



## MEMORANDUM

August 7, 2020

**TO:** MEMBERS, PORT COMMISSION  
Hon. Kimberly Brandon, President  
Hon. Willie Adams, Vice President  
Hon. Gail Gilman  
Hon. Doreen Woo Ho

**FROM:** Elaine Forbes   
Executive Director

**SUBJECT:** Request approval on the proposed street name change of Channel Street to Mission Creek, subject to approval of the San Francisco Board of Supervisors.

**DIRECTOR'S RECOMMENDATION:** Approve Attached Resolution No. 20-35

---

### **EXECUTIVE SUMMARY**

The navigable body of water in Mission Bay, which is commonly referred to as Mission Creek, is officially named “Channel Street” and is located within Port jurisdiction and in the Mission Bay South Redevelopment Area. A section of new streets in the redevelopment area have also been officially named either “Channel” or “Channel Street”, creating a conflict in names for identification and location purposes. The proposed solution is to rename the navigable body of water from “Channel Street” to “Mission Creek” in the “Official City Map”. The process of changing the Official City Map requires approval by both the Port Commission (for streets, navigable waterways and features in Port jurisdiction) and Board of Supervisors. This memorandum provides the research and rationale for requesting the name change.

The Office of Community Investment and Infrastructure (OCII) is sponsoring this effort. OCII is undertaking a larger street renaming effort in the Mission Bay area. This effort led to the discovery that the navigable waterway commonly known as Mission Creek is named Channel Street on the Official City Map. The least impactful process to address this conflict is to change the name of the navigable waterway, which would allow residents of the affected area to keep their addresses.

**This Print Covers Calendar Item No. 8A**

The Port applies the standards of the City's Public Works Code with respect to renaming of publicly dedicated streets, including navigable bodies of water, in Port jurisdiction (Port Commission Resolution No. 07-55). This subject item is for the official renaming of the navigable waterway (located between Sixth Street and Third Street) from Channel Street to Mission Creek. There is no renaming of a street segment requested in this proposal..

The San Francisco Public Works Department ("SFPW") has established procedures for the renaming of publicly dedicated streets, which also applies to navigable bodies of water. Similar to SFPW's procedures, Port Code Procedure PCP-019 (Exhibit A) outlines the procedure for the renaming of publicly-dedicated streets and features in Port jurisdiction in the Official City Map.

PCP-019 requires neighborhood notification of the proposed change, followed by a Port Commission meeting to approve or reject the proposed name change and San Francisco Board of Supervisors and other City approvals.

## **STRATEGIC OBJECTIVES**

This proposal supports the Port's Strategic Plan goal of Engagement.

**Engagement:** Affirms the Port's commitment to public engagement by seeking approval of a change in the name of a navigable body of water consistent with protocol for changing existing street names in the Official City Map.

## **BACKGROUND**

The Port Engineering Division developed Port Code Procedure 019 (attached as Exhibit A) to detail the process for changing existing street names, including navigable bodies of water, in Port of San Francisco jurisdiction. The procedure is analogous to San Francisco Public Works' procedure for changing existing street and feature names in the Official City Map but adds Port Commission approval to the process.

