

City of Belton, Texas



Street Renaming and Facility Naming Policy

Revised June 11, 2013

I. PURPOSE

This policy is implemented to establish criteria and procedures, applicable to all persons, groups, firms and agencies, for the renaming of a City street, and for naming a City facility. Streets and facilities should generally be named after people, places and events having made a significant impact on the quality of life within the City, and/or events of significance to the City's development. Proposed names for a street renaming should generally meet one of the following criteria:

1. to commemorate noteworthy persons associated with the City of Belton;
2. to commemorate local history, places, events or culture;
3. to strengthen neighborhood identity;
4. to recognize native wildlife or natural features related to the City of Belton; or
5. to recognize persons, places, or events of state, national, or international significance.

Consideration should be given to names of local areas of historical significance. The following names shall not be used:

1. names of living persons for streets, other than a recognized national figure;
2. duplicative names of streets already existing within the City;
3. names which are, and could be considered discriminatory or derogatory, or that express a particular political affiliation; and
4. names that could be considered as advertising.

This policy does not affect the naming of new City streets through the subdivision platting process.

II. INTENT

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, and community leaders. Individuals, groups, companies or corporations may be recognized. The City welcomes the opportunity to recognize those who have demonstrated outstanding service and have worked to enhance our community. A fair and impartial street renaming policy is necessary to assure that renaming a street in recognition of an individual, group or corporation is reserved for those most deserving. Further, renaming decisions should not be influenced by personal prejudice, favoritism, political pressure or temporary popularity. Naming a City facility should reflect similar objectives. The Planning Department will work with applicants to coordinate a request to rename a street or to name a City facility prior to Council consideration.

III. EXPENDITURES

The costs of making and installing all the necessary signage authorized by the Council shall be paid for by the applicants. The Director of Public Works shall compute the costs of making and installation of the signs or plaques, and provide the amount of the costs to the applicants. If the City Council approves the street renaming or facility naming the applicants shall pay the full amount of the costs to the City of Belton prior to the making of the new signs. Sign maintenance shall be the responsibility of the Public Works Department.

The fees and costs set forth above may be waived if the procedure is initiated by the City Council or if Council determines it appropriate.

IV. CRITERIA FOR CONSIDERATION

After receipt of a completed application for renaming of a street, the City Clerk shall distribute it to the following departments: Public Works, Planning, Information Technology (GIS), Fire, and Police for a review and recommendation to the City Manager's office. Criteria for evaluation of a street renaming shall include, but not be limited to:

1. Number of businesses/residents directly affected – consideration in this category would focus on the number of properties directly affected; the fewer properties the better.
2. Recognition of community diversity – consideration of this criterion would endorse evolving community diversity.
3. Recognition of historical significance – consideration of this criterion recognizes the historical significance of existing street names and the importance in recognizing the potential future historical importance to current events and developments.
4. Appropriateness given types of uses along subject street – consideration of this criterion would insure reasonable compatibility between land use and street name.
5. Impacts on emergency services – consideration of this criterion will ensure that replacement names for existing streets will not result in confusion related to efficient access for emergency purposes.
6. Precedent – consideration of this criterion will determine whether an action renaming a street might establish a desirable or undesirable precedent.
7. Continuity and stability – consideration of this criterion will evaluate the effect of a renaming request on the public's general connection with the existing name.

V. STANDARDS

- a. If a portion of a street is proposed to be renamed, the renamed portion shall begin and end at the intersections of major cross-streets.
- b. Abbreviations of words or names and initials will not be permitted (excluding suffixes).
- c. Single alphabetical characters will not be permitted.
- d. Duplicate street names, in sound or pronunciation within Belton/Belton Extra Territorial Jurisdiction (ETJ) will not be permitted.
- e. Street names will be easy to pronounce and easily recognizable in emergency situations.
- f. No street name shall contain more than twenty (20) characters.
- g. Names that may be offensive (slang, double meanings, etc.) will not be permitted.
- h. Vanity names will not be permitted.
- i. No street name shall contain the words North, South, East, West, or any combination thereof. Those directions are to be used only as a prefix.

