



CITY OF LARKSPUR
Staff Report

November 18, 2020, City Council Meeting

DATE: November 12, 2020
TO: Honorable Mayor Way and the Larkspur City Council
FROM: Dan Schwarz, City Manager
SUBJECT: AD HOC COMMITTEE ON RENAMING OF SIR FRANCIS DRAKE BLVD

ACTION REQUESTED

Provide direction to the Council's ad hoc committee (Vice-Mayor Haroff and Councilmember Candell).

SUMMARY AND BACKGROUND

The City of Larkspur is one of five jurisdictions participating in a discussion about the use of Sir Francis Drake's name on the boulevard that traverses east-west across the central part of Marin County. The other jurisdictions through which the road passes are the County of Marin and the Towns of Fairfax, Ross, and San Anselmo. Each of the jurisdictions appointed a two-member ad hoc committee. Collectively, the ten elected officials have been participating in a series of public forums and internal meetings. The next internal meeting is on Friday, November 20, during which it is anticipated that the group will finalize its plans to complete the public engagement process. The next round of public engagement will occur at meetings of the respective city councils and the Board of Directors. In preparing for the public engagement process, it is anticipated that the group will take a poll of the five jurisdictions about whether they support changing the name.

This agenda item affords the City Council the opportunity to provide feedback to its ad hoc committee in advance of that meeting.

FISCAL IMPACT OF A NAME CHANGE

Staff from the five jurisdictions have been assessing the impact that a name change will have on the public and private sector. Attached is a summary sheet of the impacts to the private sector. In summary, the impacts are relatively modest. The postal service reports that it will continue to deliver items for eighteen months, giving most businesses and residents ample opportunity to convert letterhead, business cards, and other identifying items. The County Assessor and Clerk report that they will not require filings to change the name on documents.

AGENDA ITEM 8.1

Staff is currently evaluating the cost for the public sector. Beyond staff time to administer the process, the cost is primarily the replacement of street signs. Each of the five jurisdictions is preparing an estimate of the number of signs that will need to be replaced.

Larkspur staff anticipates providing a rough estimate of this cost at the November 18 meeting.

STAFF RECOMMENDATIONS

Staff recommends that the City Council discuss this issue and provide direction to its ad hoc committee.

Respectfully submitted,
Dan Schwarz, City Manager

INFORMATION CONCERNING A POTENTIAL RENAMING OF SFD BLVD

How many properties are directly affected? Get breakdown of commercial and residential properties for each jurisdiction.

641 parcels

Fairfax: 69

Larkspur: 17

Ross: 52

San Anselmo: 153

Unincorporated: 350

Fairfax

Commercial – 35

Common – 1

Exemption – 6

Multiple Res – 15

Single Res – 9

Tax Exempt - 2

Larkspur

Commercial – 17

Ross

Exemption – 1

Multi Res – 1

Single Res – 49

Tax Exempt – 1

San Anselmo

Commercial – 44

Exemption – 3

Industrial – 1

Multi Res – 25

Single Fam/Res – 78

Tax Exempt – 2

Unincorporated

Agriculture – 1

Commercial – 49

Exemptions – 12

Mobile Home – 2

Multi Res – 44

Single Fam/Res – 209

Tax Exempt - 28

Legal Requirements for Agencies

California Law

Only state law found is applicable to County roads, not city streets.

California Streets and Highways Code § 970.5. (applicable to County only)

Whenever the board of supervisors or a county officer designated by the board to be in charge of naming county highways finds that a name should be adopted and applied to any county highway, or that the existing name of any county highway should be changed, the board or the designated county officer shall hold a public hearing on the proposed name for, or the change of name of, such highway. Notice of such hearing shall be given by posting notice in at least three public places along the street or streets proposed to be affected, such posting to be complete at least 10 days before the day set for the hearing. At the time set for the hearing or at any time to

which the hearing may be continued the board or the designated county officer shall hear and consider proposals to adopt a name for, or change the name of, the highway mentioned in the notice and objections to such proposals. At or after the conclusion of the hearing the board or the designated county officer may adopt a name for, or change the name of, such highway, and upon the adoption or change thereof shall make an order and file said order with the board of supervisors officially designating the name for such highway. Thereafter such highway shall be known by the name so designated.

