed senior housing component is too expensive.

Assemblyman Brena reported that the Civic Affairs Committee also met to discuss changing the name of Congress Way to honor Mayor Monica Carlson; the committee recommended that staff research the procedures used in other communities to name streets, and then the matter will be brought back to the committee for further consideration.

Emily Deach

From: Emily Deach
Sent: Thursday, June 27, 2019 4:59 PM
To: David Brena; Orion Hanson; Steve Burnham Jr.
Cc: Stan Selmer
Subject: Naming Streets and Landmarks - Procedures/Policies from Other Communities
Attachments: Cordova ORD Naming Streets.pdf; Denali Borough ORD 19.09 Chapter 9.12 Street Naming Methods.pdf; Dillingham ORD Naming Streets.pdf; Haines Resolution Naming Places.pdf; Homer ORD Naming Streets.pdf; Homer Res 06-68 Naming Parks and Facilities.pdf; Kenai ORD Naming Streets.pdf; Kenai Resolution 2018-027 Naming Peaks.pdf; Kenai Resolution 2019-012 Naming Lake.pdf; Ketchikan Borough ORD Naming Streets.pdf; Mat-Su ORD Naming Streets.pdf; Yakutat ORD Naming Streets.pdf

Civic Affairs Committee,

I asked my clerk colleagues to send me their policies and procedures regarding naming streets and landmarks. I've compiled the results so far in Dropbox in the Civic Affairs Committee folder, and attached here – I'll continue to update the Dropbox folder as I receive responses.

It looks like most communities have a municipal code section outlining these procedures, adopted by ordinance.

Thanks,
Emily

Emily Wescott Deach, CMC
Borough Clerk

Municipality of Skagway
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PUBLIC RECORDS LAW DISCLOSURE: This e-mail and responses to this email are subject to provisions of the Alaska Statutes and may be made available to the public upon request.

Chapter 13.06 - ROAD, NAMING, SIGNING AND ADDRESSING

13.06.010 - Purpose.

The purpose of this chapter is to establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for the city of Cordova which will improve the efficiency of locating a property and provide for public safety.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.015 - Definitions.

Whenever the following words or terms are used in this chapter, they shall have the meaning ascribed to them in this section, unless the content makes such meaning repugnant thereto.

- A. "Driveway" means any road which provides, will provide, or is proposed to provide direct access to only one lot from any other road which provides access to more than one lot.
- B. "Duplicate" shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.
- C. "Private Road" means private easements or travel ways not dedicated to the public and located on private property.
- D. "Public Street" means a dedicated right-of-way or a public prescriptive easement as determined by a final court action.
- E. "Reasonable" shall mean that the choice of name for the road in question, to the extent possible, should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.020 - Road names required.

Official road names shall be established in accordance with the following:

- A. Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more lots in the city of Cordova shall be identified with a unique road name so as to clearly identify and distinguish such road from every

other road in the city of Cordova.

- B. Naming of private streets shall be in accordance with this section and shall be named in accordance with the procedures of Section 13.06.040.
- C. Naming a private road does not constitute a legal dedication of the street for public right-of-way or maintenance purposes.
- D. Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this chapter.
- E. No Road shall have a duplicate name.
- F. A different suffix (street, avenue, etc.) does not constitute a different name.
- G. Road names shall not exceed eighteen letters and/or spaces.
- H. All road names shall be reasonable as defined in this chapter.
- I. The city planning department shall have the final authority to approve and assign road names for roads within the city.
- J. No building permit shall be issued for any construction on property in the city unless the road accessing such property has been assigned a name pursuant to this chapter.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.030 - Master list and map.

The planning department and the public safety department shall maintain a master list and map of all roads within the city which identifies each road by its unique name or designation and its location. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in the city, unless otherwise provided for in this code.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.040 - Road naming.

- A. The planning department upon a finding that an existing road name conflicts with or duplicates another existing road name thereby causing confusion as to the exact location of either road or the road has not been assigned a name, shall officially rename the road(s) using the procedures set forth in Section 13.06.040(B) and (C).
- B. The planning department shall send written notice to the record owners of any land accessed by any road identified in Section 13.06.040.A. Such notice shall contain, at a minimum, the following:
 - 1. A description or identification of the road(s) and property in question;
 - 2. A statement that the name of the road accessing the property duplicates the name of

- another in the city or that the road has not been assigned a name;
3. A statement or copy of the criteria to be used for naming or renaming roads;
 4. A determination by the planning department and public safety department that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed; and
 5. A notice of the time in which the record owners of land assessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s).
- C. Within thirty days of the mailing of the notice required under Section 13.06.040.B., the record owners of land accessed by any road required to be named or renamed may submit to the planning department a petition for naming or renaming roads containing the following:
1. Proposal of a name or new name for the road or roads required to be named or renamed.
 2. Signatures of the record owners of a minimum of fifty-one percent of all land accessed by such road or roads.
 3. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.050 - Notice and determination.

- A. Upon receipt of a petition as provided in Section 13.06.040.C., the planning department shall approve and assign any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road within the city of Cordova.
- B. In the case that no petition has been received within thirty days of the mailing of the notice required in Section 13.06.040, or if it has been determined that the name proposed in the petition is a duplicate, a reasonable name shall be selected and assigned pursuant to the guidelines contained in Section 13.06.020.
- C. Once a road name is approved and assigned pursuant to this section the planning department and the public safety department shall make a notation of such name or changed name on the master list and map of all roads in the city.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.060 - Renaming of roads.

- A. A petition to rename a road submitted to the planning department shall contain:
 1. A description or identification of the road(s) and property in question;
 2. A statement describing why the name of the road should be changed;

3. A statement that the new name does not duplicate any current road name in the city;
and
 4. A document which shall be signed by the record owners supporting the proposed name change.
- B. Within thirty days of the receipt of the petition as required in Section 13.06.040.A.:
1. The planning department shall determine whether the proposed name of the road duplicates any other road in the city;
 2. The planning department shall schedule a public hearing pursuant to Section 13.06.070.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.070 - Public hearing.

- A. The planning commission shall hold a public hearing upon each properly submitted petition. Such hearing shall be held not less than ten days nor later than thirty days following the date of receipt of such petition and the applicant shall be notified of the date of such hearing. Notice shall be sent by regular mail to property owners fronting the street to be renamed, as shown on city tax rolls. Notice shall include:
1. Current road name.
 2. Proposed new name.
 3. Map showing the road location.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.080 - Street name suffixes.

A suffix designation shall be added to all new, renamed, or unnamed streets as follows:

1. Avenue: A wide, principal thoroughfare leading from a main road.
2. Boulevard: A wide street, often divided by a median.
3. Circle: A road that circles back to its beginning point or to the same road from which it starts.
4. Court: A cul-de-sac or dead end road.
5. Drive: A winding road.
6. Highway: A designated state or federal route.
7. Lane: A narrow road; an uninterrupted street ending in a cul-de-sac or dead end.
8. Loop: See Circle.
9. Parkway: A special scenic route or park drive.
10. Path: A cul-de-sac or dead end road. Usually a road where automobile transportation is

secondary to other forms of transportation, i.e., bicycles or foot travel.

11. Place: A short, usually narrow street; also see Court.
12. Road: A street or road for low volume traffic, local access road, primitive roads and country roads.
13. Street: Any public road; also see Avenues.
14. Trail: See Path.
15. Way: See Court.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.090 - Private road sign requirements.

- A. Purchase, installation and maintenance of road identification signs for private roads shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road.
- B. Road identification signs for private roads in the city shall have a brown base with white letters.
- C. These signs shall be reflective and the letters or number shall be five inches in height.
- D. Signage may not be placed in a public right-of-way.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.100 - Addressing requirements.

- A. Address numbers shall be required on all buildings, whether commercial or residential, within the city. Address numbers shall be assigned by the city of Cordova planning department:
 1. At the time of creation of lots pursuant to any city development approval process.
 2. Prior to a building permit being issued.
 3. At such times as it comes to the attention of the planning department that a lot requires an address number or it is required to be renumbered.
- B. Renumbering of addresses shall be required whenever:
 1. Addresses are not sequential.
 2. Addresses need to be changed or realigned after a road name is assigned or reassigned.
 3. Lots were created without assignment of road names or addresses.
 4. The Planning Department determines that renumbering is necessary.

(Ord. No. 1097, § 1, 9-19-2012)

13.06.110 - Display of addresses.