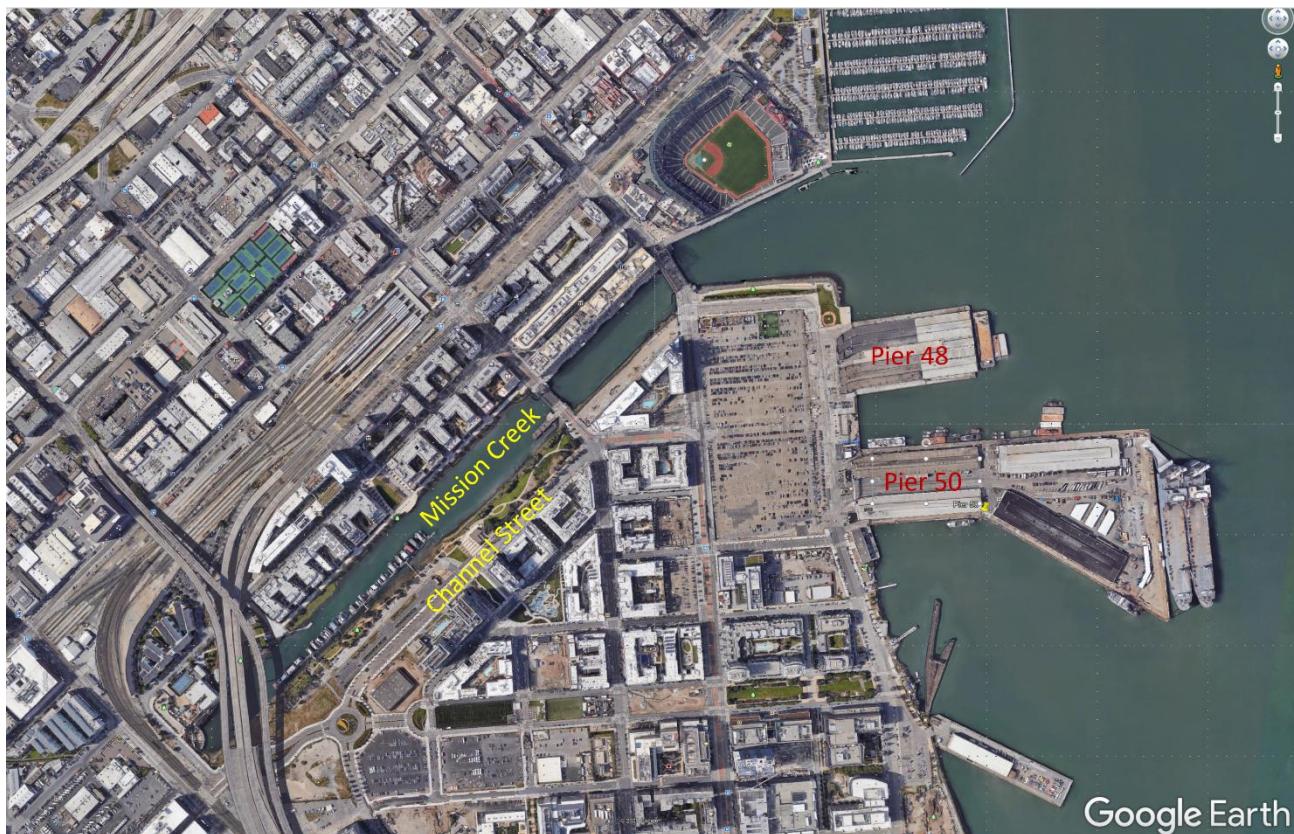
For dedicated streets and features (i.e. dedicated to the public) located within Port jurisdictional boundaries, the changing of the name of an existing street (or feature) requires notifying all owners of record or Port tenants on the street (or feature), and soliciting comments from various City agencies. If the responses to the proposed name change are positive, Port Code Procedure 019 provides that Port staff will prepare a report and resolution for consideration by the Port Commission to approve or reject the proposed change of street (or feature) name.

This process follows the SFPW procedure outlined in the service bulletin "Establishing Street Names" the applicant shall request Public Works to add the changed street (or feature) name to the Official City Map. The Port Commission approval of the change of dedicated street (or feature) name shall be subject to the Board of Supervisors' approval and other City of San Francisco approvals.