Many cities adopt procedures that follow Streets and Highways Code § 970.5. San Anselmo is the only city among the four affected jurisdictions that has any sort of policy (attached); this policy appears to have been crafted so that residents have a process to petition for a name change and may not apply to the SFD Blvd discussion.

Regulatory Agencies

Discretion over street names sits with the planning jurisdiction. If the area is serviced by a separate fire protection agency, the planning jurisdiction is required to notify the fire agency.

Caltrans

Larkspur and the County would need to apply to Caltrans for new signs on Highway 101. The County will need to review if there are other Caltrans maintained roadways in West Marin that have wayfinding signs referencing SFD Blvd.

Legal Requirements for Property Owners and Businesses

No government filings would be required of property owners. Assessor and recorder use APNs, not street addresses, to log documents. These offices would record whatever ordinances/resolutions the jurisdictions pass and simply reference them as needed.

Post Office

Jurisdiction notifies USPS of name change, so residents/businesses DO NOT have to notify USPS.

After the effective date of the name change, USPS guarantees 18-month “forwarding period” and “forwards” mail the same as if a resident or business filed a change of address. In most cases, after the 18-month period, the local postmaster continues to deliver mail that uses the old address, but this service is not guaranteed.

ZIP+4 will not change. If the ZIP+4 is correct on the address label, the mail will be delivered regardless of what street name is on the item.

Most delivery services and internet map programs rely on USPS database and will slowly pick-up the name change.

DMV

It will be advisable for residents to obtain a new driver's license (and any other form of identification) within 18-months of the effective date of the name change to coincide with the USPS process.

TOWN COUNCIL RESOLUTION NUMBER 3125A

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING A PROCEDURE FOR THE REVIEW AND CONSIDERATION OF STREET
NAME CHANGES**

WHEREAS, the Town of San Anselmo does not have a formal policy regarding the review and consideration of street name changes; and

WHEREAS, the Town Council of the Town of San Anselmo conducted a public hearing on a proposed street name change policy on September 11, 1990.

NOW THEREFORE, the Town Council of the Town of San Anselmo **DOES HEREBY APPROVE** a street name change policy as follows:

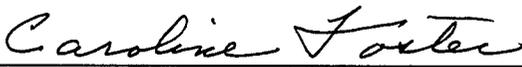
1. All requests for street name changes shall be submitted in writing to the Town Clerk and shall include the signatures of at least 66-2/3 of the owners of record of all properties addressed off of the subject street indicating consent to the proposed name change;
2. A review of the proposed street name change shall be coordinated by the Department of Public Works and Planning and shall include a review by all public and quasi-public agencies delivering services to the subject street to determine if the proposed street name change would constitute a problem in the delivery of services;
3. The Town Council shall conduct at least one (1) public hearing on the proposed street name change, for which all owners of record of properties addressed off of the subject street and all residents residing on the subject street shall receive notice of the public hearing;
4. If the proposed street name change is approved, a notice indicating the approval of the street name change shall be mailed by return receipt to all public agencies, quasi-public agencies and utility companies delivering services to the subject street;
5. If the proposed street name change is approved, a notice indicating the approval of the street name change shall be mailed by return receipt to all owners of record of properties addressed off of the subject street and to all residents of the subject street;
6. If approved, the street name change shall be effective a minimum of two (2) months from the date of the Town Council's action to facilitate the coordination of the street name change with all affected public and quasi-public agencies as well as with all property owners and residents of the subject street.

I hereby certify that Resolution No. 3125A was duly passed and adopted at a regular meeting of the Town Council held on September 11, 1990 by the following vote:

AYES: Chignell, Colteaux, Kanis, Walsh, Zaharoff

NOES: (None)

ABSENT: (None)



CAROLINE FOSTER, TOWN CLERK