

GATESVILLE STREET RENAMING POLICY

SECTION 1 GENERAL PURPOSE

The purpose of this policy is to establish uniform procedures for the internal staff review process, public notice and hearing requirements, and processing of applications regarding amending existing public street names within the City of Gatesville incorporated area.

This policy shall not affect the naming of streets through the subdivision platting process. Existing named streets should only be renamed in exceptional circumstances. The City Council reserves the right to remove the name or rename any street.

SECTION 2 NAMING CONSIDERATIONS

Proposed names should be for one or more of the following *Naming Considerations*:

A. Naming Consideration #1: Exceptional Individuals

Naming under this category should be based on the following criteria:

1. Must be in recognition of an exceptional group or individual that is or was a dedicated supporter of the community.
2. Said group or individual must have made a lasting and significantly substantial contribution to the betterment of the City.
3. Said group or individual must have had a positive impact on the lives of local residents and demonstrated an exceptional service record of volunteerism to the community.

B. Naming Consideration #2: Historic Events, Places, and Persons

Naming under this category should be based on the following criteria:

1. Must be in recognition of local historical events or places; or
2. City founders, pioneers, and other figures to commemorate the impact of those events or individuals; or
3. Helps identify local community history.

C. Naming Consideration #3: Community Significance

Naming under this category should be based on the following criteria:

1. Fosters a stronger sense of community pride.
2. Is easily recognizable to members of the community, such as a school mascot.

SECTION 3 GUIDING PRINCIPLES

In general, the following guidelines must be met:

- A. The new name must have historical, cultural, or social significance for current and future generations; or the name symbolize a major achievement or advancement for the community.
- B. The name must engender a positive image for the community.
- C. The name must be suitable based on the location.
- D. The name must not have or contain any unintentional meaning.

SECTION 4 NAMING STANDARDS

Any proposed street renaming must comply with the following standards:

- A. No proposed street name shall be cumbersome or contain corrupted or modified names, profane, discriminatory or derogatory names relating to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation or other similar categories.
- B. Proposed names shall not be duplicates in sound or pronunciation to other similar names currently in the City or ETJ.
- C. Street names shall contain a maximum of twenty (20) characters including spaces.
- D. Proposed names shall not be of appointed or elected officials currently in office.
- E. Street names shall be composed of letters from the English alphabet and Arabic numerals. Special characters typically used to clarify pronunciation (e.g., accent, tilde or umlaut, apostrophe), other than a hyphen, are prohibited.
- F. Components of a Root Street Name that can be defined as compass directions or road types are prohibited. (e.g., Northwest Blvd.) Numeric root street names may be either alphabetic or numeric, but not both (e.g., 3rd Street or Third Street).
- G. Root street names beginning with numeric words shall be spelled out (e.g., "Thousand Oaks" rather than "1,000 Oaks");
- H. In the event a Root Street Name consists of a combination of two (2) or three (3) words, the first word of the combination shall not be repeated more than three (3) times as the first word in any other two- or three-word Root Street Name within a platted subdivision, or any future phases thereof.
- I. The use of intentionally confusing street names such as the following is prohibited. (e.g., Dead End Road; Caliche Road; Nameless Road; etc.)
- J. Root Street Names shall not contain any of the following:
 1. References to road type or compass direction, or any derivative thereof (e.g., County Road Ave., Northern Hills Blvd., etc.);
 2. Any word defined herein as a Type Suffix or Directional (e.g., Cardinal Loop Blvd., West Gate Dr., North Loop Blvd., Trail of Lights Boulevard).
 3. Any titular abbreviation, such as (e.g., Doctor-DR. ; Mister-MR. ; General-GEN. ; Saint-ST.; etc.)
 4. Street names consisting of compass directions (e.g. Northeast Drive, South Street, West Avenue, etc.)
- K. Each street name within the City limits or its extraterritorial jurisdiction shall be unique and shall not duplicate another street name within the City limits or its extraterritorial jurisdiction.
- L. If the proposed street will be serviced by local or by an inter-governmental 911 dispatch system, the Building Official, or his/her designee, has the authority to deny a street name if the proposed street name is currently in use, currently on a reserved street name file, or on an existing approved plat in a neighboring jurisdiction.
- M. All existing street names shall be retained, unless determined to be a duplicate or ambiguous by the Staff. Staff shall make recommendations to the Planning and Zoning Commission for street name changes and the commission is hereby authorized review and opine on any such change.