- A. All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property. It shall be the responsibility of the record owner of a structure(s) to maintain address signage pursuant to this chapter.
1. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility, to seasonal changes, landscaping, daylight and evening light.
 2. For buildings which are not visible from the street or are located more than fifty feet from the shoulder or curb of the street, address characters shall be affixed to a freestanding sign or post located adjacent to the road in which the property is addressed.
 3. The sign or post shall be located twenty-five feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not to exceed seven feet in height.
 4. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post.
 5. All address characters shall be of a color and/or material that contrasts with the background or shall be reflective.
 6. All characters and number shall be at least four inches in height.
 7. Addresses shall be posted during construction of a new building pursuant of this code.

(Ord. No. 1097, § 1, 9-19-2012)

**DENALI BOROUGH – ALASKA
ORDINANCE NO 19-09**

INTRODUCED BY MAYOR CLAY WALKER

**AN ORDINANCE AMENDING THE DENALI BOROUGH CODE OF ORDINANCES,
BY ADDING CHAPTER 9.12 TITLED STREET NAMING METHODS.**

BE IT ENACTED by the Assembly of the Denali Borough that,

Section 1. Classification

This ordinance is of a general and permanent nature.

Section 2. Purpose

The purpose of this ordinance is to amend the Denali Borough Code of Ordinances by creating Chapter 9.12 titled Street Naming Methods, as follows.

Section 3. Effective Date

This ordinance becomes effective upon adoption by the Denali Borough Assembly and signature of the Denali Borough Mayor.

**CHAPTER 9.12
Street Naming Methods**

Sections:

9.12.010	Purpose and Authority
9.12.020	Definitions
9.12.030	Street Name Map
9.12.040	Street Names
9.12.050	Renaming Streets
9.12.060	Public Hearing and Notice Required
9.12.070	Unnamed Streets
9.12.080	Street Name Suffixes
9.12.090	Limitations

9.12.010 Purpose and Authority

A. The purpose of this chapter is to establish an official method of naming streets within the Denali Borough and to establish an official map showing all official street names.

B. The planning commission, acting on recommendations from the administration and after hearing public testimony, when applicable, shall establish the official name of a street within the Denali Borough.

9.12.020 Definitions

For purposes of this chapter the following terms are defined as shown:

A. *Private road* means private easements or travel ways not dedicated to the public and located on private property

B. *Public road* means a dedicated right-of-way or a public prescriptive easement as determined by a final court action.

C. *Remote* means accessible by boat, air or quad, but not by emergency road vehicle.

D. The term *street(s)* as used in this chapter, except as defined under section 9.12.070(B) and used in section 9.12.080(B), is construed as a general term to describe a right of way dedicated to public use for access purposes.

9.12.030 Street Name Map

The borough base map, prepared and maintained by the Land Planner, is adopted as the official street name map of the borough.

A. The official street name map shall supersede, where applicable, street names shown on subdivision plats or other recorded documents.

B. Future revisions and updates of the existing base map may be accomplished by utilizing the computerized Geographic Information System which may produce official street name maps.

C. Copies of the official street name map shall be made available upon request to any agency and the public upon receipt of payment for reproduction costs, when applicable.

D. Street names adopted by action of an incorporated city within the borough shall be recognized on the official street name map.

9.12.040 Street Names

A. Official street names shall be established in accordance with the following:

1. A new street name shall comply with National Emergency Number Association (NENA) standards and borough standards, or, if different, whichever standard is stricter.

2. A new or changed street name shall not be a duplicate of any existing name located within the borough. A different suffix (street, avenue, etc.) does not constitute a different name.
3. A new right of way created by the subdivision process, which is a direct extension or has the same alignment as an existing named right of way, shall bear the existing name.
4. No street shall be designated by a letter or number.
5. No street shall have a name sounding similar to or identical with any other named street within the borough.
6. Avoid road names that a caller or responder might have difficulty pronouncing thus delaying emergency response time. (example: Panguingue)
7. Street names containing a directional connotation such as Northwoods Avenue or Eastwind Street are to be avoided.
8. A directional prefix, i.e. East Fox Avenue, West Fox Avenue, shall only be used as necessary, which determination shall be based upon findings of fact showing the necessity, or caused by the addressing system contained in Chapter 9.14.
9. A street name shall be no longer than 17 characters, including the abbreviated suffix and any spaces.

B. The planning commission, after consideration of all factors and public testimony, may allow exceptions to the foregoing upon a finding that the public interest is not harmed and provided that the exception complies with NENA standards.

9.12.050 Renaming Streets

A. The planning commission, upon a finding that an existing street name conflicts with or duplicates another existing street name thereby causing confusion as to the exact location of either street, shall officially rename the street(s) in accordance with section 9.12.040.

1. The planning commission shall conduct a public hearing in accordance with section 9.12.060 prior to taking official actions on any street name change.
2. Due deference will be given to local or historic acceptance of existing street names to the extent possible.
3. Street(s) renamed shall become official upon adoption of a planning commission street naming resolution stating the legal description and revised name and noting such change on the official street name map.
4. Upon adoption of a street name change resolution the borough will be responsible for the cost of replacing and installing the street name sign.

5. Upon adoption of a street name change resolution, no reapplication or petition concerning the name of the same street may be filed within one calendar year of the final adoption, except in the case where new evidence or circumstances exist that were not available, present or reasonably ascertainable when the original resolution was adopted.

B. Any person or agency may also propose a street name change by submittal of a petition to the planning commission. The petition shall contain:

1. The existing street name;
2. The proposed street name in accordance with section 9.12.040;
3. A map showing the location of the street;
4. Justification for changing the street name;
5. The signatures of seventy-five percent (75%) of the owners fronting the street together with the related legal description of their property;
6. The fees in the amount listed in the most current Denali Borough Fee Schedule.

9.12.060 Public Hearing and Notice Required

The planning commission shall publish a notice stating street names proposed to be changed, including a change in the suffix, in accordance with Denali Borough Charter, Article I, Section 1.05.

9.12.070 Unnamed Streets

A. All unnamed streets that have been recognized as public rights of way by reason of a previously filed subdivision plat or other recorded document shall be officially named by the planning commission in accordance with section 9.12.040 and under the procedures of section 9.12.050(A).

B. A separate official private road name is required for any unnamed road or driveway that provides access to three or more residential or commercial structures, or a driveway longer than 1,000 feet.

C. Private street names may be officially named by the planning commission upon a finding that special circumstances merit a name assignment and that the public interest is not harmed.

1. Naming a private road does not constitute a legal dedication of the street for public right of way or maintenance purposes.

2. Naming of private streets shall be in accordance with section 9.12.040 and follow procedures of section 9.12.050(A).

9.12.080 Street Name Suffixes

A suffix designation shall be added to all new, renamed, or unnamed streets and shall be indicative of its alignment according to the diagram on the attached Appendix A and described as follows:

A. “Avenue” means a right-of-way lying in an east-west direction, not ending in a cul-de-sac, and the future extension in either direction is possible.

B. “Circle” means any right-of-way containing a closed loop beginning and ending at intersections with the same street, or where the looped street closes onto itself that is not interrupted by a through roadway.

C. “Court” means any right-of-way over one thousand feet (1,000') in length ending in a cul-de-sac.

D. “Place” means a roadway less than one thousand feet (1,000') in length ending in a cul-de-sac.

E. “Drive” means any right-of-way laying in a northwest-southeast direction not ending in a cul-de-sac, and the future extension in either direction is possible.

