



**PLANNING AND DEVELOPMENT DEPARTMENT MEMORANDUM**  
**#33-2019**

**DATE:** May 20, 2019

**TO:** Honorable Mayor Carol Dodge and City Council Members

**THROUGH:** Heather Geyer, City Manager 

**FROM:** Brook Svoboda, Director of Planning and Development   
Amanda Peterson, Director of Parks, Recreation and Culture  
Eric Ensey, Senior Planner

**SUBJECT:** Northglenn Civic Center Project Street Naming

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**PURPOSE**

Staff is seeking direction from the City Council on how to proceed with the naming of the various public and private streets within the Northglenn Civic Center (NGCC) development.

**BACKGROUND**

As staff and the project team is progressing through the design phase of the NGCC development project, the issue of formally naming the streets within the proposed development emerged. As we move into the subdivision platting phase, it is necessary to include the names of all public streets with dedicated right-of-way. For the initial phase of the NGCC development, there will be one street that will be dedicated through the plat as a public street, and that is what has been referred to as Memorial Parkway. Although private streets are not dedicated public rights-of-way, they still will need to be labeled and identified on a subdivision plat.

The name Memorial Parkway was developed during the master planning phase of the development to refer to the main street that runs east and west through the development from Community Center Drive. Memorial Parkway is intended to provide access to the interior of the development area and be the focal point of the development in providing vehicular and pedestrian connectivity through the site. The name was selected as a reference to the Veteran's Memorial Park that is adjacent to the road. Although Memorial Parkway is what the road has been referred to up to this point, there has been no formal action by the City Council on officially naming the road.

Additionally, there will be private internal roads that will extend from both Memorial Parkway as well as Community Center Drive that will provide access into the site as well. The first of these roads is a north/south private road that will run in front of the new Recreation Center, Senior Center and performing arts theatre facility. Attachment 1 is a rendering of the NGCC showing those streets that will need to be named.

For purposes of this discussion, the city does not have a formal policy on the naming of streets. However, there is a policy in place for the naming of parks and recreation facilities, which has been included as Attachment 2 to this memorandum for reference purposes. Staff is seeking direction from the City Council on how to proceed with the formal naming of streets within the NGCC development. The following is a list of ways to proceed with the naming of the streets in this instance:

1. Develop Street Naming Policy. Council could direct staff to research what other communities do when naming streets and potentially develop a formal policy for this site and other development sites where street naming will occur. Staff would research policies of surrounding communities and bring forward a recommended policy for discussion at an upcoming meeting. Once policy is adopted, the NGCC streets would be named in-line with the policy.
2. City Council Naming Via Resolution. Without a policy, Council could decide to direct staff to schedule an upcoming meeting to discuss possible names. In this option, the Council acts as the sole naming authority for the streets internal to the NGCC. Council could direct the process as desired, and may choose to seek staff or public input. Once Council had consensus on a name, then a resolution would be brought forward for consideration.

Both of these options do not have to be exclusive of each other. Due to the fact that the project team is working on the subdivision platting of the site, the need for selecting a street name for both Memorial Parkway and the north/south street adjacent to the facility is timely. Option #2 above would be the quickest option of street naming. Based on the fact that the city doesn't currently have a street naming policy and that the the NGCC site is city-owned, the Council could move forward with selection of street names in this instance and direct staff to work on a street naming policy for the remainder of this development as well as for other developments within the city.

#### **STAFF RECOMMENDATION**

There is no formal recommendation on this item as it is intended for discussion and direction purposes.

#### **BUDGET/TIME IMPLICATIONS**

This request does not have any direct budgetary impacts.

#### **STAFF REFERENCE**

If Council members have any comments or questions they may contact Brook Svoboda, Director of Planning and Development, at 303.450.8937 or [bsvoboda@northglenn.org](mailto:bsvoboda@northglenn.org). or Amanda Peterson, Director of Parks, Recreation and Culture, at 303.450.8950 or [apeterson@northglenn.org](mailto:apeterson@northglenn.org).

#### **ATTACHMENTS**

1. NGCC Rendering
2. Policy for Naming and Renaming Park and Recreation Facilities





SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-120  
Series of 2009

09-112  
Series of 2009

**A RESOLUTION TO AMEND RESOLUTION 86-70, SERIES OF 1986, ESTABLISHING COUNCIL POLICY FOR NAMING AND RENAMING PARKS AND RECREATION FACILITIES**

WHEREAS, the Northglenn Parks and Recreation Advisory Board has made a recommendation that the City Council amend the policy for the naming and renaming of parks and park facilities in the City of Northglenn; and

WHEREAS, the City Council concurs that guidelines and policies of the City Council should be set forth by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

The guidelines for naming and renaming parks and park facilities in the City of Northglenn shall be as follows:

1. Any interested organization, group of citizens, City Board or Commission shall submit a written proposal for naming/renaming a park, garden dedication, memorial or park facility to the Parks and Recreation Board. The Parks and Recreation Board shall be responsible for initial evaluation of the proposal and subsequently make a recommendation to City Council.
2. There shall be a ninety (90) day evaluation period from the date of written submission at a regularly scheduled Parks and Recreation meeting before the Board can make its recommendation to City Council.
3. Alternatives to naming or renaming a park or recreation facility should be considered by the Parks and Recreation Board.
4. The Parks and Recreation Board has the authority to recommend to City Council the naming or dedication of a garden, memorial, etc. within a park.
5. Only parks or facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks or facilities named after individuals shall never be changed unless it is found that because of the individual's character, the continued use of their name would not be in the best interest of the community. No park named for a geographic location, outstanding feature or subdivision should be renamed for a period of ten years.

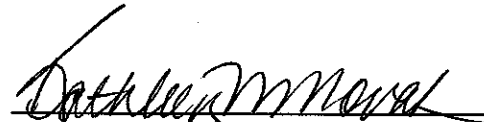


6. Contribution, whether years of service, monetary donation or significant contribution to the community, should be extensive and substantial.

7. Consideration of agreements with school districts and neighboring entities shall be considered.

8. The Council shall finally, pass a resolution to effect the requested naming, renaming or dedication in order to make the action official.

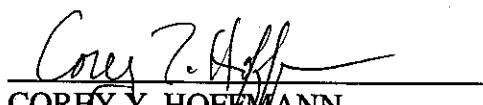
DATED at Northglenn, Colorado, this 22<sup>nd</sup> day of October, 2009.

  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFMANN  
City Attorney