



## Planning, Development & Transportation Services

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### MEMORANDUM

**DATE:** September 3, 2013

**TO:** Mayor and City Councilmembers

**FROM:** Ted Shepard, Chief Planner *TS*

**THROUGH:** Darin Atteberry, City Manager *DA*  
Diane Jones, Deputy City Manager *DJ*  
Karen Cumbo, Director, P.D.T. *KC*  
Laurie Kadrach, Director, C.D.N.S. *LK*  
Cameron Gloss, Planning Manager *CG*

**RE:** Agenda Item 19 – Resolution 2013-076 Amending the Master Street Plan as Related to the Crowne on Timberline Project – Street Naming Policy

In conjunction with Agenda Item 19, Amending the Master Street Plan, a question was asked about the City's street naming policy. Agenda Item 19, if approved, will place the street (without any name) into the Master Street Plan. Following that, the street naming policy begins. The street naming policy is contained in Section 24-91 of the City Code. This policy grants City Council the authorization to name arterial and collector streets. New names may be selected from an official list of names that is kept on record as part of Section 24-91. Or, at the discretion of City Council, other names may be selected upon approval by City Council. New name selection is typically preceded by a public outreach process. New names must not be duplicates or sound like existing names. New names must not be overly complicated in order to ensure reliability of the 911 emergency response system. This is followed by presenting City Council with the result of such outreach and a recommendation for a new name or a set of options for a new name.

New names are then adopted by Resolution and, if selected from the official list, the selected name is then stricken from the list.

Section 24-91 reads as follows:

All new arterial and collector streets, as defined in the City of Fort Collins Master Street Plan, are to be named from the list of street names approved by the City Council and the naming of such arterial and collector streets shall be done by the City Council by resolution. The list of street names shall be composed of names of natural areas, natural features, historic and/or well-known places, citizens of the City or Growth Management Area whom the City Council would like to honor posthumously, and such other names of places, things or deceased persons as the City Council may approve. With respect to citizens of the City whom the City Council desires to honor posthumously, such citizens must have devoted much time and effort to the City either as a former City officer or employee, a former Colorado State University officer or employee, a person important in the founding of the City or a former citizen of exemplary character deserving of special recognition. The list of street names shall be adopted and amended by the City Council by resolution. All new arterial and collector streets which are not extensions of existing arterial and collector streets must be named from the foregoing list of street names, and the Director of Community Development and Neighborhood Services shall strike names from the list as they are used in the naming of such new arterial and collector streets and shall promptly file an updated list in the Office of the City Clerk.