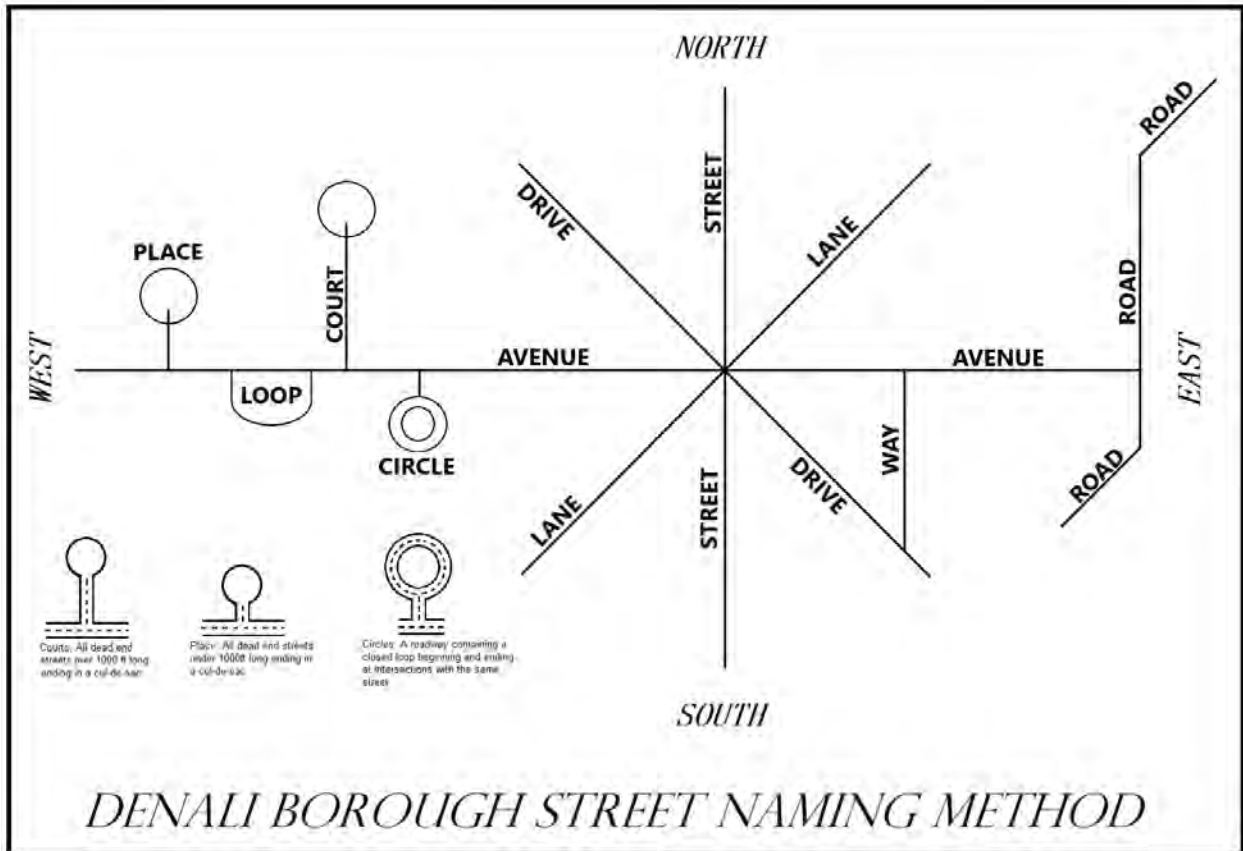
F. “Lane” means any right of way lying in a northeast-southwest direction not ending in a cul-de-sac, and the future extension in either direction is possible.

G. “Loop” means any right-of-way beginning at a point on a thoroughfare and returning to another point on that same thoroughfare.

H. “Road” means any right-of-way making multiple directional changes which make other designations inappropriate.

I. “Street” means any right of way lying in a north-south direction, but not ending in a cul-de-sac and the future extension in either direction is possible.

J. “Way” means a short connecting street between two dedicated rights-of-way.



9.12.090 Limitations

The establishment of street names within the Denali Borough shall not imply any responsibility or obligation of a road construction or maintenance program by the Denali Borough.

DATE INTRODUCED: April 10, 2019
 FIRST READING: _____
 PUBLIC HEARING: _____

PASSED and APPROVED by the Denali Borough Assembly this XX day of XXXX, 2019.

MAYOR CLAY WALKER

ATTEST:

AMBER RENSHAW, BOROUGH CLERK

Emily Deach

Subject: Procedure for Naming Streets and Landmarks

From: Lori Goodell <cityclerk@dillinghamak.us>

Sent: Thursday, June 27, 2019 2:19 PM

To: Emily Deach <e.deach@skagway.org>

Subject: Re: Procedure for Naming Streets and Landmarks

17.19.060 Streets—General standards.

- A. In General. Streets shall be designed and located in relation to existing and planned streets; topographical conditions and natural terrain features such as streams and existing tree growth; public convenience and safety; and the proposed uses of the land to be served by such streets.
- B. Arrangement. Major streets shall be properly integrated with the existing and proposed system of major streets and highways. Minor streets shall be laid out to conform as much as possible to topography to permit efficient drainage and sewer systems.
- C. Street Names. New street names shall not be so similar to the names of existing streets so as to cause confusion, but streets that are continuations of others already in existence and named shall bear the name of existing streets.
- D. Dead End Streets. Dead end streets longer than one hundred fifty feet shall be prohibited.
- E. Half Streets. Half streets shall be prohibited.
- F. Cul-de-Sacs. Cul-de-sacs in areas served by community or city sewer and water systems shall have a maximum length of six hundred feet with a minimum turn-around diameter of sixty feet. Cul-de-sacs in areas served by on-site sewer and water systems or only by city or community sewer systems shall have a maximum length of one thousand three hundred feet.

Measurement of cul-de-sacs shall be along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.

HAINES BOROUGH
RESOLUTION No. 18-04-752

Adopted

A Resolution of the Haines Borough Assembly creating a Policy for the Naming of Public Places in the Haines Borough.

WHEREAS, the naming of public places and facilities is an honored tradition that connects people to history reflecting noble or admirable individuals or groups of individuals united in a cause worthy of remembering; and

WHEREAS, the naming of public places and facilities in honor of those individuals or groups, when undertaken without regard to the full scope and complexity of human character, can negatively impact those groups of people who may have suffered harm by the decisions and policies enacted by those people; and

WHEREAS, the Borough sees the value in naming public places and facilities for individuals and groups of individuals that citizens agree are deserving of the honor;

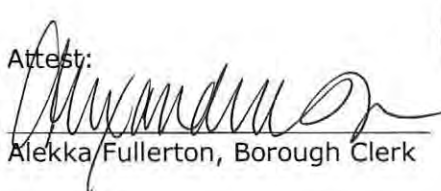
NOW, THEREFORE, BE IT RESOLVED that:

The Haines Borough may by Assembly action elect to name a public place or facility for an individual or groups of individuals united in a cause after five years has lapsed since the death of the individual or the disbanding of the group, and the public has been provided the opportunity to be heard and submit written comment on the proposed naming following an advertisement of at least twenty-one days.

Similarly, the removal or change of name of an existing public place or thing in the Haines Borough may be considered only after the public has been provided the opportunity to be heard and submit written comment on the proposal.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on the 24thth day of April, 2018.

Attest:


Alekka Fullerton, Borough Clerk




Jan Hill, Mayor

Chapter 11.12
ASSIGNMENT OF STREET ADDRESSES AND STREET NAMING

Sections:

- [11.12.010](#) Street address assignment plan adopted.
- [11.12.020](#) Assignment of street addresses.
- [11.12.030](#) Duty of property owner.
- [11.12.040](#) Street names.
- [11.12.050](#) Duties of subdividers.
- [11.12.060](#) Renaming streets.
- [11.12.070](#) Violation – Penalty.

11.12.010 Street address assignment plan adopted.

A plan for assigning street addresses in the City of Homer, Alaska, dated January 8, 1975, and amended August 13, 1979, as prepared by the Homer Advisory Planning Commission is adopted. The plan is to be kept on file in the office of the City Clerk, and is subject to amendment by Council resolution. [Ord. 13-28(A) § 2, 2013. Code 1967 § 14-600.1].

11.12.020 Assignment of street addresses.

It shall be the responsibility of the City Planner to assign street addresses to specific locations, in accordance with the plan adopted by reference in this chapter. Upon the assignment of a street address, the City Planner shall notify the owner of the property to which the address has been assigned of the address and the requirements in HCC [11.12.030](#) for the posting of the address on the property. The City shall keep a record of such street address assignments which may include a map. [Ord. 13-28(A) § 3, 2013; Ord. 80-8 § 2, 1980. Code 1967 § 14-600.3].

11.12.030 Duty of property owner.

It is the duty of each property owner within 60 days after notice of the assignment of a street address to the property to post the street address or addresses assigned to the property in Arabic numerals a minimum of four inches (102 mm) high with a minimum stroke of one-half inch (12.7 mm) in a color contrasting with the background in such manner and location as to be plainly visible from the street. [Ord. 13-28(A) § 4, 2013; Ord. 02-31, 2002; Ord. 80-8 § 1, 1980. Code 1967 § 14-600.2].

