


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 1000-20	HISTORY
	DATE: October 1, 1996	FILE # DATE
	FILE NUMBER: 62489	
	DEPARTMENT: ENGINEERING	

SUBJECT: **RENAMING CITY STREETS**

PURPOSE: To provide guidelines for the review and approval of requests to rename City streets.

BACKGROUND:

The renaming of a City street has far reaching effects on the public safety and shall only be done in extraordinary circumstances. The following procedures shall be followed to identify and address any problems that a street name change may produce prior to any recommendation to the City Commission to adopt a requested street name change:

A. Review of Request – Any request to change a street name shall be directed to the Engineering Department. The Engineering Department shall refer requests to the following City Departments and community agencies for review and comment:

1. Fire Department
2. Police Department
3. Traffic Safety Department
4. Planning Department
5. Assessor Department
6. Public Works Services
7. M.I.S. Department
8. Building Inspection Office
9. City or County Historian
10. County Tax Description Department
11. County Public Works Department
12. County Road Commission

CITY COMMISSION POLICY

NUMBER: 1000-20

Page 2 of 4

13. GRATA and Community Transportation Companies
 14. Community Utility Service Companies
 15. Community Ambulance Service Companies
 16. Community Communication Service Companies
 17. US and Community Postal Service Companies
- B. Review Criteria - A review of the impact of a street name change shall consider the cost, effort, and inconvenience to the community and to the public of the following:
1. Creating and maintaining listings of both the new and old street names for an extended period for emergency calls that may cite either name, as recalled and reported by the caller (using "Alias Files").
 2. Changing City, County and community agency record files.
 3. Verifying deeds, birth certificates, marriage and business licenses, and other addressed legal documents.
 4. Changing personal and business documents by property residents and owners and notifying associates and acquaintances of the change.
- C. Required Conditions for Street Name Changes - Requests for street name changes shall meet the following required conditions prior to being considered for approval:
1. The proposed name shall be widely recognized nationally or throughout the greater community as meriting remembrance, so as to override memory of the former name to the greatest extent possible.
 2. If the proposed name is that of a person, it must be of a deceased person well known to citizens of all walks of life for a specific contribution or sacrifice.
 3. The proposed name shall have been acknowledged by other national, state or community organizations which have similar policies and a capacity to objectively evaluate contributions deemed to have lasting significance.
 4. The proposed name conforms to City street name regulations.
- D. Street Name Change Review Report - The Engineering Department shall prepare a report to the City Manager. The report shall:
1. Apply the Review Criteria of Section B to the request.

CITY COMMISSION POLICY

NUMBER: 1000-20

Page 3 of 4

2. Determine that the request meets the Required Conditions of Section C to the extent required to make a determination of appropriateness.
 3. Summarize the comments and concerns received from City Departments and community agencies.
- E. Consideration of Request - The City Manager may forward the report to the City Commission for consideration and public hearing. All owners of record of property directly abutting the affected street and all affected neighborhood organizations shall be informed of the hearing by regular mail.
- F. Noticing of Street Name Change - Upon approval of a street name change by the City Commission, the Engineering Department shall notify all State and County agencies and affected property owners as required by Law. Notice shall also be sent to all City Departments, all agencies set forth in Section A of this Policy as well as other community agencies that provide services based upon street name files.
- G. Alternatives to Street Name Changes - City streets may be designated to commemorate persons, events or organizations not meeting the criteria or conditions for a street name change in the following manner:
1. The City Commission may approve a request to commemorate a City street or a portion of a City street following a public hearing as set forth in Section E of this Policy.
 2. Upon designation of a commemorative street, the City shall mount commemorative name plates below every City street name sign along the section of the street so designated.
 3. Commemorative name plates shall be produced by the City in a uniform size and color.
 4. The cost of producing, mounting, maintaining, and replacing commemorative name plates shall be paid by the requesting parties or their assigns.
- H. Required Conditions for Commemorative Designation - A request for commemorative designation of a City street shall meet the following conditions prior to being considered by the City Commission:
1. The proposed commemorative name or designation shall either be informational in nature or of memorial or historical significance.

CITY COMMISSION POLICY

NUMBER: 1000-20

Page 4 of 4

2. If the proposed name is that of a person, it must be of a deceased person having made a recognized contribution to the community or to a portion of the community where the memorial way is to be designated.
 3. The proposed name shall not be so similar to an official street name as to be confusing to the public.
 4. The commemorative designation shall be limited to that portion of the street or that portion of the community where the designation is significant.
- I. Review of Street Designation Requests - Any request for the commemorative designation of a City street shall be directed to the Engineering Department. The Engineering Department shall refer the request to the following City Departments for review and comment:
1. Fire Department
 2. Police Department
 3. Traffic Safety Department
 4. Planning Department
 5. City or County Historian
- J. Street Designation Approval - The Engineering Department shall prepare a report to the City Manager, applying the required conditions for commemorative street designation in Section H of this Policy. The City Manager may forward the report to the City Commission for consideration and public hearing. All owners of record of property directly abutting the requested designated portion of a street as well as affected neighborhood associations shall be notified of the hearing by regular mail.