

**CITY OF SPRUCE GROVE
CITY POLICY**

**NUMBER:
7002**

REFERENCE: RES. #: 264-03	ADOPTED BY CITY COUNCIL	SUPERSEDES Revised
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TITLE: CITY NAMING POLICY

POLICY STATEMENT:

The process of selecting names for City of Spruce Grove Development Areas, Streets, Parks and Municipal Facilities is an opportunity to provide ease of identification for the public and to reflect Community Pride through the recognition of our history, culture, and the significant contributions of community members and groups. This policy addresses the need for guidelines in developing areas, and also makes provisions for selecting honorary names. The naming of City of Spruce Grove Development Areas, Streets, Parks and Municipal Facilities by Corporate Sponsors, who have purchased naming rights for a specified period, shall be the subject of individual contractual agreements and are not covered by this Policy.

1. Definitions

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| 1.1 <u>Street</u> | A Street is land shown as a road on a plan of survey that has been filed or registered in the Land Titles Office or used as a public road, excluding rear access lanes and alleys. |
| 1.2 <u>Park</u> | A Park is an area of land used for active and/or passive recreational activities under the ownership and control of the City of Spruce Grove. |
| 1.3 <u>Municipal Facility</u> | A Municipal Facility is any building, structure, or area of land that is not a Park or Street, owned by or under the control of the City of Spruce Grove. |
| 1.4 <u>Development Area</u> | A Development Area is an Area Structure Plan, a |

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Neighborhood Area Structure Plan, a Neighborhood Structure Plan, a Servicing Design Concept, an Outline Plan, or a Subdivision.

1.5 Names Reserve List The Names Reserve List is a compilation of names maintained by the Names Reserve Committee to be assigned to a Development Area, Street, Park, or Municipal Facility within the City of Spruce Grove.

1.6 Organization An organization is any club, group, society or association which is registered and active within the City of Spruce Grove. In the case of a National, International or Provincial Organization, there must be an active and chartered chapter within the City of Spruce Grove to qualify for the purposes of this Policy.

2. Administration of the Names Reserve List

2.1 Applications for Honorary Naming

2.1.1 An organization, City Council, the development industry, a City Department, or a resident of Spruce Grove may submit an application to name or rename a Development Area, Street, Park or Municipal Facility.

2.1.2 All applications are submitted in writing to the Planning and Development

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Department of the City of Spruce Grove. Applications should explain the extent to which the proposed name meets the guidelines set out in Section 2.2.

2.1.3 If the application is approved and accepted, the applicant will pay for any start up or installation costs incurred by the City of Spruce Grove, except as described in Section 2.5.1. Payments will be placed into reserve, and withdrawn when the name is selected from the Names Reserve List. Costs include design, production, and installation of sign(s) including Street Blades. Maintenance of any approved signage shall be the responsibility of the City of Spruce Grove once erected.

2.1.4 If the applicant is unable to pay the required costs, then consideration will be transferred to the next available name on the Names Reserve List.

2.2 Criteria

2.2.1 Names to be assigned to a Development Area, Street, Park or Municipal Facility shall be selected from the Names Reserve List. Preference will normally be given to names that have been on the Names Reserve List the longest without having been selected.

2.2.2 Where there are no names on the Names Reserve List, a proposed name may be assigned to the next available and suitable Development Area,

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Street, Park or Municipal Facility or added to the Names Reserve List.

2.2.3 In order for a name to be assigned to the Names Reserve List, it must meet one of the following:

- a. the name of a person who was a pioneer and settled in the Spruce Grove area,
- b. the name of a person, group or organization having a recognized historical significance to Spruce Grove,
- c. a name, when not a person, which has a recognized historical significance to Spruce Grove,
- d. a name which pertains to a geographical or topographical feature of the area, establishing a theme for a development area or neighborhood,
- e. a name which pertains to local flora or fauna, establishing a theme for a development area or neighborhood,
- f. the name of a person who demonstrates over a period of time excellence, courage or exceptional dedication to service in ways that reflect great credit on Canada, Alberta, or the City.

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2.2.4 In the case of a living person, the applicant shall obtain the person's consent to the naming of a Development Area, Street, Park or Municipal Facility in their honor. In the event of a deceased person, the applicant shall make every reasonable effort to secure the permission of the nearest living relative. The consent must be included with the application.

2.2.5 In the case of a person, living or deceased, the Names Reserve Committee will request that only Surnames be considered for the naming of Development Areas, Streets, Parks or Municipal Facilities.

2.2.6 Council, at its discretion, may alter, amend or waive any requirements of this Policy to meet clearly unique or extenuating circumstances.

2.3 Names Reserve List – Process

2.3.1 On receipt of an application to name or rename a Development Area, Street, Park or Municipal Facility, a Names Advisory Committee composed of City Staff will review the application to ensure it meets one or more established criteria, determine the cost of any such naming or renaming and prepare a recommendation of support or non-support.

2.3.2 All applications will be forwarded to the Town of Stony Plain and Parkland County to ensure that there is no duplication of names between those

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municipalities and the City of Spruce Grove.

2.3.3 A recommendation of support will go to Council and shall take the form of a Council Agenda Report requesting a Resolution to that effect. The applicant shall be advised in order that the applicant, honoree or other appropriate members of the community may be invited to the applicable Council Meeting.