11.12.040 Street names.

- a. A street name shall comply with National Emergency Number Association (“NENA”) standards.
- b. In addition to complying with NENA standards, a street name shall comply with the following requirements:

- 1. Except as provided in subsection (c) of this section:

- a. A street name shall not duplicate the name of any existing street in the City. For this purpose, the use of a different street type designation does not avoid duplication of an existing street name.
 - b. A letter or number shall not be used as a street name.
2. A newly created street or right-of-way that extends or has the same alignment as an existing named street shall have the same name as the existing named street.
3. No street name shall sound similar to an existing street name in the City.
4. No street name may include a directional designation.
5. A street name shall not exceed 17 characters, including the standard abbreviation for the street type designation.
6. The type of a street shall be designated using the following standards:
 - a. "Street" shall designate a right-of-way running north and south.
 - b. "Avenue" shall designate a right-of-way running east and west.
 - c. "Drive" shall designate a right-of-way running southeast to northwest, at an angle of approximately 45 degrees to an avenue or street.
 - d. "Lane" shall designate a right-of-way running southwest to northeast, at an angle of approximately 45 degrees to an avenue or street.
 - e. "Place" shall designate a right-of-way running north and south that does not exceed 1,400 feet in length.
 - f. "Way" shall designate a right-of-way running east and west that does not exceed 1,400 feet in length.
 - g. "Circle" shall designate a right-of-way running north and south that ends in a cul-de-sac and that does not exceed 1,400 feet in length.
 - h. "Court" shall designate a right-of-way running east and west that ends in a cul-de-sac and that does not exceed 1,400 feet in length.
 - i. "Road" shall designate a major curving right-of-way.
- c. The City Council may allow exceptions to the standards in subsection (b) of this section where it finds that the exception will not harm the public interest. [Ord. 13-28(A) § 6, 2013].

11.12.050 Duties of subdividers.

A subdivider of property in the City shall name the streets in the subdivision in accordance with the standards in HCC [11.12.040](#). [Ord. 13-28(A) § 8, 2013].

11.12.060 Renaming streets.

a. An application to rename a street shall be submitted to the City Planner on a form provided by the City. The application shall include:

1. The existing street name;
2. The proposed street name;
3. Justification for changing the street name; and
4. A map showing the location of the street.

b. The City Planner will determine if the application is complete. If not complete, the City Planner will advise the applicant what corrective actions should be taken to complete the application.

c. The City Planner shall schedule a public hearing on the application before the City Council within 45 days after determining the application is complete, and provide notice of the application as specified in Chapter 21.94 HCC.

d. Within 45 days after the close of the public hearing, the City Council shall approve or disapprove the application. [Ord. 13-28(A) § 10, 2013].

11.12.070 Violation – Penalty.

The violation of any provision contained herein shall be punished under HCC 1.16.010. [Code 1967 § 14-600.7].

**CITY OF HOMER
HOMER, ALASKA**

City Manager
Parks and Recreation Commission

RESOLUTION 06-68

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA ESTABLISHING A PARKS AND RECREATION
POLICY REGARDING NAMING OF MUNICIPAL PARK AND
RECREATION FACILITIES.

WHEREAS, The Parks and Recreation Advisory Commission tasked staff to establish a policy for naming municipal facilities of the City of Homer.

NOW, THEREFORE BE IT RESOLVED, That the Homer City Council establishes the following Parks and Recreation Policy Regarding Naming of Municipal Park and Recreation Facilities:

**PARKS AND RECREATION POLICY REGARDING NAMING OF
MUNICIPAL PARK AND RECREATION FACILITIES**

A. Names are a means of adding meaning, significance and uniformity to the facilities of the City of Homer, by developing names that embody the values and heritage of the local community. The naming process is intended to recognize that such facilities belong to the public and that the naming be in the public interest. Names of facilities are intended to remain unchanged for long periods of time and will be changed only after careful consideration of the public interest.

B. An attempt should be made to provide names for parks, recreation facilities, and other municipal facilities that aid in locating the properties. Accordingly, names should be for the following categories:

- Geographic influences, such as streets, schools or natural features;
- Descriptive attributes;
- Historical influences;
- Cultural influences;
- Deceased people;
- Living people or organizations.

C. Names should be chosen to avoid confusion such as caused by similarity of names.

D. Deceased or living person, or organization, whose name is proposed for a park, recreation property or city facility should be a person or organization who, through exemplary and substantial effort, has made a significant contribution to the community; and/or has made a substantial donation to acquisition or development of the property; and, except in extraordinary cases, who has not been honored by name associated with another public facility or place. Written verifiable background information regarding the proposed honoree shall be provided in support of the proposal.

E. In extraordinary circumstances and after careful consideration, names may be changed provided:

1. The name conforms to the above policies.
2. A public hearing is held.
3. The name is recommended for approval by a majority of the appropriate Commission.
4. The name is approved by the City of Homer City Council.
5. The change is not contrary to terms related to the acquisition of the property.

F. Names for certain facilities, improvements or accessories or the inclusion of commemorative plaques for inscriptions may be approved by the City Council provided:

1. The facility is one of the following:
 - a. Gardens
 - b. Shelters
 - c. Playgrounds
 - d. Trees
 - e. Parks
 - f. Similar facilities, accessories or improvements as determined by the Council.
2. The name conforms to A-F above.
3. The proposal is supported by a majority vote of the Parks and Recreation Advisory Commission.

4. The item to be named is consistent with the overall facility plan and is installed in accordance with applicable standards and guidelines as to design, location, construction and maintenance.

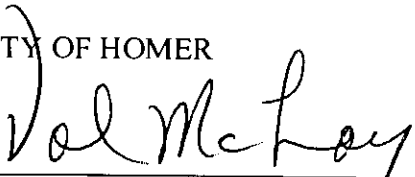
G. This policy is subject to review of the Homer City Council should there be a need for updating.


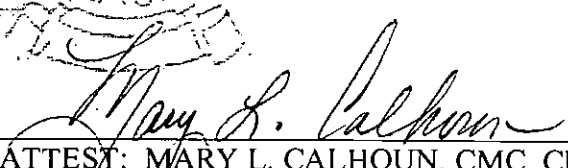
H. General Procedure. Applicants wanting to name a facility shall work with the Parks and Recreation Advisory Commission:

1. The name shall conform with the above policies.
2. The Parks and Recreation Advisory Commission will hold a public hearing.
3. The name will be recommended for approval by a majority of the Parks and Recreation Commission.
4. The matter will be forwarded to the City Council for a final decision.
5. The name will be adopted by Resolution.

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this 12th day of June, 2006.

CITY OF HOMER


VAL MCLAY, MAYOR PRO TEMPORE



ATTEST: MARY L. CALHOUN, CMC, CITY CLERK

Fiscal Note: NA

CHAPTER 14.10. - STREET NAMING METHODS

14.10.010. - Purpose and authority.

- A. The purpose of this chapter is to establish an official method of naming streets within the rural district of the borough and to establish an official map showing all official street names.
- B. The planning commission, acting upon recommendations from the administration and after hearing public testimony, when applicable, shall establish the official name of a street within the rural district of the borough.

(Ord. No. 92-09, § 1(part), 1992)

14.10.020. - Definitions.

For purposes of this chapter the following terms are defined as shown:

- A. *Private road* means private easements or travel ways not dedicated to the public and located on private property
- B. *Public street* means a dedicated right-of-way or a public prescriptive easement as determined by a final court action.
- C. *Remote* means accessible by boat, air or quad, but not by emergency road vehicle.
- D. The term *streets(s)* as used in this chapter, except as defined under section 14.10.060(B) and used in section 14.10.070(B), is construed as a general term to described a right-of-way dedicated to public use for access purposes.

(Ord. No. 2006-05, § 1, 3-14-06; Ord. No. 92-09, § 1(part), 1992)

14.10.030. - Street name map.

The existing series of borough base maps, scale 1" = 500', prepared and maintained in the Resource Planning Department are adopted as the official street name maps of the borough.

- A. The official street name maps shall supersede, where applicable, street names shown on subdivision plats or other recorded documents.
- B. Future revisions and updates of the existing base map series may be accomplished by utilizing the computerized Geographic Information System which may produce official street name maps at other appropriate scales.
- C. Copies of the official street name maps shall be made available upon request to any agency and the public upon receipt of payment for reproduction costs in the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees, when applicable.
- D. Street names adopted by action of an incorporated city within the borough shall be recognized on the official street name map.

(Ord. No. 2011-32, § 16, 9-20-11; Ord. No. 92-09, § 1(part), 1992)

14.10.040. - Street names.

