



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, October 29, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Equity, Diversity, and Inclusion council sub-committee update

B. Naming Ordinance and Policy

C. WWRP Advocacy

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Equity, Diversity, and Inclusion council sub-committee update	Agenda Item #: 2.A
	For Agenda of: 10/29/2024
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Rachel Pitzel, Assistant City Administrator 10/24/2024	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Naming Ordinance and Policy	Agenda Item #: 2.B
	For Agenda of: 10/29/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. DRAFT Ordinance 24-0665 2. DRAFT ExA Ordinance 24-0665 3. DRAFT Naming Policy 4. SIGNED PC Recommendation - Naming Ordinance and Policy	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 10/22/2024 Dave Olson 10/24/2024	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 06/18/2024 SS 06/25/2024 RCM 09/09/2024 PC 10/14/2024 PC Recommendation 10/29/2024 SS 11/12/2024 RCM

Summary Statement:

Currently, the City of Edgewood does not have a formal naming code or policy. The attached draft ordinance is proposed to establish Chapter 12.22 in the Edgewood Municipal Code (EMC), titled "Naming of Streets, Public Facilities, and Public Parks." This new chapter outlines the criteria and procedures for naming public spaces to foster community identity, pride, and heritage. The ordinance emphasizes the importance of naming to honor historical figures, events, cultural significance, and individuals who have made significant contributions to the community. The criteria include neighborhood identification, historical significance, natural features, significant contributions, and outstanding civic service.

The draft ordinance also specifies the process for the City Council to designate names, including the potential for advisory boards or committees to provide recommendations. Additionally, it addresses the naming of interior features of public spaces, renaming procedures, signage requirements, maintenance responsibilities, and the council's authority to redesignate street names. The goal is to ensure a consistent and equitable approach to naming, reflecting the city's values and legacy while providing historical context for future generations.

Also attached is a draft Naming Policy that pairs with the proposed ordinance. Both of these documents were originally introduced to the City Council in June 2024, then forwarded to the Planning Commission for their input. In summary, support was expressed for establishing a clear and objective process and policy, the ability

to establish historical or honorary names was appreciated, and the Planning Commission approved their recommendation to the City Council on October 14, 2024 (attached). Staff also reviewed EMC for any addressing language that may conflict with the proposed ordinance and was unable to find any.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Naming Ordinance and Policy

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 24-0665

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ESTABLISHING A NEW CHAPTER OF THE EDGEWOOD MUNICIPAL CODE, CHAPTER 12.22 “NAMING OF STREETS, PUBLIC FACILITIES, AND PUBLIC PARKS” PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City recognizes the importance of naming streets, public facilities, and public parks as a means of fostering community identity, pride, and heritage;

WHEREAS, the naming of public spaces serves not only as a functional necessity but also as an opportunity to honor notable individuals, history, and cultural significance within the community;

WHEREAS, through the thoughtful selection of names for these public spaces, the City can offer a rich historical context for future generations, particularly when names are chosen to honor distinguished members of the community’s past; and

WHEREAS, the establishment of clear guidelines and procedures for the naming of streets, public facilities, and public parks will ensure a consistent and equitable approach, enhancing the City’s ability to reflect its values and legacy through these names;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. New Chapter Added. A new chapter 12.22 “Names of Streets, Public Facilities, and Public Parks” is hereby added to the Edgewood Municipal Code. Chapter 12.22 is attached as Exhibit A

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of final passage.

PASSED BY THE CITY COUNCIL ON THE 12TH DAY OF NOVEMBER, 2024

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

Maili C. Barber, City Attorney

Date of Publication: 11/15/2024
Effective Date: 11/20/2024

Exhibit A

NEW Chapter 12.22

NAMING OF STREETS, PUBLIC FACILITIES, AND PUBLIC PARKS

Sections:

12.22.010 Selection of name – Criteria.

12.22.020 Designation of name by City Council.

12.22.030 Naming of interior features.

12.22.040 Renaming procedure.

12.22.050 Signing.

12.22.060 Street and road sign requirements.

12.22.070 Maintenance procedures – department responsibilities.

12.22.080 Council redesignation of streets.

12.22.010 Selection of name – Criteria.

It is the policy of the city to choose names for streets, public facilities, and/or public parks based upon the site's relationship to the following criteria:

A. Neighborhood, geographic or common usage identification;

B. An historical figure, place, event or other instance of historical or cultural significance;

C. Natural or geological features;

D. An individual (living or deceased) who has made a significant land and/or monetary contribution to the community or who has had the contribution made “in memoriam” and when the name has been stipulated as a condition of the donation; or

E. An individual who has contributed outstanding civic service to the city.

12.22.020 Designation of name by city council.

A. The city council shall designate the names of public parks, public facilities and/or streets. The city council may choose to make its selection after receiving a written recommendation from any one of the city's advisory boards, or a specially appointed committee, based upon public input from individuals and organizations. Such written recommendation shall state how the proposed name(s) meet(s) the criteria in EMC 12.22.010. If a contest or competition is to be held to determine the name of a street,

public facility, and/or public park the advisory board/committee shall establish guidelines and rules for the contest. No city funds shall be used for any contest prizes.

