

CITY OF AUSTIN
STREET AND FACILITY NAMING POLICY

I. Purpose

- A. To establish uniform procedures for naming City streets and facilities that will provide individual citizens, citizens' groups or City Departments consistent guidelines for initiating such action.

II. Facilities

A. Current practice

1. Generally projects are referred to by type plus number (Fire Station No. 27), geographical (Northwest Recreation Center), district (Montopolis Health Center), street (Manchaca Branch Library), or use (Senior Citizens Activity Center) when initiated in the Capital Improvements Program. These references usually continue with the project through design and construction and result in these references being used on the building plaques.
2. On rare occasions a facility has been named, during the preliminary phases, for an individual that has provided outstanding service to the City.
3. Occasionally, an existing facility is renamed to honor an individual that has provided outstanding service to the City.

B. General building types

1. Following are general building types constructed by the City. An asterisk denotes facilities recommended for naming considerations.
 - a. Aviation (Airport)
 - * (1) Terminal Building
 - (2) Associated Buildings
 - * b. Brackenridge Hospital
 - c. Electric
 - * (1) Administration Building
 - (2) Service Yards
 - * (3) Power Plants
 - d. Emergency Medical Services
 - (1) Stations
 - e. Energy Management
 - (1) Offices
 - f. Fire
 - (1) Administration Building
 - (2) Fire Prevention Building

- (3) Stations
- (4) Training Structures
- * g. Health
 - (1) Neighborhood Clinics
- * h. Human Services
 - (1) Neighborhood Centers
- i. Libraries
 - * (1) Main Library
 - (2) History Center
 - * (3) Branch Libraries
- j. Parks and Recreation
 - * (1) Administration Building
 - * (2) Recreation Centers
 - * (3) Senior Activity Center
 - * (4) Swimming Pools
 - * (5) Parks
 - * (6) Playgrounds
 - (7) Rest Rooms
 - (8) Service Yards
 - (9) Special
- k. Police
 - (1) Administration Building
 - (2) Training Building
 - (3) Neighborhood Stations
- l. Public Events
 - * (1) Auditorium
 - * (2) Coliseum
- m. Public Works
 - (1) Service Yards
 - (a) Administration Buildings
 - (b) Utility Buildings
- n. Purchasing
 - (1) Stores Buildings
- o. Urban Transportation
 - (1) Maintenance Buildings
 - (2) Austin Transit
- p. Vehicle Services
 - (1) Service Yards
 - (a) Administration Buildings
 - (b) Garage Buildings
 - (c) Utility Buildings
 - (d) Radio Shop
- q. Water & Wastewater
 - (1) Service Yards
 - (a) Administration Buildings
 - (b) Utility Buildings
 - (2) Main Administration Building

- r. General Office Buildings
 - * (1) Municipal Building
 - * (2) Municipal Annex
 - (3) Rebekah Baines Johnson Building

C. Recommendations

- 1. Building Facilities, Parks, Pools and Playgrounds
 - a. Only facilities directly serving the public will be named. The most logical facilities are those with asterisks on the list of building types in II.B.
 - b. Features within facilities, such as fountains, reflective pools, special rooms, special features or equipment, can be dedicated to the memory of worthy individuals by appropriate plaques without actually naming or renaming the facility. This alternative can recognize the valuable contributions of citizens, employees killed in line of duty, and so forth.
 - c. Recognition plaques for deserving individuals or groups may be placed in individual facilities.
 - d. Buildings, parks or other facilities previously named for individuals shall not be renamed.
 - e. Facilities may be named for deceased or living persons. For a living person to be considered they shall have established creditable service to the community and City of Austin.
 - f. New buildings should be considered for official naming upon completion of the schematic design in order that the official name can be established and made a part of the dedication plaque. The Public Works Department staff will alert the User Department in the event the Board/Commission or Department desires to submit an application for officially naming the project. If an application is not submitted, the project reference in the C.I.P. will be used on the dedication plaque.
 - g. Establish an application procedure for naming new facilities or renaming existing facilities not previously named for an individual.