- A. Official street names shall be established in accordance with the following:
1. A new street name shall comply with National Emergency Number Association ("NENA") standards and borough standards, or, if different, whichever standard is stricter.
 2. A new or changed street name shall not be a duplicate of any existing name located within the same or any adjacent emergency service zone. A different suffix (street, avenue, etc.) does not constitute a different name.
 3. A new right-of-way created by the subdivision process, which is a direct extension or has the same alignment as an existing named right-of-way, shall bear the existing name.
 4. No street shall be designated by a letter or number unless such designation is part of a localized development plan.
 5. No street shall have a name sounding similar to or identical with any other named street within the same or adjacent emergency service zone.
 6. Street names containing a directional connotation such as Northwoods Avenue or Eastwind Street are to be avoided.
 7. A directional prefix, i.e. East Fox Avenue, West Fox Avenue, shall only be used as necessary, which determination shall be based upon findings of fact showing the necessity, or caused by the grid addressing system contained in Chapter 14.20.
 8. A street name shall be no longer than 17 characters, including the abbreviated suffix.
- B. The planning commission, after consideration of all factors and public testimony, may allow exceptions to the foregoing upon a finding that the public interest is not harmed and provided that the exception complies with NENA standards.

(Ord. No. 2006-05, § 2, 3-14-06; Ord. No. 92-09, § 1(part), 1992)

14.10.050. - Renaming streets.

- A. The planning commission, upon a finding that an existing street name conflicts with or duplicates another existing street name thereby causing confusion as to the exact location of either street, shall officially rename the street(s) in accordance with section 14.10.040.
1. The planning commission shall conduct a public hearing in accordance with section 14.10.055 prior to taking official actions on any street name change.
 2. Due deference will be given to local or historic acceptance of existing street names to the extent possible.
 3. Street(s) renamed shall become official upon adoption of a planning commission street naming resolution stating the legal description and revised name and noting such change on the official street name map.
 4. Upon adoption of a street name change resolution the Resource Planning Department shall notify by regular mail all affected property owners, all affected public agencies and utility companies.
 5. Upon adoption of a street name change resolution, no reapplication or petition concerning the name of the same street may be filed within one calendar year of the final adoption, except in the case where new evidence or circumstances exist that were not available, present or reasonably ascertainable when the original resolution was adopted.
- B. Any person or agency may also propose a street name change by submittal of a petition to the planning

commission. The petition shall contain:

1. The existing street name;
2. The proposed street name;
3. Justification for changing the street name;
4. The signatures of seventy-five percent (75%) of the owners fronting the street together with the related legal description of their property;
5. A map showing the location of the street;
6. A fee in the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees.
 - a. Street names changed by petition shall be in accordance with section 14.10.040.
 - b. The procedures for renaming a street by petition shall be in accordance with section 14.10.050(A).

(Ord. No. 2011-32, § 17, 9-20-11; Ord. No. 2004-06, § 1, 4-20-04; Ord. No. 95-12, §§ 1, 3, 4, 1995; Ord. No. 92-09, § 1(part), 1992)

14.10.055. - Public hearing and notice required.

- A. The planning commission shall publish a notice stating street names to be changed, time and place of the public hearing, and a contact person. The notice shall be published once a week for two consecutive weeks in a newspaper of general circulation in the area of the renamed street. Notice shall be sent by regular mail to property owners fronting the street to be renamed, as shown on borough tax rolls.
- B. When the name change only involves a change in the suffix, the planning commission shall publish a notice as provided in this subsection. The notice shall contain a list of all streets with existing suffixes and proposed changes, and the time and place of the public hearing and a contact person. The notice shall include a vicinity map of the affected area. The notice shall be published twice a week for two consecutive weeks in a newspaper of general circulation in the area of the proposed renamed street suffix and posted in a central location utilized by residents affected by the proposed renaming. If practicable, public service announcements will be broadcast on local radio stations.

(Ord. No. 96-13, § 1, 1996; Ord. No. 95-12, § 2, 1995)

14.10.060. - Unnamed streets.

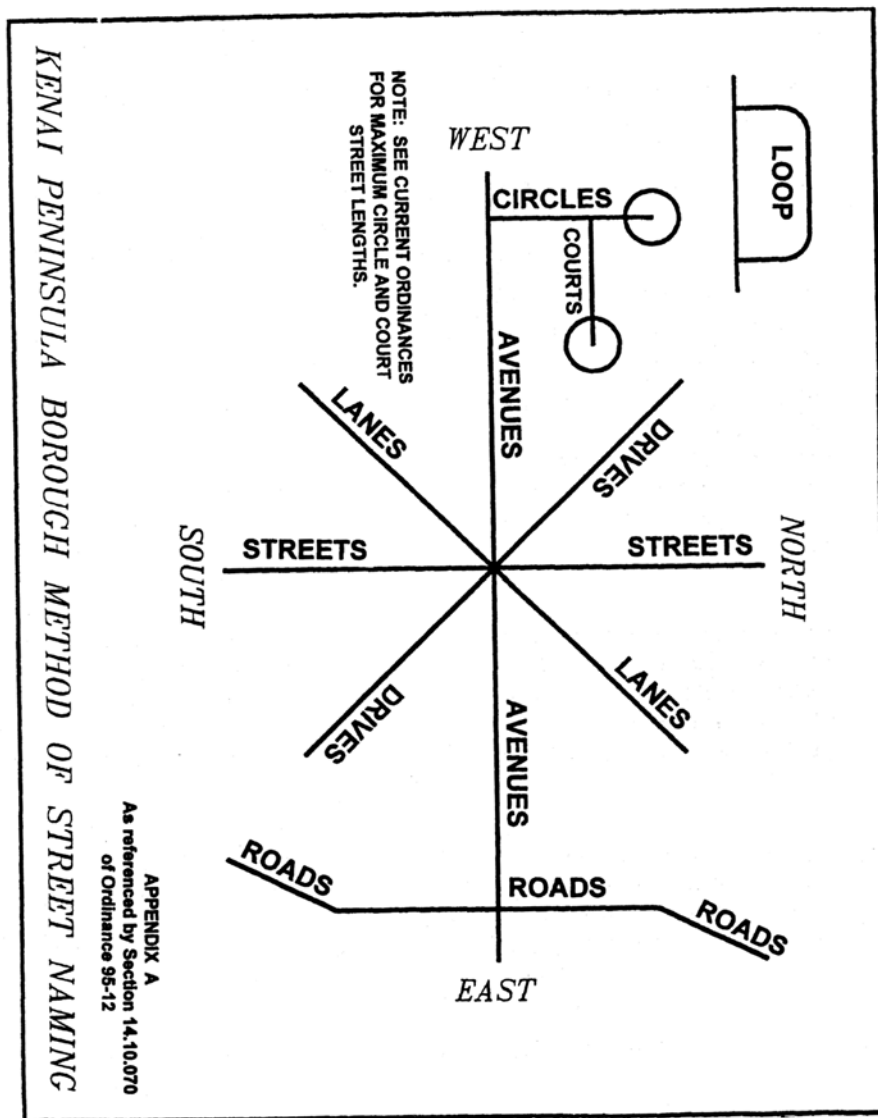
- A. All unnamed streets that have been recognized as public rights-of-way by reason of a previously filed subdivision plat or other recorded document shall be officially named by the planning commission in accordance with section 14.10.040 and under the procedures of section 14.10.050(A).
- B. Private street names may be officially named by the planning commission upon a finding that special circumstances merit a name assignment and that the public interest is not harmed.
 1. Naming a private road does not constitute a legal dedication of the street for public right-of-way or maintenance purposes.
 2. Naming of private streets shall be in accordance with section 14.10.040 and follow procedures of section 14.10.050(A).

(Ord. No. 92-09, § 1(part), 1992)

14.10.070. - Street name suffixes.

A suffix designation shall be added to all new, renamed, or unnamed streets and shall be indicative of its alignment according to the diagram on the attached Appendix A and described as follows:

- A. *Avenue* means any right-of-way lying in an east-west direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
- B. *Circle* means any right-of-way lying in a north-south direction and ending in a cul-de-sac.
- C. *Court* means any right-of-way lying in an east-west direction and ending in a cul-de-sac.
- D. *Drive* means any right-of-way lying in a northwest-southeast direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
- E. *Lane* means any right-of-way lying in a northeast-southwest direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
- F. *Loop* means any right-of-way beginning at a point on a thoroughfare and returning to another point on that same thoroughfare.
- G.—I. [*Reserved.*]
- J. *Road* means any right-of-way making multiple directional changes which make other designations inappropriate.
- K. *Street* means any right-of-way lying in a north-south direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
- L. *Trail* means a travel way that is primarily less than 20 feet in width.
- M. *Way* means a short connecting street between two dedicated rights-of-way.