B. The city council shall designate historic road/street names. The city council may choose to establish historic road/street names after receiving a written recommendation from a city advisory board or committee. Historic road/street signs shall meet the requirements of EMC 12.22.060 and shall be noted in the file of existing street names to avoid duplication of road or street names per EMC 12.22.070.

12.22.030 Naming of interior features.

The interior features of a public park or public facility may be named separately from the main park or facility; and should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this section.

12.22.040 Renaming procedure.

Once a name is selected for a street, public facility and/or public park, it should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this chapter.

12.22.050 Signing.

Following selection of a name by the city council for a street, public facility and/or public park, the public works department will identify the specific park, facility or street by appropriate signing specifying the name. All signage must comply with the Edgewood Sign Code, EMC 18.97, as applicable.

12.22.060 Street and road sign requirements.

A. All street and road signs shall conform as nearly as practicable to this Title and WAC Chapter 468-95.

B. Historic street and road signs shall be brown background, white lettering and match the upper and lower case of the existing street/road sign. The historic name sign shall be placed under the street/road sign. The sign shall have the historic name centered on the

1 sign, proceeded by “historic” and followed by “name.” The lettering shall be a minimum of
2 three inches for upper case letters and two and one-quarter inches for lower case letters
3 and in no case be more than 75 percent of the street sign’s lettering.

4
5 **12.22.070 Maintenance procedures – department responsibilities.**

6 The public works department shall be responsible for maintaining a file of existing street
7 names established under this chapter, and a catalog of potential street names for the
8 purpose of insuring that proposed street names are in conformance with this chapter and
9 do not duplicate existing names. The community development department is authorized to
10 assign addresses upon request by private and public agencies and to new subdivision
11 plats.

12
13 **12.22.080 Council redesignation of streets.**

14 A. Notwithstanding provisions in this chapter, the city council reserves the option of
15 changing street names or changing numbered streets to named streets, pursuant to the
16 criteria listed in this chapter. Applications to the council for street renaming shall contain
17 the signatures of the majority of persons having ownership in properties addressed on the
18 street to be renamed. Notice of proposed name changes shall be mailed to all property
19 owners whose addresses would be changed at least 20 days prior to council action. A
20 change of street names shall be accomplished by the adoption of an ordinance directing
21 such change.

22 B. The council shall consider technical input from the department, locational and
23 development characteristics relative to the street and the impact of the change on existing
24 businesses and residences, as well as on emergency vehicle responsiveness, in
25 determining whether the change should be granted. Only entire street lengths or distinct
26 major portions of streets shall be separately renamed by the city. For purposes of this
27 ordinance, “distinct major portions” shall mean a separate portion of a street identifiable
28 by either a directional shift of at least 45 degrees or an interrupted interval of at least one-
29 quarter mile.

EDGEWOOD
Washington
CITY OF EDGEWOOD
POLICIES AND PROCEDURES

TITLE:	POLICY MANUAL SECTION & NO.	
Naming or Renaming of City Owned Property and Streets	<i>To be assigned....</i>	
APPROVED BY	REVISES OR SUPERSEDES	EFFECTIVE DATE:
Mayor Olson	Not Applicable	11/12/2024

I. Purpose

To establish a uniform policy regarding the naming or renaming of City owned property including parks, facilities, buildings, and streets that ensure compatibility with the community interest.

II. Scope

- A. This policy affects City owned properties only.
- B. The following types of City owned property are included within the scope of this policy:
 - (1) Buildings and structures
 - (2) Streets
 - (3) Other real property, including open spaces and parks.
- C. This policy does not apply to the following types of property:
 - a. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register.
- D. This policy does not apply to names of City properties in return for financial or in-kind contributions or sponsorships.

III. Authority

- A. The City Council shall designate the names of parks, facilities, buildings, open spaces, non-numbered streets, and honorary street designations.
- B. The Community Development Director shall designate the names of numbered City streets in conformance with the Pierce County grid system (PCC 10.44). Streets shall be assigned a name when the numbering grid is deemed unfeasible or when the City Council acts pursuant to Sections 6 and/or 7 of this Policy.

IV. Criteria for Naming City Property

A. These policies shall be in accordance with the requirements of EMC Chapter 12.22. EMC 12.22.010 and the following unranked criteria should be used to guide decision making on naming City property:

- (1) Geographical location.
- (2) Building or property's purpose.
- (3) Cultural attributes, including but not limited to Native American Tribal influence.
- (4) Significant historical events.
- (5) Natural or geological features.
- (6) City identity and image.
- (7) Names of persons who have made an outstanding civic contribution to the community, or whose names are of historic significance to the area.
- (8) Names of City officials who served for a minimum of 10 years and who made outstanding contributions over and above the typical duties required by their positions and had a positive impact on the past and future development of programs, projects or facilities.

