



Street and Facility Naming Policy City of Greenville

General Provisions

This policy is implemented to establish uniform criteria and procedures, applicable to all persons, groups, firms and agencies, for the permanent change of a city street name or for adopting a name for 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 should generally meet one of the following criteria:

- 1) to honor and commemorate noteworthy persons associated with the City of Greenville;
- 2) to commemorate local history, places, events or culture;
- 3) to strengthen neighborhood identity; or
- 4) to recognize native wildlife or natural features related to the City of Greenville.

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 shall not affect the platting or designation of new city streets.

Facilities

Facilities are generally referred to by a type plus number (i.e., Fire Station No. 3), geographical location, street or use (i.e., SportsPark). Occasionally a facility is named for an individual that has provided outstanding service to the city or has notable accomplishments that reflect well on the City (i.e., Reecy Davis Sr. Recreation Center). Only facilities directly serving the public will be named.

Features within facilities, such as fountains, reflective pools, special rooms, special features of equipment, can be dedicated to the memory of worthy individuals by appropriate plaques without actually naming or renaming the facility. This alternative can also be used to recognize the valuable contributions of citizens, etc.

Recognition plaques for deserving individuals or groups may be placed in individual facilities.

Buildings, parks or other facilities previously named for individuals shall not be renamed.

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 Greenville.

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 City Council may accept special gifts and consider specific conditions concerning names of facilities.

Street Renaming Procedure

All requests for the renaming or co-designation of existing streets within the City of Greenville shall be submitted by application to the City Secretary's Office or upon City Council's own action. An application may be in the form of a petition signed by:

- 1) not less than 75% of all owners abutting the subject city street. "Owners" shall be determined from the current city real property ad valorem tax roll; or
- 2) a duly authorized officer or attorney representing a governmental subdivision, agency or department.

The application shall state:

- 1) the present official city name of the street;
- 2) the proposed new name;
- 3) the name, address and contact information of the person requesting name change;
- 4) a statement of reasons supporting a street name change, and
- 5) a non refundable application fee in the amount of \$150.00.

Expenditures

The costs of making and installing all the necessary signage for the honorary designation shall be paid for by the proponents. The Director of Public Works shall compute the costs of the making and installation of the signs or plaques and provide the amount of the costs to the proponents. If the City Council approves the designation, the proponents shall pay the full amount of the costs to the City Secretary prior to the making of any of the necessary signs.

In no event may the fee and costs set forth above be waived, unless the procedure is initiated by the City Council.

Consideration

After receipt of a complete application for a street name change, the City Secretary shall distribute the request to the following departments for input: Public Works, Community Development, Police Department and Fire Department. Completed applications, after staff review, will be submitted to an ad hoc Council committee for a review of the request and comments regarding the potential impacts of the name change on the operations of city departments and other affected entities.

Some of the criteria which shall be used in consideration of public street name/rename requests are as follows:

- 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 to rename a street might establish a desirable or undesirable precedent.
- 7) Continuity and Stability – consideration of this criterion will evaluate the affect of a rename request on the public’s general connection with the existing name.

The City Council may determine the necessary roadway designation such as Street, Road, Lane, Circle, Drive, Boulevard, Parkway, Place, or other similar designations. A street name may not contain more than one street- type designation. For example, the street name “John Doe Place Parkway” is not permitted.

Names for new facilities may be initiated by any person or group and submitted to the City Secretary’s Office. Applications will contain information as follows:

- 1) A biography of the person whose name is suggested, which substantiates the person’s involvement in the community or departmental activity.
- 2) 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/or plaques.

Hearing Before the City Council

The City Manager shall schedule a City Council hearing on all applications for street name changes or naming of a new facility which meet the requirements outlined in this policy. Notification procedures will be followed for a public hearing for street name changes before the City Council. Written notice of a public hearing before the City Council shall be sent to all owners of real property, as indicated on the most recently approved ad valorem tax roll, on the street in question. Notification of property owners is not necessary when a facility is to be named. Notice shall be sent at least ten (10) days prior to the meeting via first-class mail and shall contain the proposed name change and the date and time of the public hearing. In addition, notice for street or facilities change will be listed on the City's website at www.ci.greenville.tx.us at least 72 hours prior to the public hearing at a City Council meeting.

The favorable vote or a simple majority of the council members present is required to change the name of the street except as follows. The favorable vote of three-fourths of all members of the City Council is required if a written protest against the street name change has been signed by the owners of 20 percent of all lots abutting the street. Written petitions need to be filed with the City Secretary's Office, 72 hours before the scheduled Public Hearing.

The City Council shall either approve or deny the application based upon the testimony presented at the public hearing. The decision of the City Council shall be considered final.

Notification of Name Change

If the request for a street name change is approved by the City Council, the City Secretary shall notify all City Directors of the name change, amend the official street maps maintained by the City of the name change, and post notice of the name change on the City's website at www.ci.greenville.tx.us. It shall be the property owners' responsibility to notify their respective utility companies (other than the City), the Hunt County Tax Appraisal District, their mortgage companies, social security administration, lien holders, and any other pertinent entities of the address change.

When a request for a street name change has been denied by the City Council, the denied request, or a similar request of [for] the same street or facility, shall not be accepted for a period of one (1) year from the date of the City Council action.

Notification of property owners is not necessary when a facility is to be named.

Effective Date

A name change approved by the City Council shall take effect on the date the resolution is approved unless stipulated differently in the resolution (i.e., 30 days from the passage of the resolution).

Corrections

Changing street names to correct errors or omissions or to make necessary changes to bring street names into compliance with the current method of street naming is exempt from the provisions of this policy.



APPLICATION FOR STREET NAMING

Name of Person/Group requesting change: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

Present official City name of street: _____

Proposed name of street: _____

Reasons supporting street name change:

_____.

Contributions to the City of Greenville of Historical Relevance:

_____.

If person for whom naming is proposed: _____ Living _____ Deceased

Applicant acknowledges responsibility for cost of signs or plaques _____ Yes (please initial)

FOR OFFICE USE ONLY

\$150.00 Non Refundable Application Fee paid ☐ Yes ☐ No

Estimate of cost and installation of plaques or signs _____

Applicant paid for costs associated with naming: ☐ Yes ☐ No Comments, if any: _____

Date Submitted for Staff Review _____

Staff Comments: _____

_____.

Date of City Council Consideration/Public Hearing _____ ☐ Approved ☐ Denied



APPLICATION FOR FACILITIES NAMING

Name of Person/Group requesting change: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

Proposed name of facility: _____

If proposed name is for a person, please provide a biographical synopsis:

_____.

Justification for requested name:

_____.

If person for whom naming is proposed: _____ Living _____ Deceased

Applicant acknowledges responsibility for cost of signs or plaques _____ Yes (please initial)

FOR OFFICE USE ONLY

\$150.00 Non Refundable Application Fee paid ☐ Yes ☐ No

Estimate of cost and installation of plaques or signs _____

Applicant paid for costs associated with naming: ☐ Yes ☐ No Comments, if any: _____

Date Submitted for Staff Review _____

Staff Comments: _____

_____.

Date of City Council Consideration/Public Hearing _____ ☐ Approved ☐ Denied