- j. Street types should not be used as the street name. Example: Crossing Parkway. Crossing is a street type.
- k. Dual street naming is permitted.
- l. Road Naming Standards identified in the Central Texas Council of Government's (CTCOG) 9-1-1 Addressing Standards (Attachment A) shall be utilized to the maximum extent practical.

VI. APPLICATION PROCESS

- a. The procedure for requesting a facility naming or street renaming is initiated with an application (request) filed with the City Clerk.
- b. The application shall contain:
 - 1. For a proposed facility naming, the proposed new name; the name, address, and contact information of each person, group, agency, or entity requesting the facility naming; a statement of reasons supporting the facility naming; a map with the location; and a non-refundable application fee of seventy five dollars (\$75.00).
 - 2. For a proposed street renaming, the present official City name of the street; proposed new name or dual name; the name, address, and contact information of each person, group, agency, or entity requesting the street name change; a statement of reasons supporting the street renaming; a map with the location; and a non-refundable application fee of one hundred fifty dollars (\$150.00).
- c. An application and a petition response form shall be sent to all adjacent fronting property owners by the Planning Department by certified mail. Owners shall be determined by the Planning Department from the then current real property ad valorem tax roll. Property owners will have 30 days from the post marked date to return petitions to Belton City Hall. For City Council consideration, a minimum 70% of responding property owners must respond favorably to the proposed street name change.
- d. If less than 70% of property owners respond favorably to the proposed street name change, the Planning Department will advise the applicant the request will not be processed further. If 70% or more of adjacent fronting property owners respond favorably to the proposal, the item will be scheduled for City Council consideration.
- e. The City Manager shall schedule a City Council public hearing on all applications for street renaming which meet the requirements outlined in this policy. Written notice of a public hearing before the City Council shall be sent to all adjacent fronting property owners, as indicated on the then current real property ad valorem tax roll, on the street in question. Notice shall be sent at least ten (10) days prior to the meeting via first-class mail and shall contain the proposed street renaming and the date and time of the public hearing. In addition, notice for street renaming will be listed on the City's website at least ten (10) days prior to the public hearing at a City Council meeting. Notice shall also be published in the newspaper at least ten (10) days prior to the public hearing.
- f. A simple majority vote of the Councilmembers present is required to rename a City street. The City Council shall either approve or deny the application based upon the information presented at the public hearing. The decision of the City Council shall be considered final.
- g. Regarding the naming of a City facility, a public hearing is not required, nor is notification to surrounding property owners, nor a newspaper notice. A website listing of the proposed facility name shall be provided at least ten (10) days prior to the Council consideration.

VII. POST APPROVAL PROCEDURE

If the request for a street renaming is approved by the City Council, the City Clerk shall notify all City Department Heads of the renaming, authorize amending the official street maps maintained by the City of the renaming, and post notice of the change on the City's website. CTCOG, the Bell County Communications Center, and the U.S. Post Office shall also be notified by the City Clerk. It shall be the property owners' responsibility to notify their respective utility companies (other than the City), the Bell County Tax Appraisal District, their mortgage companies, social security administration, lien holders, and any other pertinent entities of the street renaming.

When a request for a street renaming or the naming of a City facility has been denied by the City Council, the same request may not be considered for a period of six (6) months from the date of the City Council action.



PLANNING DEPARTMENT STREET RENAMING APPLICATION

There is a 30 day review process for all street renaming requests

Name of Applicant _____

Phone: _____ Email: _____

Address: _____

Signature: _____

Date: _____

Current Street Name: _____

Proposed Street Name: _____

Location of Street: _____

Subdivision: _____ Blocks Included: _____

Zoning District: _____

Land uses located on the street: _____

Reasons supporting street renaming: _____

Application Requirements:

- A letter summarizing justification for the request
- Check for \$150 (non-refundable)
- Map showing location of street
- Favorable support from 70% of responding property owners fronting the street proposed for renaming
- Fee for signs – costs of making and installing all the necessary signage
- Property owners are responsible for notifying their tenants