SECTION 5 APPLICATION PROCESS

Initiation Letter

- A. The process for requesting a street name will consist of a letter of intent to the City Manager containing the following information:
 1. The letter must identify the street the applicant desires to rename, and the extent to which the renaming will apply.
 2. The letter must provide a thorough explanation as to why the current street name should be changed. This explanation must include the renaming's alignment with the established guiding principles and naming considerations.
 3. The letter must provide the name that the applicant is proposing.
- B. Following the letter of intent, the applicant shall receive an application form to be submitted to the City Manager along with a nonrefundable application fee.

Application.

- A. An application for street renaming may be submitted by one of the following:
 1. The property owner abutting the street, provided that they include the following with their application submission:
 - a. A written petition signed by not less than 25% of the property owners (not tenants) abutting the entire length of the public street; or
 - b. A written petition signed by not less than 50% of the residents abutting the entire length of the public street.
 2. The City Council, after an affirmative vote, may on its own volition initiate the application process as an applicant.
 - a. In the case where the application is initiated by the City Council, all fees shall be waived.
 - b. Applications initiated by the City Council would still be required to go through the Review Process and Implementation Process outlined in this policy.
 3. Any resident of the City of Gatesville, provided that they include the following with their application submission:
 - a. A letter stating the reason(s) they wish the street be renamed;
 - b. Whether they currently own, or previously owned real property (land, structure, or both) abutting the street proposed to be renamed;
 - c. Whether the application is submitted on behalf of an individual or on behalf of an organization.
- B. An Application is considered complete when the City Manager has determined that the proposed street name does not constitute a duplication of an existing street name within the City's emergency dispatch area, and the application fee has been paid.

Fees.

Application Fee

Application fees shall be established from time to time by the City Council. Such fees shall be due upon the submission of an application and shall be non-refundable.

Processing Fee

In addition to the application fee, upon approval of the application by City Council, the applicant may be responsible for all or a portion of postage costs of all public notifications, balloting of the affected property owners/residents, and the cost to replace street name signs. All required costs shall be paid

before the approved ordinance takes effect. If the City Council elects to require the applicant pay for all or a portion of the Processing fee, and the applicant fails to submit payment, the application shall be null and void.

SECTION 6 REVIEW PROCESS

Staff Review:

- A. Upon receiving a complete application, the City Manager shall direct staff to conduct the following:
 1. Prepare a map depicting the boundaries of the area in which the street name is to be changed and identifying affected property owners.
 2. Staff shall prepare a letter explaining the proposed name change and a ballot for each owner of real property that abuts the affected easement/street.
 - a. Non-owner occupants of any residence which abuts the affected easement/street shall receive a notice, but no voting ballot.
 - b. At the conclusion of fifteen (15) business days, any property owner who did not return a ballot will be re-sent a new letter/ballot via certified mail.
 - c. At the conclusion of ten (10) additional business days, the votes will be counted by Staff.
 3. Staff shall compile comments regarding the written petition. The following shall be evaluated and addressed within staff's comments:
 - a. Verification that the proposed street name conforms to the parameters of this policy, procedure, naming considerations, and guidelines.
 - b. The impact on existing homes, businesses, and public safety.
 - c. The financial impact for changing public signs, plaques, markers, and readdressing.
 - d. The appropriateness of the name based on street naming standards as established by the Central Texas Council of Governments (CTCOG), and the City.
 - e. Ballot results from survey of property owners affected by street renaming through readdressing.
- B. Within 60 days of the receipt of the request, City staff shall complete its evaluation and refer the naming amendment to the Planning and Zoning Commission for a public hearing on the matter.

Public Notice and Hearing.