V. General

- A. The process for naming new developments will remain unchanged. This naming policy applies to renaming already established streets and naming new city facilities.
- B. Portions of a facility may have another name than that of the entire facility or features may be dedicated to or in honor of a person.
- C. City property shall not ordinarily be named for living individuals, although exceptions may be considered when significant contributions or unusually outstanding public service would so justify, and when the individual is no longer serving the City in an official capacity.
- D. Property named after individuals requires written consent of the named party's representative.
- E. There shall be a lapse of at least 12 months between the date of the death of a person(s) or of an event to be commemorated and a final decision by the City Council.

- F. Naming commemorations that meet the criteria and are significant to underrepresented populations are encouraged and shall be prioritized.
- G. The City will consult with local Native American tribes before renaming any street with a name that has Native American roots, ensuring cultural significance is respected, feedback is considered, and changes are implemented transparently.

VI. Naming Procedures for New Property

- A. Names for new parks, facilities, buildings, open spaces, and streets can be suggested by elected officials, staff, and members of the public.
- B. Name suggestions must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. If the suggested name(s) complies with this Policy, the City shall provide an open public comment period of 30 days that is advertised broadly including notification to all members of the City's Boards and Commissions.
- D. The suggested name(s) may be placed on an agenda of the City Council Committee most closely affiliated with the property being named or on an agenda of a Committee of the Whole meeting.
- E. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed name.
- F. Name changes shall be subject to the criteria and procedures set forth in this Policy.

VII. Street Renaming Procedures

- A. Renaming of existing streets should be carefully considered due to impacts to abutting property owners, emergency response times, and regional wayfinding.
- B. Requests to rename existing streets must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. Renaming of existing streets requires written support from a majority of affected property owners, which shall be gathered at the expense of the proponent. If the proposed name complies with this Policy has sufficient support from abutting property owners, and will not adversely impact emergency vehicle responsiveness, the City shall provide an open public comment period of 30 days, including a public hearing at a regular City Council meeting. Notice

for the public hearing shall be sent to all property owners with affected frontage, other interested parties, and members of the City's Boards and Commissions.

- D. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed street name change.
- E. If the City approves a renaming, the City Council shall designate an effective date that provides sufficient time for abutting property owners, residents, and businesses to mitigate the name change.

VIII. Honorary Street Designations

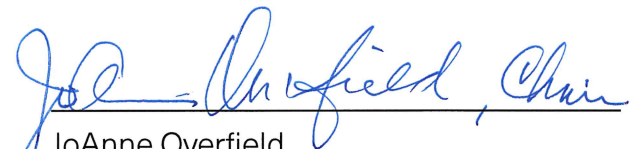
Honorary street designations are intended to recognize and honor individuals or groups without changing the official name of the street or the official addresses of residents and businesses on the street. Requests for honorary street designations must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A. If the proposed name complies with this Policy, the City shall provide an open public comment period of 30 days, including a public hearing at a regular City Council meeting, that is advertised broadly including notification to all members of the City's Boards and Commissions. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed honorary street designation.



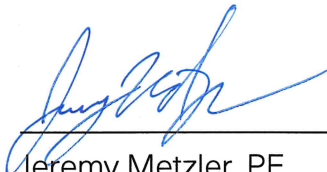
**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend that the City Council adopt Ordinance 24-0665 and establish a policy regarding Naming or Renaming of City Owned Property and Streets, as substantively attached hereto, striking the language "by lineal footage" under Section VII.C in the draft policy.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 14TH DAY OF OCTOBER 2024.**


JoAnne Overfield
Planning Commission Chair

Attest by:


Jeremy Metzler, PE
Community Development Director



City Of Edgewood Council Agenda Summary Sheet

Subject: WWRP Advocacy	Agenda Item #: 2.C
	For Agenda of: 10/29/2024
	Prepared by: Jeremy Metzler
Attachments (list):	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 10/23/2024 Dave Olson 10/24/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 10/29/2024 SS 11/12/2024 RCM

Summary Statement:

The Washington Wildlife & Recreation Coalition (WWRC) is seeking support in their efforts to advocate for a \$150 million Capital Budget request for the Washington Wildlife & Recreation Program (WWRP) for the 2025-27 biennium. WWRC has developed a digital "[sign-on letter](#)" for interested parties to endorse in support of WWRP. See the [blog post on WRPA's website](#) for more information.

As multiple projects in Edgewood have benefited from WWRP, the City Council may wish to have the Mayor sign the digital letter of support on behalf of the City.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding WWRP Advocacy

Fiscal Note/Consideration:

The City of Edgewood has benefited from WWRP over the years, receiving funds through RCO for Edgemont Park's playground (1997), the Interurban Trail - Phase I (2006) and Edgewood Community Park (2016), and \$3M in funds have been awarded for construction of the Interurban Trail - Phase III (pending construction).