2.3.4 When there is a recommendation of non-support the applicant shall be advised in writing of the decision and the reasons for the non-support. The applicant may resubmit their application at a later date if they so wish if their application meets the criteria in Section 2.2.

2.3.5 The applicant will be notified in writing within fourteen (14) days upon the decision of Council.

2.4 Names Advisory Committee

2.4.1 The Names Advisory Committee will consist of staff from the City of Spruce Grove Planning, Engineering and Public Works Department, Community Services and Corporate Office.

2.4.2 The Names Advisory Committee will make recommendations to Council for the honorary naming or renaming of a Development Area, Street, Park or

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Municipal Facility, as well as overseeing the naming of Streets in new Development Areas.

2.5 Waiver of Costs

2.5.1 Applicants may apply to Council for a waiver of costs associated with the naming or renaming of a Development Area, Street, Park or Municipal Facility.

3. Administration of New Development Areas

3.1 Applications for New Development Areas

3.1.1 Members of the development industry may submit an application to name a new Development Area. The name will be approved by the Manager of Planning, Engineering and Public Works, and subsequently approved by Council.

3.1.2 Names for Streets and Parks within new Development Areas may be submitted by members of the development industry, and are subject to approval by the Names Advisory Committee.

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- 3.1.3 All new Development Area names will normally begin with a letter of the alphabet that is not the first (1st) letter of the name of another Development Area.
- 3.1.4 Any Development Area name beginning with the same letter as another Development Area name must not have a similar sound or have similar themes or names that might create public confusion.
- 3.1.5 All Street names in each new Development Area will begin with the same letter of the alphabet as that of the subdivision name. Exceptions to this regulation will include major arterial and collector roadways, which span more than one subdivision.
- 3.1.6 In new Development Areas, applicants will submit a list of Street names, which will include a preferred name, and an alternate name for each Street. If neither the preferred name nor the alternate are acceptable, the Names Advisory Committee will suggest an appropriate name at their discretion. Street names are not required to meet the criteria of Section 2.2.
- 3.1.7 All applications will be forwarded to the Town of Stony Plain and Parkland County to ensure that there is no duplication of names between those municipalities and the City of Spruce Grove.
- 3.1.8 All new Development Area and Street names must be approved by the the

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Manager of Planning, Engineering and Public Works prior to registration of the final survey plan.

4. City Addressing

4.1 Applying Street Names

4.1.1 When a name is proposed for a Street, the Planning and Development Department is responsible for assigning the appropriate suffix according to the following:

- a. First Order Street names are applied to major transportation arteries that span more than one area of the City:
 - Avenue Parkway
 - Highway Street
- b. Second Order Street names are applied to collector roadways that intersect entire neighborhoods:
 - Boulevard Road
 - Drive Trail
- c. Third Order Street names are applied to minor roadways that provide access to subdivisions and neighborhoods from major arteries or collector roads:

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Circle	Link
Close	Loop
Common	Place
Crescent	Way
Gate	

- d. Fourth Order Street names are applied to roadways that terminate as Cul-de-Sacs or dead ends:

Bay	Lane
Court	Manor
Cove	Mews
Dale	Park
Gardens	Point
Green	Run
Heath	Terrace
Landing	Wynd

- 4.1.2 The definitions and suffixes are not exhaustive and the Names Reserve Committee may exercise discretion in the event that the above do not apply in an appropriate manner.

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4.2 Addressing Guidelines

- 4.2.1 All properties will be addressed, except Municipal Reserve properties having any dimension less than five (5) meters.
- 4.2.2 All properties, as far as is practicable, will be pre-addressed after subdivision registration and prior to development.
- 4.2.3 Avenues will run in an east/west direction. Streets will run in a north/south direction.
- 4.2.4 An overall addressing grid will be provided in keeping with the specifications of the City addressing system. The numbering sequence utilized on the general plan will increase/decrease at the rate of one hundred (100) per quarter section of land in either north/south or east/west directions.
- 4.2.5 When development is occurring on previously undeveloped land, the developer will provide an overall plan of future lot development and locations of major roadways that service the area so that addressing may be consistent with the guidelines of this policy.
- 4.2.6 Municipal address numbering will be as follows:
 - a. number sequences will increase traveling north and east,

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- b. odd numbers will be on the south and west sides of Streets,
- c. even numbers will be on the north and east sides of Streets,
- d. cul-de-sac numbering will start from the main entrance and increase in number by two for each property in a counter clockwise direction. A cul-de-sac pointing to the south or west will have odd number addresses; a cul-de-sac pointing to the north or east will have even number addresses,
- e. crescents, loop roads, and any other roadways which cannot be brought into conformity with the above regulations will be addressed from a starting point, chosen by the Development Officer, in the most consistent manner possible,
- f. corner lots will be assigned two (2) addresses, one for each street onto which the lot fronts. The address used for municipal purposes will be determined once the siting of the building is determined.

4.2.7 Any site accessed by a private road will be addressed using the name of the public Street where access to the private road is gained.

4.2.8 Shared designed space will receive singular addressing with each internal

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occupancy space assigned an additional suite number, which indicates floor elevation and site sequencing.

4.2.9 Changes to existing municipal addressing must be made in writing to the Manager of Planning, Engineering and Public Works, outlining the justification for any address changes and will include a fee of \$150 plus G.S.T.

4.2.10 Existing addressing in the City of Spruce Grove that contradicts this policy shall be continued where it is not practicable or possible to alter the numbering scheme.

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