D. Application Procedure

- 1. User Departments, Boards or Commissions may submit applications for naming new facilities during the early planning phases. The Public Works Department staff will alert the User Department advising them of this option.

2. Names for new facilities may be initiated by any person or group and submitted to the Public Works Department. Applications will contain information as follows:
 - a. A biographical sketch of the person whose name is suggested. Substantiate person's involvement in the community or departmental activity.
 - b. Provide justification for name if it is not that of an individual.
 - c. Provide a statement noting the appropriateness of the facility, facility activity, and the person being recommended.
 - d. In the event the application is for renaming an existing facility, it shall include an estimate of cost to the City for replacement of signs and plaques.
3. Completed applications after being reviewed by the Public Works staff will be submitted to the board or commissions having jurisdiction for the appropriate department or the Planning Commission in the absence of any board or commission. The board or commission will then make its recommendation to the City Council at least four weeks prior to consideration by the City Council.
4. The City Council may accept special gifts and consider specific conditions concerning names.
5. Applications for renaming existing facilities will follow the preceding procedures and must be initiated by the City Council, a Board or Commission or User Department.

III. Street Name Changes

- A. Ordinance 80 0214-A (attached) is an appropriate document for street name changes.
- B. Recommended amendments to the Ordinance
 1. Article III, Section 31-101(a) - Director of Engineering changed to read Director of Public Works.
 2. Article III, Section 31-101(c) - Engineering Department changed to read Public Works and Engineering Department.
 3. Article III, Section 31-102(a) - Engineering Department changed to read Public Works and Engineering Department.
 4. Article III, Section 31-102(a)(5) - Public Works Department changed to read Public Works and Engineering Department.
 5. Article III, Section 30-103(b) - Engineering Department changed to read Public Works and Engineering Department.
 6. Article III, Section 31-103(a) - Engineering Department changed to read Public Works and Engineering Department.

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7. Article III, Section 31-103(c) - Engineering Department changed to read Public Works and Engineering.
- C. This ordinance does not apply to temporary ceremonial street names honoring an individual.

IV. Forms

- A. PBD 061284 - Application for Facility Naming

Approved by City Council on September 13, 1984

James E. Aldridge
City Clerk

ORDINANCE NO. 80 0214-A

AN ORDINANCE AMENDING CHAPTER 31, "STREETS, SIDEWALKS AND PUBLIC PLACES," OF THE AUSTIN CITY CODE, 1967, AS AMENDED, BY ADDING THERETO A NEW ARTICLE, ARTICLE VIII, "STREET NAME CHANGES"; PRESCRIBING RULES, DUTIES, AND FEES; REPEALING ALL CONFLICTING ORDINANCES AND RESOLUTIONS; SUSPENDING THE RULE REQUIRING THE READING OF ORDINANCES ON THREE SEPARATE DAYS; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. That Chapter 31, "Streets, Sidewalks and Public Places," of the Austin City Code, 1967, as amended, is hereby amended by adding thereto a new Article, Article VIII, "Street Name Changes," to read as follows:

ARTICLE III. STREET NAME CHANGES.

Sec. 31-100. Purpose.

The purpose of this ordinance is to establish uniform criteria and procedures, applicable to all persons, groups, firms, and agencies, for the permanent change of city street name.

Sec. 31-101. Application.

(a) An application (request) may be filed with the city director of engineering in the form of a petition signed by

(1) not less than fifty (50) percent of all owners abutting the subject city street. "Owners" of such abutting property shall be determined by the city director of engineering from the then current city real property ad valorem tax roll; or,

(2) a duly authorized officer or attorney representing a governmental subdivision, agency, or department; or,

(3) both (1) and (2) above.

(b) The application shall state:

(1) the present official city name of the street;

(2) the proposed new name;

(3) the name, address, and telephone number of one person with authority to represent binding commitments and take official action relative to such street name change on behalf of each unincorporated association, group, or entity, if any, applying;

(4) the name of each person, group, agency, or entity requesting the street name change;

(5) statement of each reason, from among those hereinafter listed, claimed for such street name change.

