

**ORDINANCE NO. 01-24**  
**DATE: January 18, 2024**

ORDINANCE

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:**  
That Chapter 262, Article I, Section 262-15A is hereby added as follows:

**Chapter 262. Streets, Sidewalks and Parking Areas**

**Article I. General Provisions**

§ 262-14. Naming new streets or renaming existing streets.

No person shall designate and/or name any new highway or redesignate and/or rename any existing highway without the approval of the Common Council.

§ 262-15. Highway naming committee.

A. Purpose. This section is established to provide a uniform and comprehensive highway naming process that emphasizes the history and heritage of the City of Middletown.

B. The Public Works and Facilities Commission is designated as the highway naming committee of the Common Council, with authority to designate official names for highways, subject to the approval of the Common Council.

C. List of approved names. The Director of Public Works or his or her designee shall maintain a list of approved names that the Public Works and Facilities Commission and the Common Council shall approve on an annual basis. The Director of Public Works shall provide the list of approved names, and copies of the relevant provisions of the City of Middletown's ordinances pertaining to public highways, to all entities or individuals requesting such name or name change (herein "applicant").

D. In naming or renaming any public highway, the applicant must obtain the approval of both the Public Works and Facilities Commission and the Common Council. The procedure for obtaining such approval shall be as follows:

(1) The applicant shall submit an application to designate an official name for a public highway, on a form prescribed by the Public Works and Facilities Commission, to the Director of Public Works or his or her designee. The Director of Public Works or his or her designee shall ensure that such proposed highway name does not pose any public safety concern (i.e., a duplicate or similar name to another Middletown highway, confusing spelling, or any other factor in the name that is related to public safety). The applicant may petition the Public Works and Facilities Commission to recommend a street name not on the list of approved names, with the petition, including background information justifying the street name as suitable for a public street.

(2) If the Director of Public Works, or his or her designee, believes that the proposed highway name does not pose any public safety concerns, the Director of Public Works, or his or

her designee, shall certify that the proposed street name is on the list of approved names and that the proposed name does not present any public safety concerns and shall transmit the application to the Public Works and Facilities Commission.

(3) Upon the recommendation of the Public Works and Facilities Commission, the application shall be sent to the Common Council for approval.

E. Public and private highways. The Director of Public Works shall be tasked with ensuring that all highway names, both public and private, pose no public safety problems.

(1) Should the Director of Public Works, or his or her designee, believe that the name of any public highway poses a public safety issue or concern, the Director of Public Works, or his or her designee, shall notify the Public Works and Facilities Commission. The Public Works and Facilities Commission shall then review the findings of the Director of Public Works. If the Public Works and Facilities Commission agrees that the name of such highway endangers public safety, the Public Works and Facilities Commission shall recommend a name from the list of approved names to the Common Council for approval.

(2) Should the Director of Public Works, or his or her designee, believe that the name of any private highway poses a public safety issue or concern, the Director of Public Works, or his or her designee, shall notify the property owner of such fact in writing. If, within 60 days of such notification, a name that complies with the provisions contained in Subsection **D** is not designated by the property owner and approved by the Director of Public Works, or his or her designee, the Public Works and Facilities Commission shall recommend a name from the list of approved names to the Common Council for approval.

F. Acceptance of private highways by the City. If a private highway whose name is not in compliance with the provisions of this section is conveyed to the City for acceptance as a public highway, the procedure set forth in Subsection **D** of this section shall be followed.

#### 262-15A. Honorary and Historic Street Naming Program.

A. Purpose. The purpose of this section is to establish guidelines and to formalize procedures when considering adding an honorary or historic distinction to an already named City-owned or controlled street or roadway. The Public Works and Facilities Commission shall oversee the initial consideration process and make all recommendations to the Common Council, which shall have final approval.

B. Policy Considerations. If an honorary or historic distinction is to be added to a City street or roadway to commemorate an individual, said individual must be shown to have made a significant contribution to the community through public service and deeds, and is respected for his or her accomplishments and good conduct. Consideration shall be given to individuals who have made recent accomplishments and contributions as well as individuals with historic ties to the City. An individual must be deceased at least one year prior to the naming unless the Common Council determines by a two-thirds majority vote that a living individual or a person who has been deceased less than one year deserves the honor.

C. Application Process. The Public Works Department shall establish an application, to be made publicly available, which shall include all questions necessary and proper for the consideration of an honorary street sign designation including: the name of and biographical information for the honoree, the street intersections to be designated, the proposed wording of the honorary street sign, a description of the honoree's contribution to the City of Middletown and connection to the street or area to be designated, and such other criteria as the Public Works Department deems appropriate. Applications must be filled out in their entirety to be considered.

D. Process. Once a completed application is received by the Public Works and Facilities Commission and it is determined that the proposed honorary street name does not pose a public safety issue or concern, said request shall be placed on the next Public Works and Facilities Commission agenda for discussion and review. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Public Works and Facilities Commission, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the committee. If the Public Works and Facilities Commission votes to recommend the proposed honorary street name, said proposal shall proceed to the Common Council for a vote. The Common Council shall have the power to review and approve or disapprove any request for an honorary street sign designation. Before voting on said application, the Common Council must host a public hearing on the proposal.

A.E. Installation. Once approved by the Common Council, the Public Works Department will install a sign commemorating the honorary distinction above the official street sign.

**Submitted by:** Councilman Eugene Nocera

**Approved by:** Public Works and Facilities Commission at its Regular Meeting on December 13, 2023.

General Counsel Commission at its Special Meeting on January 23, 2024.

**Status: APPROVED**  
**By Common Council, City of Middletown**  
**at its meeting held on: FEBRUARY 5, 2024**

*K: review/ ordinance/ CH 262-15A - Historic St Name – ORD 01-24 – 5 Feb 2024*