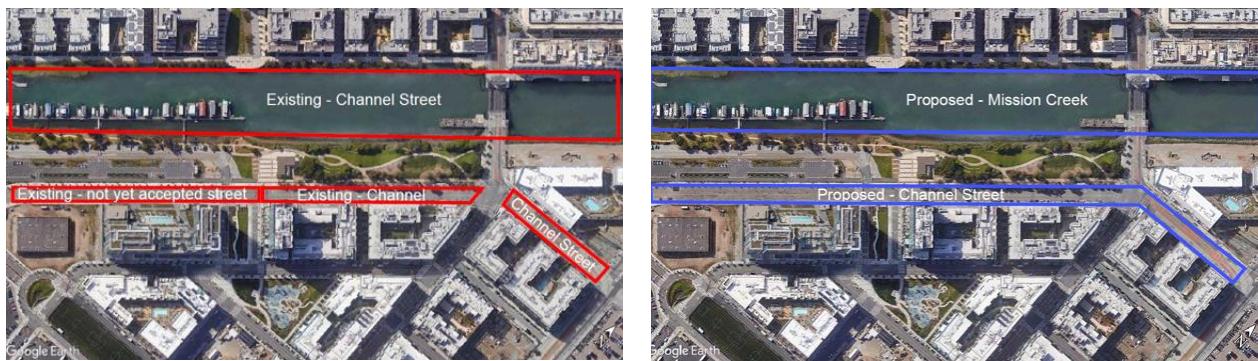
## **DISCUSSION**

Channel Street (“Old Channel Street”) is the navigable body of water in Mission Bay that runs from Berry Street to the San Francisco Bay (

**Figure 1 and 2).** Old Channel Street is commonly called Mission Creek. The master developer of the Mission Bay South Redevelopment Area and the approving City agencies were unaware of the official name and named the street that runs to the south of Old Channel Street, Channel Street (“New Channel Street”) as well. One of these streets needs to be renamed.



*Figure 1: Street Location Map (common names)*



*Figure 2. Closer View of Existing Names and Proposed*

Renaming the navigable body of water from “Channel Street” to “Mission Creek” will not require address changes (as the navigable water does not have mailing addresses). Renaming Channel Street (meaning the street located on land) would have a major impact on San Francisco residents who live there and would need to change their addresses. As part of OCII-led public outreach on this name change and other name changes in the broader legislation, OCII provided a presentation to the Mission Bay Community Advisory Committee on July 9, 2020 and received a unanimous vote in support of the proposed name changes. In addition, Port staff provided a presentation to the Southern Waterfront Advisory Group on July 15, 2020. The Port’s advisory committee noted that Mission Creek is a suitable name for the waterway. They also voiced support for OCII and the City considering a renaming (outside of Port jurisdiction, and thus not the subject of this item) to honor the late, long-time community activist Corrine Woods.

### **CONCLUSION & RECOMMENDATION**

Port staff presents this matter to allow OCII, the opportunity to explain its request for changing the name of the navigable waterway currently named Channel Street to Mission Creek pursuant to Port Code Procedure 019. Port staff supports OCII’s proposal to rename the navigable channel currently called Channel Street to Mission Creek because this change would have the least impact on area residents and because the community has been advised and has expressed support for this solution.

Assuming all Port and City approvals are secured, the proposed change of the street name will permit existing residential addresses with [New] Channel Street to remain unchanged. Because Mission Creek lay within Port jurisdictional boundaries, approval by the Port Commission is required, and because the street is also a City dedicated street, the proposed name change requires Board of Supervisor approval.

Prepared by:

Rod K. Iwashita,  
Chief Harbor Engineer



**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 20-35**

WHEREAS, On, July 17, 2007, by Resolution 07-55, the Port Commission directed Port staff to apply the standards of the San Francisco Public Works Code as the basis to regulate all encroachment work within Port boundaries until the Port Commission adopts a Port version of the Public Works Code; and

WHEREAS, Port staff also follow the substantive provisions of the City's Public Works Code and administrative procedures of the Public Works Department in the renaming of publicly dedicated streets in Port jurisdiction; and

WHEREAS, Port Code procedure PCP-019 outlines the procedure for the renaming of streets and navigable waterways, including publicly dedicated streets, within the Port jurisdictional area, including Port Commission approval of the street renaming; and

WHEREAS, The navigable body of water in Mission Bay, which is commonly referred to as Mission Creek, is officially named "Channel Street" and is located within Port jurisdiction and in the Mission Bay South Redevelopment Area; and

WHEREAS, A section of new streets in the Mission Bay South Redevelopment Area have also been officially named either "Channel" or "Channel Street", creating a conflict in names for identification and location purposes; and

WHEREAS, The San Francisco Department of Public Works has proposed a solution to rename the navigable body of water from "Channel Street" to "Mission Creek"; and

WHEREAS, Assuming all Port and City approvals are secured, including approval of the Board of Supervisors, the proposed change of the street name will permit the residents of the new streets named "Channel" and "Channel Street" to maintain their addresses; and

WHEREAS, Both the Mission Bay Citizens Advisory Committee and the Southern Waterfront Advisory Group have unanimously voted in support of renaming the navigable body of water from "Channel Street" to "Mission Creek"; now, therefore be it

RESOLVED, The Port Commission hereby approves renaming the navigable body of water from "Channel Street" to "Mission Creek", pursuant to Port Code Procedure 019 subject to the San Francisco Public Works Department procedures for the renaming of publicly dedicated streets, and subject to Board of Supervisors' approval.