FOR OFFICE USE ONLY

\$150 Non-refundable application fee paid ____ Yes ____ No

Estimate of cost and installation of signs: _____

Date submitted for Staff review: _____

Staff comments: _____

Date of City Council consideration: _____

____ Approved ____ Denied

PROPERTY OWNER RESPONSE

THIS PETITION CONCERNS A PROPOSAL TO RENAME THE STREET NAME OF
_____ TO _____
IN THE BLOCK RANGE FROM _____ TO _____

Print Name:

Street Address:

Telephone Number:

Mailing Address:

Legal Description, if available: Lot _____ Block _____ Addition _____

I, the undersigned Owner of this property set forth by name, hereby join in and request the petition to change the street name be (check one):

_____ Approved

_____ Disapproved

Signature:

Please submit your petition within 30 days of receipt.

NOTE: A minimum 70% of responding property owners indicating approval is required for City Council consideration of a street name change.



PLANNING DEPARTMENT CITY FACILITY NAMING APPLICATION

There is a 30 day review process for all facility naming requests

Name of Applicant _____

Phone: _____ Email: _____

Address: _____

Signature: _____

Date: _____

Current Facility Name: _____

Proposed Facility Name: _____

Reasons supporting facility name change: _____

Application Requirements:

- A letter summarizing justification for the request
- Check for \$75 (non-refundable)
- Map showing location of facility
- Fee for signage – costs of making and installing all the necessary signage

FOR OFFICE USE ONLY

\$75 Non-refundable application fee paid ____ Yes ____ No

Estimate of cost and installation of signage: _____

Date submitted for Staff review: _____

Staff comments: _____

Date of City Council Consideration: _____

____ Approved ____ Denied

CTCOG
P.O. Box 729
Belton, Texas 76513
254-770-2200 Voice
254-770-2399 FAX

.....
Central Texas Council of Governments

9-1-1 Addressing Standards

.....
*Accomplishing Together That Which We
Cannot Alone*

ATTACHMENT "A"

CTCOG 9-1-1 Rural Addressing Standards

The purpose of developing E 9-1-1 standards is to enable emergency service providers to quickly reach the location of a 9-1-1 call with the least amount of confusion. National Standards have been written for the enhanced 9-1-1 development. The commonly accepted standards for addressing, road naming, dispatch, etc. in use nationwide need to be evaluated by each local body performing the necessary work. Although most national standards may apply to our specific counties, it is necessary to configure the standards to meet the criteria of our specific area. Each county must adopt a rigorous set of standards.

Several decisions must be made such as: the geographical area to be included, the method of street naming and number assignment, and the extent of coordination with neighboring counties. The design of the E 9-1-1 Addressing system is something that should be thought about long before a GIS Contractor comes on board to begin an addressing effort.

Key individuals that may be included are: Postmasters, members of EMS, members of Fire Departments, members of Sheriff's Departments, member of tax departments, realtors, or utility company employees. These developments should be countywide based. It is imperative that a point of contact at the County level be available who can give impute to any unforeseen matters.

Road Naming Standards

It is much easier to complete a measured addressing project if road-naming activities are completed BEFORE house numbering is begun. The following are some Road Naming Standards that should be considered on the local level as to whether they meet your specific county needs.

- Roads should have unique names throughout an entire town, zip code and emergency service zone. Every distinct road should be a separate named road. This includes private roads.
- There should be no duplicate street names unless the boundaries of commonly used village names within the municipality can be specifically identified.
- A named road should be essentially continuous, without gaps.
- There should be no identical or similar sounding street names (e.g., Beach and Beech, Main and Maine, Flower and Flour, or even Beach and Peach)
- Avoid using directional or suffixes to distinguish separate, non-contiguous streets (e.g., Palm CT, Palm AVE, and Palm ST, N. Palm CT).
- Avoid special characters, such as hyphens, apostrophes, periods, or decimals, in street name and numbers.
- Streets within multi-structure complexes (e.g., business campus, multi-unit apartment complex) should be named and each structure should be individually addressed.
- Streets within mobile home parks should be named and each lot individually addressed.
- Road names should be assigned based on traffic patterns. Road networks are often like stream networks, with main stems of high traffic volume, and tributaries with less traffic volume should continue with the same name.
- The name of a road or street that has a historical reason for having its name should retain its name.
- The road with the most houses on it should retain its name, thus affecting the least amount of people.