Street Naming.

(Ord. No. 2006-05, § 3, 3-14-06; Ord. No. 95-12, §§ 5, 6, 1995; Ord. No. 92-09, § 1(part), 1992)

14.10.080. - Reserved.

Editor's note— Ord. No. 2004-06, § 2, adopted April 20, 2004, repealed § 14.10.080, which pertained to street name review. See also the Code Comparative Table.

Introduced by: Carpenter, Dunne
Date: 06/05/18
Action: Adopted as Amended
Vote: 9 yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2018-027**

**A RESOLUTION SUPPORTING PROPOSALS TO NAME TWO MOUNTAIN PEAKS
LOCATED EAST OF RESURRECTION BAY AS MOUNT MARY AND SANTA ANA
PEAK**

- WHEREAS,** Daniel P. Michaud and Harold E. Faust, two longtime Seward residents who are active mountain climbers and explorers, are preparing proposals to request naming two local mountain peaks, Mount Mary and Santa Ana Peak; and
- WHEREAS,** Mount Mary would be named in honor of Mary Lowell who moved to the area now known as Seward in 1893, built a homesite with her husband Frank, stayed there after Frank left in 1893 and raised their nine children and completed her homestead claim; and
- WHEREAS,** two of her children were Alice and Eva for whom two nearby mountains have been named; and
- WHEREAS,** a number of Seward landmarks are named in memory of the Lowell family including Lowell Canyon, Lowell Creek and Lowell Point; and
- WHEREAS,** it is fitting to name a mountain in memory of the matriarch of the family, Mary; and
- WHEREAS,** Santa Ana Peak is proposed to be named in honor of the SS Santa Ana which brought 60 settlers, 14 horses, construction equipment and supplies to Resurrection Bay in 1903 where a base was being established for an enterprise to build a railroad into the interior of Alaska; and
- WHEREAS,** that base was soon thereafter named Seward; and
- WHEREAS,** 109 years before 1903, the first ship constructed on the west coast of North America was built in Resurrection Bay named the Phoenix using local supplies and completing the project in 1794; and
- WHEREAS,** a 5,155-foot-high mountain directly west of Seward was named Phoenix Peak in memory of the launch of that important early ship; and

WHEREAS, it would be appropriate to continue that naming pattern to honor the SS Santa Ana which was a pioneers' ship by naming a summit visible from the City of Seward; and

WHEREAS, in Resolution 89-49 the assembly approved a policy restricting commemorative naming for individuals to rooms in public buildings, wayside pullouts, campgrounds or parks and to use the most common, well-established descriptive usage by residents to name public buildings, geographic locations or landmarks; and

WHEREAS, the names provided in this case have true historic meaning and it is important to name these peaks; and

WHEREAS, the Alaska Historical Commission, through the Office of History and Archaeology, serves as the geographic names board for the State of Alaska and makes recommendations to the U.S. Board on Geographic Names; and

WHEREAS, having maps with correct names on geographic features assists users, field personnel, and emergency service providers; and

WHEREAS, on May 29, 2017 the Kenai Peninsula Borough Planning Commission conducted a public hearing and recommended approval by unanimous consent;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Notwithstanding the policy established in resolution 89-49, the Kenai Peninsula Borough assembly supports the application by Daniel P. Michaud and Harold E. Faust to officially name two unnamed peaks located on the eastside of Resurrection Bay, as follows:

Mount Mary: (Domestic Geographic Name Proposal #9369) located at 60 degrees, 6 minutes, 58 seconds North; 149 degrees, 13 minutes, 44 seconds West. It rises to an elevation of 4883 feet and dominates the view to the east from the Seward Marine Industrial Center. The Godwin Glacier flows along the north base of this peak, separating it from Mount Alice approximately two miles to the northwest.

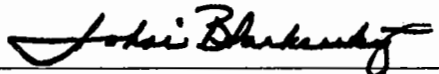
Santa Ana Peak: (DGNP # 8922) located at 60 degrees, 5 minutes, 3 seconds North; 149 degrees, 12 minutes, 3 seconds West. The summit, at 4754 feet, is about 2.5 miles south-southeast of Mount Mary and 5.5 miles east of the shore of Resurrection Bay.

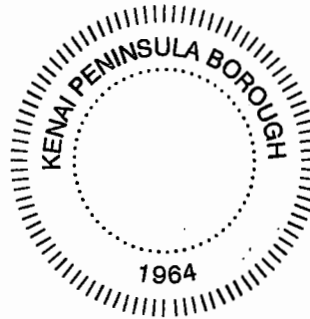
SECTION 2. That this Resolution shall become effective immediately upon its enactment.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF JUNE, 2018.


Wayne H. Ogle, Assembly President

ATTEST:


Johni Blankenship, MMC, Borough Clerk



Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Hibbert, Smalley, Ogle
No: None
Absent: None

Introduced by:	Mayor
Date:	02/05/19
Action:	Adopted as Amended
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2019-012**

**A RESOLUTION SUPPORTING A PROPOSAL TO NAME AN UNNAMED LAKE
LOCATED IN THE LAKE CLARK NATIONAL PARK AND PRESERVE
AS JADE LAKE**

WHEREAS, Ryan Richards of Anchorage has submitted a request to name an unnamed lake located in the Lake Clark National Park and Preserve Jade Lake; and

WHEREAS, Mr. Richards indicates this alpine lake looks like a jade stone when it is calm and sunny; and

WHEREAS, the Alaska state gem is jade; and

WHEREAS, situated at 2,926 feet above sea level the lake is surrounded by mountains rising to 4,000 feet; and

WHEREAS, it is in the Chigmit Mountains of the Alaska Range, approximately 10 miles southwest of Mount Redoubt and 25 miles north of Mount Iliamna; and

WHEREAS, according to Mr. Richards the lake and area epitomize the wild, scenic and ruggedness of Alaska; and

WHEREAS, the Alaska Historical Commission, through the Office of History and Archaeology, serves as the geographic name board for the State of Alaska and makes recommendations to the U.S. Board on Geographic Names; and

WHEREAS, having maps with correct names on geographic features assists users, field personnel, and emergency service providers; and

WHEREAS, on February 4, 2019 the Kenai Peninsula Borough Planning Commission conducted a public hearing and recommended approval by unanimous consent;

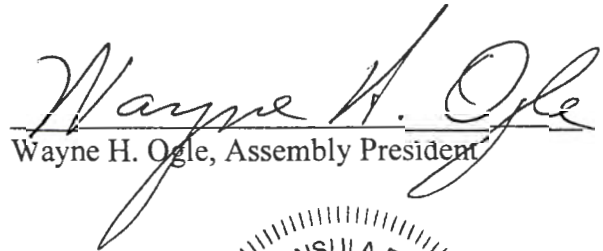
NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The Kenai Peninsula Borough assembly supports the application by Ryan Richards to officially name an unnamed lake located in the Lake Clark National Park and Preserve, as follows:

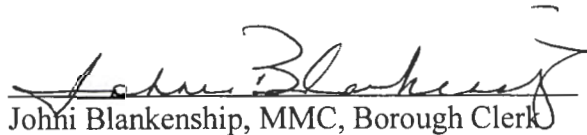
Jade Lake: Located at 60 degrees, 21.508 minutes North; 153 degrees, 11.914 minutes West, Section 12, Township 3 North, Range 23 West, Seward Meridian, Alaska.

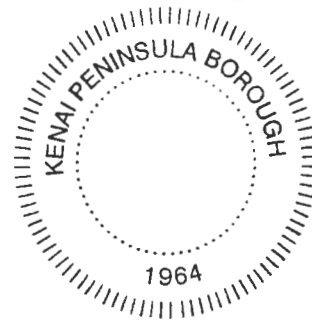
SECTION 2. That this resolution shall become effective immediately upon its enactment.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF FEBRUARY, 2019.