*I hereby certify that the foregoing resolution was adopted by the San Francisco Port Commission at its meeting of August 11, 2020.*

*Carl Pascua*

---

Secretary

**Exhibit 1**  
**Port Code Procedure PCP-019**

## PORT CODE PROCEDURE

---

**NO. PCP-019**

**DATE** : November 21, 2019

**SUBJECT** : Port Street Names

**TITLE** : **Procedure for Port Street Name Changes**  

---

**PURPOSE** : The purpose of this Port Code Procedure (PCP) is to describe the procedures for changing the names of existing Port streets.

**REFERENCE** : San Francisco Public Works service bulletins entitled, "Establishing Street Names", and "Street Dedication and Acceptance".

**DISCUSSION** : The Port of San Francisco (Port) has not created its own Port Public Works Code. In a meeting of the San Francisco Port Commission (Port Commission) on July 11, 2007, under Resolution No. 07-55, the Commission authorized and directed the Port staff to apply the standards of the City and County of San Francisco Public Works Code, which is administered outside of Port jurisdictional boundaries by the San Francisco Public Works department (SFPW). The Port will continue to apply the standards of the City Public Works Code until such time that the Port Commission adopts a Port Public Works Code.

Among the regulatory services provided by SFPW regarding San Francisco areas where the Public Works Code applies, SFPW receives and processes requests for changes to street names. Since the Port is a separate regulatory agency from SFPW, this Port Code Procedure PCP-019 sets forth the analogous processes for changing the name of any street within Port jurisdictional boundaries.

**Non-Dedicated Streets:** For non-dedicated streets located within Port jurisdictional boundaries, the process to request an existing street name change is outlined below.

**Proposal for Change of Street Name:** The process for requesting the renaming of streets within Port jurisdictional boundaries can be initiated by members of the public, Port Staff or the Port Commission. If a member of the public initiates a request to rename a street, the requesting party must present the proposal to the Port's Permit Desk with signatures from all Port tenants and private property owners whose lots abut the subject street

## 2016 Port of San Francisco Building Code

block(s). To warrant consideration for the requested name change, the number of signatures must indicate that a majority is in favor of the change. This requirement does not apply to Port staff- or Port Commission-initiated street name changes.

The Port Engineering and Port Real Estate staff will review and investigate the proposal for changing a street name. This shall include mailing an inquiry to all owners of record or Port tenants on the street for an official response to the proposed name change. The Port will also solicit comments from various City agencies, including, but not limited to, the Planning Department, the Department of Building Inspection, the Fire Department, the Police Department, the Municipal Transit Authority, and the Recreation and Park Department. If responses to the proposed name change are positive, Port staff will prepare a report and resolution for consideration by the Port Commission at a subsequent Port Commission meeting, which shall have authority to approve or reject the proposed change of street name.

**County Highways (Including Dedicated Streets):** For streets located within Port jurisdictional boundaries that constitute County Highways under the California Streets and Highways Code, including streets that are dedicated to public use and part of the City and County of San Francisco's street system (Dedicated Streets), the renaming of the street must comply with both the requirements under Non-Dedicated Streets (above) and the SFPW procedure outlined in the service bulletin "Establishing Street Names" to amend the street name to the Official City Map. Thus, the Port Commission's approval of the changed street name shall be subject to separate Board of Supervisors' approval and other City of San Francisco approvals. Refer to 'Attachment 'A'' for the related SFPW procedure.