(c) The application must be accompanied by the application processing fee in the sum of one hundred dollars (\$100.00), payable, unconditionally and without right of any refund, to the City of Austin, and in the form of cash, cashier's or certified check, and be accompanied by payment or be paid prior to any owner notification by the engineering department, to the City of Austin for the manufacture and installation of new street name signs, calculated in amount as hereinafter prescribed, payable in like form except as to refunds; provided, however, no department or subdivision of the City of Austin shall be required to pay such monies in such forms.

(d) The director of urban transportation shall, among other things, comment and advise whether a proposed street name is of such non-English language letter forms or of such number of letters as to require a non-standard or outsize sign to accommodate such name.

Sec. 31-102. Notice; administrative review.

(a) The application shall be referred from the engineering department to the following departments and entities for review, comment and return:

- (1) planning department;
- (2) urban transportation department;
- (3) fire department;
- (4) police department;
- (5) public works department;
- (6) county engineer of the county or counties in which the subject street is situated;
- (7) Southern Union Gas Company;
- (8) United States Post Office;
- (9) Others as may be determined appropriate under the circumstances by the director of engineering.

(b) The engineering department shall be responsible for sending notification personally, by mail, by telephone, or by any one or any combination thereof, to the said abutting owners.

(c) Applications for street name changes may be considered for any one or more of the following reasons, which must be specified in each application:

(1) Technical.

(i) To establish continuity of the street's name, i.e., to assure one name for a public way commonly traveled as a single thoroughfare, although the centerlines of segments thereof do not match, as the city council may determine;

(ii) To eliminate name spelling duplication, phonetic duplication, or misspelling;

(iii) To enhance ease of location otherwise;

(iv) To bring coherence to the street numbering system designation (east, west, north, south);

(v) To provide necessary roadway designation (Street, Road, Lane, Circle, Drive, Boulevard, and similar designations);

(2) Recognition. To honor a person, place, institution, group, entity, event and similar subjects.

(3) Neighborhood enhancement. To enhance a neighborhood through association of the street name with its location, area characteristics, history and the like.

(d) The new street name sign charge shall be determined by the director of urban transportation and shall be based upon an average cost per sign calculated at the beginning of each fiscal year (considering prevailing and projected market costs, or prior bid costs, or combination thereof in any part, to cover estimated labor and material for installing then-standard city street signs) applied to the number of signs the said director finds required for the new street name.

(e) All applications found consistent upon review, comment and decision with a said stated reason or reasons and meeting or exceeding the other requirements hereof will be submitted, along with city departmental and city subdivision comments, to the city council for action without a public hearing, or for such action after a public hearing if any said abutting property owner opposes the proposed street name change. The city council may dispose of any application before it as it deems fit.

Sec. 31-103. Post-council procedure.

(a) Applications approved by the city council shall be implemented by the department of urban transportation upon notification to do so by the engineering department.

(b) In the event an application is denied by the city council, the new street sign manufacture and installation charge shall be refunded to the applicant's duly authorized representative or representatives to be payable on unconditional endorsement only, and, if more than one named applicant, payable jointly.

(c) The urban transportation department, upon completion of the new street name sign installation, will notify the engineering department and the city clerk in writing.

(d) The city clerk shall provide a copy of each street name change ordinance, as recorded in the city clerk's records, with a copy of the sketch map locating and delineating the extent of the affected city street, to all governmental subdivisions, agencies and departments, and all entities, which participated in the review and comment process, as well as the city tax department, and others as may be requested by the director of engineering.

Sec. 31-104. No city estoppel.

No defect or omission by the City of Austin in processing an application or in implementing this ordinance of privilege shall estop, bar, or prejudice or impair the free exercise by the city of its powers and duties or materially affect or impair the validity of a city street name change.

PBD 061284

APPLICATION FOR FACILITY NAMING

I/We _____ request that the name of _____
_____ be considered for the
Person

_____ facility located at
_____.

Biographical Synopsis: _____

Justification: _____

Estimated cost for replacement of signs and plaques _____.
I/We will pay full cost _____ or will participate _____ % in the
cost.

Submitted to the Public Works Department this _____ day of _____,
19____.

Signature