

# Ord. No. 240351

**Case No. CD-CPC-2024-00066**

**Chapter 88 - Zoning Code Amendment –  
Street Naming Committee Section 88-605-03**

June 11, 2024

**Neighborhood Planning and Development Committee**



- **Ordinance No. 211122 was introduced by Councilwoman Bough following the Paseo Boulevard renaming process. This ordinance was released by City Council on January 19, 2023.**
- **The need for this piece of legislation was also discussed during the renaming of Dr. Martin Luther King Boulevard.**
- **Ordinance No. 240351 was introduced by Councilwoman Robinson and referred to the City Plan Commission on March 28, 2024.**
- **On June 5, 2024, the CPC recommended APPROVAL.**

- This amendment provides a new process for re-naming streets and updates the approval process for honorary street names.**
- Replaces administrative approval of honorary street naming from the Director of City Planning and Development to the City Council and requires a public notification and hearing at the council level.**
- 88-605-03-F - Creates a new street re-naming section where there was none.**
  - ✓ **This will require a review by the SNC.**
  - ✓ **A public notice and hearing at the City Council level.**
  - ✓ **City Council approval.**

## **88-605-03 - STREET NAMING COMMITTEE**

### **88-605-03-A. ESTABLISHMENT AND PURPOSE**

There is hereby established a street naming committee with the prime function of assigning names to the public and private streets.

### **88-605-03-B. MEMBERSHIP**

The following individuals are members of the street naming committee:

1. city planning and development director;
2. public works director;
3. parks and recreation director;
4. fire chief;
5. police chief.

### **88-605-03-C. EX OFFICIO MEMBERS**

The following are ex officio members of the street naming committee:

1. U.S. post office; and
2. other agencies as deemed necessary by the city planning and development director to render a complete and competent review of proposed street names.

### **88-605-03-D. PROCEDURES**

The city planning and development director is the chairperson of the street naming committee. The chair's function is to coordinate committee activities. **The committee shall review requests to rename streets and make recommendations to the city council when needed.** The committee shall assign street names as part of the subdivision plat approval process. The chair must inform the developer of recommendations by the committee and must present recommendations to the city plan commission or the city council, as necessary.

## **88-605-03-E. HONORARY STREET NAMES**

Honorary street names may be used to honor neighborhood and local leaders, community activists, and state and national figures. The following guidelines apply.

### **1. CONSIDERATION OF NOMINEES**

The nominating person or organization must prepare an autobiography or historical statement of the proposed recipient of the honorary street name designation. The statement should outline the historical or cultural significance of the nominated person, place, or event to the community and to the city. Attached to the autobiography or historical statement should be a map indicating where the honorary street name is being requested and additional information as to why the identified section of street is appropriate.

### **2. PETITION OF SUPPORT**

The nominating person or organization must include with the request package a petition of support for the proposed honorary street name. The petition must be signed by no fewer than 50 residents of the city, and must also include at least 75% of the property owners abutting that section of the street proposed to be honored. Special circumstances regarding street segment length or location, etc., will be considered **by the city council on a case-by-case basis.**

### **3. CONSIDERATION BY THE STREET NAMING COMMITTEE**

The nomination request package must be referred to the street naming committee for review. After the street naming committee reviews the application, a report discussing the validity of the petition and the anticipated costs that will be incurred to carry out the request must be prepared **and submitted to the city council.**

**4. FINANCIAL BURDEN**

The costs of fabrication and installation of the honorary signs as well as all future maintenance and replacement of the signs will be the responsibility of the nominating person or group.

**5. PLACEMENT AND DESIGN OF SIGNS**

Honorary street name signs may not exceed the regulatory size of a green guide street sign. The department of public works has sole authority for the fabrication and installation of honorary street name signs in the city.

**6. TERMINATION OF AN HONORARY STREET NAME DESIGNATION**

The city may choose at any time and for any reason to discontinue any honorary street name designation **by approval of the city council**. Should all of the signs become missing or vandalized and remain so for a period of one year with no remedy, the designation will be considered abandoned. The city will not replace or repair any honorary signs without compensation.

**7. HONORARY STREET NAME AS ALIAS FOR OFFICIAL STREET NAME**

The honorary street name must be logged as an alias in the city's emergency communications system and by the U.S. Postal Service for mail delivery purposes.

**88-605-03-F. STREET RENAMING**

Street renaming is a process to establish a new name for a street that has already been given a street name by an approved plat, by the street naming committee or by the city council.

**1. CONSIDERATION OF RE-NAMING**

The city council or the Parks Board in the case of streets under their jurisdiction may initiate renaming of a street. The city planning and development director may initiate renaming only in the instance of fixing an error. A statement outlining the need to rename a street and a map indicating where the street re-naming is being requested shall be provided.

**2. CONSIDERATION BY THE STREET NAMING COMMITTEE**

The application must be referred to the street naming committee for review. After the street naming committee reviews the application, a report discussing the impacts on the property owners, the anticipated costs that will be incurred to carry out the request and a recommendation must be prepared and submitted to the city council.

**3. NOTICE OF HEARING**

Notice of the city council public hearing must be sent by the initiator by U.S. mail, first class at least 13 days before the date of the hearing to all property owners adjacent to the section of street proposed to be renamed, any registered neighborhood organization and/or registered civic organization whose boundaries include the subject street, and all owners of property within 300 feet of the street to be renamed. Addresses must be based on the latest available, city-maintained property ownership information. The mailed notice shall indicate the date, time and place of the public hearing, describe the requested action to be taken, indicate where to obtain additional information, and provide contact or other information sufficient for those interested to determine when the city council will hold its hearing on the re-naming.

**4. HEARING AND FINAL ACTION**

Following the close of the public hearing, the city council may act to approve or deny the proposed renaming. A simple majority vote is required by city council.

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Added text

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The nominating person or organization must include with the request package a petition of support for the proposed honorary street name. The petition must be signed by no fewer than 50 residents of the city, and must also include at least 75% of the property owners abutting that section of the street proposed to be honored. Special circumstances regarding street segment length or location, etc., will be considered by the ~~street naming committee~~ **city council** on a case-by-case basis.

## 3. CONSIDERATION BY THE STREET NAMING COMMITTEE

The nomination request package must be referred to the street naming committee for ~~consideration~~ **review**. After the street naming committee reviews the application, a report discussing the validity of the petition and the anticipated costs that will be incurred to carry out the request must be prepared **and submitted to the city council. The city council may act to approve or deny the application. A simple majority vote is required by city council.**

## 6. TERMINATION OF AN HONORARY STREET NAME DESIGNATION

The city may choose at any time and for any reason to discontinue any honorary street name designation **by approval of the city council**. Should all of the signs become missing or vandalized and remain so for a period of one year with no remedy, the designation will be considered abandoned. The city will not replace or repair any honorary signs without ~~guarantee of~~ compensation.



**88-605-03-F. STREET RENAMING**

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**2. CONSIDERATION BY THE STREET NAMING COMMITTEE**

The application must be referred to the street naming committee for review. After the street naming committee reviews the application, a report discussing the impacts on the property owners, the anticipated costs that will be incurred to carry out the request and a recommendation must be prepared and submitted to the city council.

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**4. HEARING AND FINAL ACTION**

Following the close of the public hearing, the city council may act to approve or deny the proposed renaming. A simple majority vote is required by city council.

# **CPC RECOMMENDATION: Approval**