**Submittal Fee:** The base submittal fee for the Port's processing and investigation of a proposed street name change of an existing street for the benefit of a member of the public is \$2,500. All services performed by Port Staff to prepare and present a Port Commission Resolution for change of a street name will be billed at a time-and-materials rate chargeable to the applicant. See Port Building Code Chapter 1, Table 1A-6, item 1, "Standard Hourly Fees". At the end of the Port process, an adjustment to the fee will be made based on Port personnel time spent and the standard hourly fees and expenses incurred. In addition to fees payable to the Port, the applicant shall pay all applicable SFPW fees or charges applicable to any requests to change a street name.

### **Process for Changing a Street Name**

Changing the name of an existing street requires the following procedures:

- 1) The requesting party shall submit an informational proposal to be referred to the San Francisco Port Commission

## 2016 Port of San Francisco Building Code

- 2) A Public Hearing by and approval of the San Francisco Port Commission on the proposed name change of a street, with a recommendation for approval of the street name change to the Board of Supervisors.
- 3) Upon the completion of steps 1 and 2 above, submittal of a Port encroachment permit and San Francisco Public Works application that will initiate the name change for Port and San Francisco mapping purposes. This San Francisco Public Works application is in addition to the Port encroachment permit and will be subject to the fees charged by San Francisco Public Works and any other San Francisco Department involved in the street name change.
- 4) For County Highways (Including Dedicated Streets) located in Port jurisdictional boundaries, the requirements of San Francisco Public Works Service Bulletin "Establishing Street Names" shall be satisfied after Port Commission approval.
- 5) Recognition of the name change by the San Francisco County Clerk and the City and County Surveyor's offices.
- 6) Addition of the street name change to the Official City Map.

If the forgoing requirements for a change of street name have been satisfied and all specified approvals granted, the street signs must contain both the original and new names for a period of 5 years. The new name may be indicated in a size that is larger than the old name, with the approval of the Port.

**Appeals:** As street name changes shall be subject to review and comments by neighbors, and approval by the Port Commission, and Board of Supervisors and Mayor for County Highways (Including Dedicated Streets), no appeals will be heard.

For more information about establishing street names or renaming streets, contact:

The Port of San Francisco  
Permit Information Desk  
Pier 1, The Embarcadero  
San Francisco, CA 94111  
Phone: (415) 274-0554  
Email: [permit-desk@sfport.com](mailto:permit-desk@sfport.com)

---

Rod Iwashita  
Chief Harbor Engineer  
Port of San Francisco

Date

Attachment 'A'

## **Attachment ‘A’**

### **SFPW: Establishing Street Names**

**(per <https://sfpublicworks.org/services/establishing-street-names>)**

Street names are generally established during the development / subdivision of land. A request for renaming streets can be initiated by members of the public or the Board of Supervisors.

If a member of the public initiates the request, they must present their petition to Public Works Department with signatures from property owners whose lots are abutting the subject street. The number of signatures must indicate a very strong majority in favor of the change. If the proposed name change affects a “private” street, the “Home Owners’ Association” (if applicable) may require pre-approval according to their own by-laws.

We will review and investigate the proposal. This shall include mailing an inquiry to all owners of record on the street for an official response to the proposed name change. We will also solicit comments from various City Agencies, including but not limited to the Planning Department, the Department of Building Inspection, and the Fire and Police Departments. If all indicators are very positive, we will prepare a resolution to be submitted to the Board of Supervisors. The submittal fee for our investigation is \$2,500 and is based on the actual time taken. Name changes similar to the change of Army Street to Cesar Chavez Street will cost much more and you will be billed for time and materials.

#### **Process for Changing a Street Name**

Changing the name of a street requires:

- The resolution referred to the Clerk of the Board of Supervisors
- A Public Hearing at the Land Use and Economic Development Committee
- Board of Supervisors approval
- Mayor’s signature

The Clerk of the Board sends the approved resolution back to the County Clerk and the County Surveyor at Public Works where the approved name change is added to the “Official City Map.” The name changing process for other jurisdictions, such as the Port or Recreation and Park Department may vary.

Once the street name has been officially changed, the street signs must contain both names for a five-year period.

2016 Port of San Francisco Building Code

For more information about establishing street names or renaming streets, contact:

San Francisco Public Works  
Bureau of Street-Use and Mapping  
1155 Market Street, 3rd Floor ([Map](#))  
San Francisco, CA 94103  
Phone: (415) 554-5827  
Fax: (415) 554-5324