Wayne H. Ogle, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Hibbert, Smalley, Ogle
No: None
Absent: None

Emily Deach

Subject: Procedure for Naming Streets and Landmarks

From: Kacie Paxton <kaciep@kgbak.us>

Sent: Thursday, June 27, 2019 3:31 PM

To: Emily Deach <e.deach@skagway.org>

Cc: Alethea Johnson <aletheaj@kgbak.us>

Subject: RE: Procedure for Naming Streets and Landmarks

Hi Emily,

For the Ketchikan Gateway Borough, the Borough Planning Department handles street naming for streets outside the City of Ketchikan, and the City of Ketchikan Public Works handles street naming for inside the City of Ketchikan. I'm copying Alethea Johnson, Borough Assistant Planner, on this response.

Alethea,

Do you have a procedure/policy on street naming that you can share with Emily?

Thank you,

Kacie

17.40.030 Street naming.**(a) Uniform System Established – Responsibility of Planning Commission Serving as the Platting Authority.**

(1) A uniform system for naming and renaming of streets, roads and public ways within the borough, and for numbering and addressing buildings and structures, is hereby established.

(2) The planning commission serving as the platting authority shall be responsible for naming and renaming of streets and roads and for the method of address numbering of buildings and structures. Numbers shall be issued by the department of planning and community development. The planning commission serving as the platting authority may recommend to the assembly proposed standards, procedures and guidelines for such naming and renaming of streets and roads, and for numbering and addressing buildings and structures.

(b) Street Naming.

(1) The planning commission serving as the platting authority, by resolution, may, pursuant to and in conformity with the standards, procedures, and guidelines set out in this chapter, name, or change the name, of any existing or new street or road within the borough after notice to the owners of record of property adjoining the street or road, consultation with any other municipality within which the street or road is located, and conducting a public hearing regarding the proposed name, or change of name.

(2) It shall be unlawful for any person to post or use as an address a street name different than the one approved and assigned in accordance with this chapter.

(c) Standards, Procedures and Guidelines for Naming and Renaming of Streets and Roads.

(1) The standards, procedures and guidelines for naming and renaming of streets and roads, and for addressing and numbering of buildings and structures, shall be as provided in subsections (b) through (e) of this section.

(2) Street Naming Procedures. The following procedures apply to naming or renaming public and private dedicated streets and roads:

- a. Street naming or renaming requests may be initiated by the planning commission, the city of Ketchikan, city of Saxman, Ketchikan Gateway Borough, a department thereof, or by any other person, corporation or agency.
 - b. Applications for naming or renaming a street or road shall be submitted on a form provided by the department of planning and community development and shall be accompanied by the following:
 1. A petition signed by at least one of the property owners adjoining the street or road to be named or renamed;
 2. The proposed name of the street or road and at least two alternative names;
 3. A map depicting the location of the street or road;
 4. Fees as set forth in the borough code.
 - c. An informal preapplication conference with borough staff is encouraged prior to the submittal of an application.
 - d. Upon submittal of an application for naming of a street or road, the planning and zoning official shall review the application and supporting material for completeness and compliance with those standards, procedures and guidelines, and with any other applicable provisions of law. Within 21 calendar days after submittal of an application, the planning and zoning official shall determine whether or not the application is complete and sufficient. If the application is found to be sufficient, it shall be set for public hearing before the planning commission serving as the platting authority. If the application is found not sufficient it shall be returned to the applicant with a written list of deficiencies.
- (3) Following the public hearing, written notice shall be given to each owner of property adjoining the street or road informing them of the action of the planning commission serving as the platting authority.
- (4) Any person who objects to a decision on a street name application may appeal such decision within the time, and in the manner provided in KGBC 17.40.020(I).
- (5) A resolution naming or renaming a street or road shall be recorded in

the office of the district recorder, Ketchikan Recording District, First Judicial District.

(6) The applicant shall be responsible for installing all street name signs as provided for in subsection (e)(3) of this section.

(7) A request for renaming a street may not be brought before the planning commission serving as the platting authority for a period of two years following the board's action to name/rename the same street unless a name duplication has occurred.

(d) Guidelines for Naming Streets and Roads.

(1) Choice of Names. Names shall be chosen that reflect objects or historic personages that relate to Alaska in general and to the Ketchikan area specifically. They should also relate to the scale and location of the project.

a. Objectives. Names shall be pleasant sounding, compatible, easy to read and add to the pride of belonging and identity of place.

b. Categories. Roads within subdivisions submitted pursuant to the subdivision plat procedure shall have names that follow a certain theme. New streets added after the establishment of the subdivision shall have names that follow the same theme. An existing street name shall be continued when the new road extends the alignment of an existing road.

c. Undesirable Categories. Numerical names (1st, 2nd, 3rd, etc.); alphabetical letters (a, b, c, etc.); given and surnames of living persons; frivolous, complicated, foreign, or undesirable names; unconventional spelling; compound names; and names over four syllables shall be avoided.

(2) Affixes. The following affixes shall be used:

a. Arterial streets: Drive or Road.

b. Looped streets: Drive or Loop.

c. Cul-de-sacs: Lane, Place or Court.

d. Circular cul-de-sac: Circle or Loop.

e. Directional prefixes shall be avoided, i.e., "north," "south," "east," "west."

(3) Name Duplication. Similar sounding names are considered to be a duplication, regardless of spelling and the tag name ending (street, lane, loop, court, etc.), and are prohibited. An exception to this would be a short cul-de-sac off of a through street. The cul-de-sac may have the same name as the intersecting street. However, if there is a series of cul-de-sacs from the same street, they shall have different names.

(4) Continuity. Through streets and streets that connect to other streets shall have only one name and the same name throughout their length, even if they are curvilinear or cross another street. If the street changes direction sharply or is offset for more than 100 feet or more than the minimum of two residential lot widths based on the centerline offset distance, it shall be given a different name. Dead end streets, cul-de-sacs and streets broken by intervening land use where eventual connection is not probable shall have different names.

(5) Private Roads. Private roads, nondedicated and nonplatted streets serving two or more separate lots and/or dwellings shall carry the affix of "way" for numbering purposes. This guideline shall not apply to driveways or access to individual, industrial or commercial properties. Affixes and the erection of official looking signs and sign support columns is prohibited on private driveways that serve a single residence or rental units within a single structure.

(6) Nothing herein shall be construed to prevent the planning commission serving as the platting authority from considering other names. Persons submitting such names shall describe in writing to the planning commission serving as the platting authority the reasons for proposing such names. Failure to include such a description shall constitute an automatic rejection of the name.

(e) Street Names by Plat.

(1) All streets shall be named by the subdivider on all subdivision plats that show dedicated rights-of-way.

(2) Names shall be shown on the preliminary plat.

(3) The subdivider shall supply and install street signs as a required improvement per KGBC 17.10.090 and 17.35.020, including the following:

- a. Stop signs shall be provided at all collector and arterial street intersections within the confines of the subdivision.

- b. The applicant shall be responsible for street signing of the primary subdivision access road at its point of origin from a principal street or highway.
- c. All signs and sign support columns shall be of metal construction and conform to the State of Alaska DOT/PF Standard Specifications for Highway Construction.
- d. If approved with preliminary plat, an applicant may be permitted to use an alternate sign or other standard approved by the planning commission serving as the platting authority and sign support material for aesthetic reasons if the same degree of permanence and visibility can be achieved. [Ord. No. 1785, §1, 2-1-16.]

CHAPTER 1.51: NAMING OF BOROUGH BUILDINGS, OTHER FIXED FACILITIES AND PUBLIC PLACES

Section

1.51.010	Purpose
1.51.020	Policy
1.51.030	Procedures
1.51.040	Changing of names
1.51.050	Naming a facility for other than an individual
1.51.060	Application

1.51.010 PURPOSE.

The borough establishes a policy and set of procedures to govern the naming of borough buildings, other fixed facilities, and public places. A sound naming policy adds meaning, significance, and uniformity to public facilities, minimizes conflict, and provides a forum for meaningful discussion regarding naming. Further, a borough naming policy establishes a means of appropriately recognizing prominent individuals and those who have substantially contributed to the Matanuska-Susitna Valley, the state, or the nation.

(Ord. 94-001AM, § 2 (part), 1994; Ord. 92-012, § 2 (part), 1992)

1.51.020 POLICY.

(A) It is the borough's policy to name borough-owned buildings, other fixed facilities, and public places in honor of prominent Alaskans who, by virtue of special efforts, accomplishments, or contributions which have benefited the borough, the state, or the nation, have achieved public status worthy of long-term recognition. Non-Alaskans who have substantially contributed to the borough, the state, or the nation as a whole may also be considered.