- A. A minimum of fifty-one (51) percent of the votes must be in favor of the proposed change in order for the matter to go before the Planning and Zoning Commission and City Council.
- B. Public Hearings
 1. Public Hearing shall be held by the Planning and Zoning Commission and the City Council before adopting any proposed amendment, supplement, or change.
 2. Notice of the time and place of such hearing shall be published in the official newspaper of the City of Gatesville and posted inside and outside of the City Hall building in the number of days or hours specified by the laws of the State

Planning and Zoning Commission Review

- A. In the event that the property owners approve the request with more than fifty-one (51) percent of the collected votes, the Staff shall prepare an Ordinance requesting that the City

Council adopt the proposed street name. This Ordinance will be reviewed by the Planning and Zoning Commission prior to City Council consideration.

- B.** After a public hearing on the matter is held by the Planning and Zoning Commission, the proposed Ordinance will be scheduled to appear on the next available City Council Agenda for an additional public hearing, and will follow general City Council Ordinance, Public Hearing and Adoption procedures.
- C.** Naming requests forwarded to the Planning and Zoning Commission for an opinion shall be referred to the City Council within 30 days following a determination by the Commission.

City Council Review

- A.** The City shall publish notice in a local newspaper of general circulation, and shall send notification letters to impacted properties and shall hold a public hearing on the proposed name change.
- B.** Following the public hearing, the City Council may adopt an ordinance preliminarily renaming an existing street, to take effect following the implementation procedures.
- C.** The City Council may consider the issuance of a commemorative City Proclamation upon passage of the renaming Ordinance on third and final reading.

SECTION 7 IMPLEMENTATION

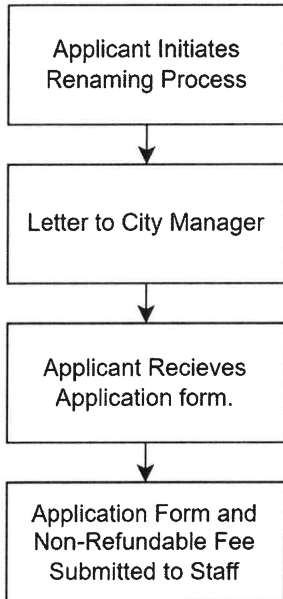
- A.** The renaming shall take effect 90 days after receipt of any and all fees outlined in Section 5. associated with the renaming and readdressing.
- B.** Staff shall notify all affected land owners/ residents of the new street name and assign each property a new 911 service address.
- C.** Staff will also notify all pertinent City Departments, Utility Companies, Emergency Services, the U.S. Postal Service and addressing officials.
- D.** As part of the City’s annual budget process, the City Council shall authorize funds for the possible renaming of streets in the General Fund Contingent Appropriation.

SECTION 8 LIMIT ON REAPPLICATION.

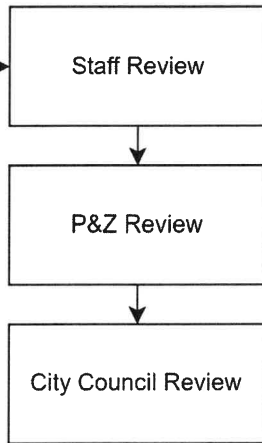
- A.** If any application for a street name change is denied by the City Council.
 - 1.** Additional applications requesting the same street name change may not be filed within a period of twenty-four (24) months from the original application date.
 - 2.** Reapplications must demonstrate:
 - a.** There is a substantial change in circumstances relevant to the issues and/or facts considered during review of the application that might reasonably affect the decision-making body's application of the relevant review standards to the development proposed in the application;
 - b.** New or additional information is available that was not available at the time of the review that might reasonably affect the decision-making body's application of the relevant review standards to the development proposed; or
 - c.** A new application is proposed to be submitted that is materially different from the prior application; or
 - d.** The final decision on the application was based on a material mistake of fact.

SECTION 9 PROCESS CHART

APPLICATION PROCESS



REVIEW PROCESS



IMPLEMENTATION PROCESS