- Road names should only change at substantial intersections or at town boundaries. Do not change road names on corners or in the middle of road section (it's confusing).
 - The street that has had the road name the longest should retain its name.
 - The name of the street that is used for the longest distance or is most likely to have the heavier traffic should retain its name.
 - When a road runs from one town to another it can change names at the town border.
 - There is no need for road names to correspond with official town highway numbers.
 - State and US highways should be assigned their highway names, with the format of the highway type ("US Route" or "NYS Route 97")
 - If a local name is already in use for a US or State Highway (e.g., Main ST), it can maintain the local name as it's official name. To avoid confusion, local names should only be assigned to US and State highways in towns where the highway appears to be and functions as a local road. Generally, the official highway name is preferred.
 - When neighboring towns agree to keep the same name of a road running between towns, the measuring and numbering should be consecutive.
 - Numbering along State Highways and US should follow the same rules for other named roads passing between towns. For long highways spanning many towns, it will not be practical to use sequential numbering for end to end. However, for a highway spanning just 2 or 3 towns the numbering will ideally be sequential for the full length of the highway to avoid any confusion between towns.
 - Many roads have alias names that they are known by. If desired, your GIS Contractor should be able to enter these aliases into the county's road dataset. However, every road must have a single, official name for Enhanced 9-1-1 purposes.
 - For roads that connect two other roads, but have a middle section that is little used or impassable (at least in winter) there are several options.
 - Driveways with 3 or more homes located off the same access drive should be given a Private Road name designation.
1. Assign a single name to the entire road and number the road sequentially starting at the more traveled end. This option is recommended when the middle section is passable and used most of the year.
 2. Assign different names to either end of the road and choose a point in the middle of the impassable section where the name changes. This option is appropriate only if the middle section is truly impassable. Each road's numbering would start from its intersecting road (where most or all traffic originates) and end at the middle point.
 3. Assign a single name to the road, but choose a point in the middle section where the road changes form "East" to "West" or from "North" to "South". For example, "East Burly Hill Road" and "West Burly Hill Road". These constitute two distinct numbering for each road would start at the intersecting road (where most or all traffic originates) and end at the middle point.
 4. Private Road naming must be chosen by either largest land owner along easement (driveway) or (and inside Bell County) a petition signed by the majority of owners located along easement (driveway). A Private Road name should be chosen by the owner/s that is not in use elsewhere in the county.
 5. Once a Private or County Road name has been assigned/chosen, a map requesting approval must be sent to the County Commissioner's Court and Judge. If located in Bell County notice must be sent to the County Engineer's Office as well for approval and sign placement and notification sent to the precinct Commissioner.

Adopting and Standardizing a System for Addressing

Municipalities planning to commence an enhanced 9-1-1 project should establish a single locatable addressing system that is adopted for all addressing purposes including emergency service provision, postal delivery, municipal record keeping, and utility service orders.

5.28' Address Increment

NENA Standards recommend that communities adopt a 5.28' increment. This increment would allow for 1,000 unique numbered addresses per 1-mile length of road (there are 5,280 feet in a mile). This increment makes it very easy for an emergency service provider in the event of an emergency to look at the address and quickly figure out how far down the road the house is located. For example, if an ambulance were dispatched to 500 Alpine Lane (using a 5.28' address increment) the emergency vehicle would know to travel exactly one half mile down Alpine Lane to locate number 500. Similarly, if an emergency service provider is dispatched to 957 Alpine Lane, they would immediately know that they must travel just under a mile and look on the left side of the street for the emergency address site number 957. Obviously, this kind of addressing increment can save a great deal of time during an emergency situation.