(B) *[Repealed by Ord. 06-020, § 2, 2006]*

(Ord. 06-020, § 2, 2006; Ord. 02-158, § 2, 2002; Ord. 94-001AM, § 2 (part), 1994; Ord. 92-012, § 2 (part), 1992)

1.51.030 PROCEDURES.

(A) Preliminary action in naming a facility may be initiated by the mayor or a quorum of the assembly. If the assembly is the initiating organization, a proposal in letter format addressed to the mayor shall be prepared. Upon receipt of an assembly request to name a facility, or upon the mayor's decision to seek a name for a facility, the mayor shall appoint a five-member citizen panel subject to assembly approval to review proposed names, to hold public hearings, and to identify an appropriate name for the facility. The citizen panel may be comprised of members of recognized boards and commissions.

(B) The facility naming panel shall identify appropriate names for the facility. The panel may consider those names submitted by the mayor or the assembly or propose an alternative, taking care not to overlook the contributions of women and minorities to the borough, state and nation. Geographic influences shall be considered to the degree possible in selecting names for facilities. Upon agreement by a quorum of the panel, a letter advising the mayor shall be dispatched. The mayor shall make the panel's letter an attachment to a resolution for consideration by the assembly. Memoranda as appropriate may be appended to the resolution to explain or amplify relevant information for the assembly.

(C) The assembly shall set the naming resolution for public hearing at least one month after introduction and ensure appropriate information dissemination to the public during this period.

(Ord. 94-001AM, § 2 (part), 1994; Ord. 92-012, § 2 (part), 1992)

1.51.040 CHANGING OF NAMES.

Nothing in this chapter shall be construed to prohibit the changing of names of facilities, provided the guidelines of this chapter are followed.

(Ord. 92-012, § 2 (part), 1992)

1.51.050 NAMING A FACILITY FOR OTHER THAN AN INDIVIDUAL.

Names for borough facilities may be selected from categories other than persons. Procedures prescribed in this chapter remain applicable.

(Ord. 94-001AM, § 2 (part), 1994; Ord. 92-012, § 2 (part), 1992)

1.51.060 APPLICATION.

(A) This chapter shall not apply to the naming or renaming of facilities which were donated to the borough contingent upon assignment of a specific name or to any facility constructed or purchased from money or property donated to the borough for the specific purpose of securing a name for the facility. This chapter does not apply to the naming of streets or roads, or school buildings.

(Ord. 04-081, § 55, 2004; Ord. 99-115, § 2, 1999; Ord. 92-012, § 2 (part), 1992)

Emily Deach

Subject: Procedure for Naming Streets and Landmarks

From: yakclerk@yakutatak.us <yakclerk@yakutatak.us>

Sent: Thursday, June 27, 2019 3:58 PM

To: Emily Deach <e.deach@skagway.org>

Subject: RE: Procedure for Naming Streets and Landmarks

Chapter 8.56

Street Naming and Addressing

Sections:

- 8.56.010 Addressing System
- 8.56.020 Official Addressing Map
- 8.56.030 Street Addressing Standards
- 8.56.040 Address Interpretation
- 8.56.050 Maintenance of Address
- 8.56.060 Notification
- 8.56.070 Street Naming Standards
- 8.56.080 Appeals
- 8.56.090 Penalties

8.56.010 Addressing System. All areas within the City and Borough of Yakutat shall use the municipal addressing and naming system established in this Chapter, including all public and private streets and all addressable structures and parcels. All free standing primary structures shall be assigned a street address. Accessory structures may also receive an address if needed.

8.56.020 Official Addressing Map. A map entitled "Official Street Address Map" will be adopted by the Borough Assembly, after review and recommendation by the Planning & Zoning Commission, and thereafter administered and updated by the planning department.

8.56.030 Street Addressing Standards. The Official Street Address Map shall be developed and based upon the following standards:

- A. Addresses shall be based on a common grid originating at a specified origin defined by the intersection of two baselines.
- B. The east-west baseline for north-south numbering shall begin at the westernmost point where Ocean Cape Road terminates at the Pacific Ocean thence continuing eastward to the intersection of Ocean Cape Road and Airport Road at which point Forest Highway 10 will become the east-west baseline until the Dangerous River.
- C. The north-south baseline for east-west numbering shall begin at a location on Ocean Cape Road defined by the intersection of Ocean Cape Road and the meridian at 139°44'30" West Longitude. The baseline shall

continue due north, terminating at Monti Bay and due south terminating in the Pacific Ocean.

- D. The intersection of the east-west and north-south baselines forms the zero point from which the borough is divided into four directional quadrants.
- E. Street direction is dictated by the orientation of the street within the quadrant with numbers increasing outward from the origin e.g. (In the SE Quadrant, road direction is either North to South or West to East).
- F. House numbers shall remain consecutive on any given street, continuing to the extremities of the street regardless of direction change.
- G. Based on the street direction, even addresses shall be on the left side of the road, and odd addresses shall be on the right.
- H. A maximum of one hundred numbers shall be allowed to each block.
- I. New blocks of one hundred numbers shall begin every 1000' lineal feet of road frontage or at logical breaks defined by intersections of two roads.
- J. Long/unbroken stretches of road may be divided into blocks based on equal lengths or exceed 1000' between intersections.
- K. Exact address numbers shall be determined by the access to the nearest entry from the legal right of way or easement spaced at 10' intervals.
- L. Duplexes shall receive two numbers
- M. Apartments with a common entry shall receive one number followed by an apartment number e.g.:(1,2,3,4)
- N. Buildings in complexes shall receive one address number followed by a building letter e.g.:(A,B,C,D)
- O. Large buildings with multiple entrances shall receive a number for each entrance.

8.56.040 Address Interpretation

Interpretation of the standard shall not prevent the planning department from deviating on a case by case basis in the event a situation arises that requires a necessary change to produce a more consistent logical local numbering system. This may be based on historic use, physical features or topographical phenomenon that is not accounted for specifically in the code.

8.56.050 Maintenance of Address

The property owners shall be responsible for maintaining an address number on the structure in a location that is clearly visible from the access street. All numbers shall be a minimum of four (4) inches in height, and shall be contrasting with the background color. If the building is not visible from the access street, the number should be placed on a resilient and weatherproof post visible from the access street on the driveway or walkway.

8.56.060 Notification

The borough will notify property owners in writing at least 30 days before the effective date of the initial assignment of addresses or any subsequent change of address.

8.56.070 Street Naming Standards

A. *New streets.* Street names must be unique in order to avoid confusion. When streets are extended, the name must remain the same for the new segment. Proposed street names shall be shown on preliminary plats or abbreviated plats, and shall be approved by the Commission at the time of plat approval.

B. *Existing streets.* The Commission shall decide recommendations and applications to change the name of any existing street or right-of-way.

(1) The department may recommend a name change to an existing street or right-of-way. After public hearing, the Commission shall review the recommended name change for consistency with this section, and, upon a finding that the change is consistent with this section, may approve the recommendation.

(2) A property owner whose property has access to an existing street may apply for a street name change, in the following manner:

(a) *Application.* The application must be on a form provided by the department and accompanied by:

(i) The application fee.

(ii) Signed letters of approval from a majority of property owners whose properties have access to the street proposed for the name change.

(b) *Procedure.* After public hearing, the Commission shall review the proposed street name change for consistency with this section, and, upon a finding that the change is consistent with this section and that the majority of property owners whose properties have access to the street proposed for the name change approve of the change, shall approve the application.

(c) *Sign replacement.* If the name change is approved, the applicant shall be responsible for replacing all existing street name signs as specified by the department.

8.56.080 Appeals. Any person aggrieved by a decision of the department or the Commission with respect to this chapter may appeal that decision to the Commission, under subsection 8.04.110G, or to the Board of Adjustment, under chapter 8.08, as applicable. Appeals to the Commission from a decision of the department shall be filed with the Borough Clerk within fifteen days of service of the department decision from which the appeal is taken. Appeals to the Board of Adjustment from a decision of the Commission shall be filed with the Borough Clerk within fifteen days of service of the Commission decision from which the appeal is taken. The provisions of sections 8.08.010B-F, 8.08.011, 8.08.012, 8.08.040 and 8.08.050 apply to appeals to the Board of Adjustment made hereunder.

8.56.090 Penalties. Any failure to comply with the provisions of this Chapter, or any order or directive issued under this Chapter, shall be deemed a violation for which an enforcement order may issue under subsection 8.12.075C, and is punishable under subsection 8.12.075E.