Another benefit of the 5.28' increment is that structures can be assigned an address every 10.5' on each side of the driveway. Very few driveways, even in congested areas are located that close together. This means that many addressees are developed, mainly for navigational purposes, but also for future development needs of a community. Therefore, it is very important to select a numbering increment that not only supports your current addressing needs, but the future development needs of your community. If the appropriate measured numbering system is selected; a community will never need to be re-addressed to accommodate future development.

52.8' & 50' Address Increments

Although not generally recommended by NENA, these address increments are occasionally chosen to meet the specific needs of a community. Communities should be careful to ensure that this numbering increment meets both their present needs AND the needs they anticipate for future sub-division and development AND the needs of timely emergency response. Oftentimes the logic for utilizing the larger 50' increments is in consideration of more rural areas, where, in theory, the amount of development is expected to be far less than the urban areas. Therefore, in these rural areas it is oftentimes considered overkill to generate so many numbers. Unfortunately, when this larger increment is chosen, the easy address-based navigation is diminished by a less than quick to figure out math equation. In other words, it is much simpler to figure out that a house addressed utilizing the 5.28' increment and given the address 500 Alpine Lane is approximately one half mile down the road. It is not so easy to apply the same logic to a house addressed utilizing the 50' increment. Communities should very carefully consider what is gained in response time (since that is the point of re-addressing) by choosing a 50' or greater increment.

Evens on the Right - Odds on the Left

All structures should be numbered with even numbers on the right and odd numbers on the left. This parity should be strictly followed to aid in the efficient response of emergency crews. This parity sometimes becomes confusing in the case of a Cul-Du-Sac, circular streets, trailer parks, etc. Be sure your GIS Consultant has an automated system of checking the parity of each mapped and addressed structure. Without a built-in and digitally automated means of performing QA/QC on the address parity, the address data is bound to end up with parity errors.

Addressing Standards

The following are recommendations to consider as county addressing standards. Each of these recommendations should be specifically looked at to see if they make sense in your county and if so, they should be implemented as part of your countywide addressing standards.

- Official street numbers should proceed from a logical point of origin and should be in proper numerical sequence in relation to other lots with frontage on the same street/road. It is recommended that a county adopt a standard numbering sequence that goes from East to West and South to North.
- Odd numbers should be assigned to left side of the street and even numbers should be assigned to the right side of the street.
- Address numbers should be assigned to all structures which are inhabited or which have or may have phone service (including telephone booths) and not to lots and parcels. Many lots have more than one structure and thus require more than one address.
- Corner lots should be assigned a number according to the frontage of the main entrance and/or where the driveway meets the road - **not** where the mailbox is located.
- The logical/grammatical order of address elements should follow USPS conventions: street number, pre-directional, primary street name, suffix, post-directional, and secondary number, if any (e.g., 100 W Main ST SE Apt 201).
- Multi-unit structures should be given one primary number (e.g., 101 Main ST or 103 Main ST) and apartments or suites should be given numbers or letters as secondary location indicators (e.g., 111 Main ST, APT A, or 111 Main ST, APT 101).
- Primary street numbers should not be longer than six characters.
- There should be **no** fractional addresses (e.g., 101 1/2 Main ST).
- Alphanumeric primary or secondary address numbers should not be used (e.g., EOI Main ST).
- Hyphenated primary or secondary address numbers should not be used (e.g. 41-65 Bell ST).
- Significant leading zeros in primary and secondary numbers should not be used (e.g., 0145 Main ST).
- One letter road names should not be used (e.g., B Street or Z Lane).
- Common practice is to number from east to west, and from south to north.
- Where one road starts and ends at points on a second road (creating a loop), the numbering along the two roads should be in the same direction.

Road Signs and Address Number Standards

Road Signs

Naming roads and mapping them is among the first steps in an addressing process. Placing road signs is one of the final tasks. To assist both emergency service personnel and the general public, signs must be visible and maintained. A frequent complaint about a road sign is that they are often hidden by tree branches. Annual trimming can eliminate this problem. *There are several varieties of signs that are suitable for public road use. The most common is the green background with reflective white lettering. However, regardless of color, the important issue is to ensure the letters are tall enough to be easily seen day or night.*

Sizes

Lettering on street name signs should be at least 4 inches high, supplementary letting to indicate the type of street (e.g., Street, Avenue, Road, etc.) or section of city (e.g., NW) may be in smaller lettering, at least 2 inches high.

For rural areas: Municipalities should use 9 inch high blade in lengths of 24, 30, 36, or 42 inches with 6 inch high letter for street names, 4 inches for other.

For urban areas: Municipalities should use 9 inch high blade in lengths of 24, 30, 36, or 42 inches with 4 inch high letter for street names, 3 inches for other.

Placement

In business districts and on principal arteries, Street Name signs should be placed at least on diagonally opposite corners so that they will be on the far right hand side of the intersection for traffic on the major street. They should be mounted with their faces parallel to the streets they name. In residential districts at least one Street Name sign should be mounted at each intersection. In rural districts signs should be placed to identify important roads not otherwise marked.

On intersection approaches a supplemental Street Name sign may be erected separately or below an intersection related warning sign. When combined with a yellow diamond sign, the color should be a black message on a yellow background. The preferred mounting method for street signs is post-top mounting brackets. Hardware for mounting signs to posts should be subsidiary to other items. The minimum vertical clearance should be 8 feet to the bottom of the sign for post-top mountings.

Materials

The most commonly used materials for blades is either extruded aluminum with a 0.25 inch flange thickness and 0.090 inch web (min.) or flat sheet aluminum with a minimum thickness of 0.125 inches. However, other materials can be used, if they achieve the same level of visibility.

Colors

The signs should have a reflectorized white or silver text (stick on reflective letters) on a reflectorized green background, the colors should conform with those found in standard color tolerance charts as approved by the U.S. Department of Transportation Federal Highway Administration.

Lettering

Letters and digits should conform to standard alphabets for highway signs printed by the federal highway administration. Conventional abbreviations are acceptable except for the street name itself. A symbol or letter designation may be included to identify the governmental jurisdiction. If used, the length of the designation should not exceed the height of the sign, and should be positioned to the left of the street name.

Displaying Address Numbers:

Structures in cities are much easier to mark than those in rural areas where the structures are often obscured by trees or are so far off the road as to not be visible. To ensure that all house numbers are visible, it may be necessary to make special provisions for posting numbers in rural areas. Listed below are recommended standards for displaying address numbers:

1. First preference should be to put a number on the front of every structure.
2. Mailboxes should be marked with the house number if the box is in front of and on the same side of the street as the house.
3. Where mailboxes are not in front of the house or structure to be marked, a number should be displayed on the structure, if it is visible from the road.
4. If the structure is not visible from the road and no mailbox is beside the driveway leading to the structure, a sign or number post should be erected to display the number. This sign or number post could display the number either vertically, from top to bottom, or horizontally.

5. In areas of snowfall, it is very important that the structure number be placed high enough that it will not be obstructed by snow during an average winter.

Notification for new roads:

Once a name, whether private or county, has been established and approved. All emergency responding agencies should be sent a map showing location information, road name or number and coordinating addresses (if assigned) with the date of notification placed in the ArcGIS map data. A copy of the notification letter should be kept as well. The Post Office and Telephone Company that services the new road should be notified of its location and address ranges in addition.

Be Open to Hire a GIS Consultant

It is imperative that before you write a request for proposals (RFP) or begin the process of hiring a GIS Consultant to perform Addressing and Data Development, that the county have all standards outlined. Without identifying on a local level, which standards the county has chosen, you cannot hope to hold a GIS Consultant to any consistent set of rules. Once done it is important to look for a GIS Consultant that has a proven track record of completing large scale E-911 data development projects in a timely manner. **Check all consultant references carefully!!**