

**Requests by the Mayor or three City Council members to change a recorded street name when it is deemed offensive or derogatory based on City Code Section 18-1 as identified by the City Council:**

These changes are made according to the City Council policy approved June 27, 2017.

**Process:**

- i. The Mayor or three Council members may request initiation of the process to change a street name along with proposed new street name or name options and basis for the change. The request with proposed new street name(s) should be submitted to the City Manager in writing.
- ii. In accordance with established deadlines, at the next available Formal Council meeting, staff will request City Council action to decide whether to initiate the process to review and later decide whether to change the street name. If approved by the full City Council, the process begins, as outlined below.
- iii. PDD will conduct a review of proposed street name(s). This review includes comments from Fire, Police, Water and Street Transportation Departments, the United States Postal Service, and will require compliance with the criteria outlined in the Maricopa Association of Governments "Address and Street Name Assignment Policy."
- iv. Within 21 days of approval by City Council to start the renaming process, PDD will mail the first notice via Certified Mail to residents, businesses and property owners on the affected streets to inform them of the proposal to change the name of their street. Staff will identify all multi-unit properties, either commercial or residential, and consult USPS databases to locate individual unit mailing addresses to ensure all rental tenants receive notification, in addition to the property owner. The letter will contain a phone number and e-mail address to which residents may submit input on the proposed change.
- v. City staff will schedule two public meetings as additional ways for residents to learn about the process and provide input. The meetings will be held in the vicinity of the street proposed for renaming and meeting details will be included in the first resident mailing noted above.
- vi. All results of the technical review will be included in a report to City Council that also will include a map of impacted streets and abutting properties, a comprehensive summary of resident and business and property owner input on the proposed street name, a detailed estimate of city costs to replace street signs and a potential source of funding to cover those costs. The report will include an estimate of any financial impact to property owners, business owners and residents for required updates to addresses that would result from a street name change. It will also identify potential city funding for Council consideration to cover the costs, with the goal to ensure property owners, business owners and residents would not need to cover any required financial costs. It will list the steps staff will take to assist affected individuals with any additional notifications and processing of address changes, as requested, to reduce inconvenience and time impacts on property owners.

Staff also will evaluate potential timing issues that may need to be considered and will make a recommendation for an effective date to minimize any negative impacts.

- vii. Within 90 days of the request, an item will be placed on a Council meeting agenda for the City Council to decide on the proposed street name change.
- viii. Fourteen days prior to the meeting at which the City Council will vote on the proposed name change, PDD will mail via Certified Mail the second required notice to all affected property owners to inform them of the date, time and location of the Council meeting.
- ix. If City Council approves the renaming of a city street, PDD will compile and then share with residents a comprehensive resource list that includes hyperlinks and other contact information to minimize the time and inconvenience of updating addresses on personal accounts.
- x. If Council proposes to change the street to an alternate name that had not been reviewed, the alternate name would require additional analysis and up to 60 additional days for technical review.

#### **After City Council Approval of a Name Change**

Any City of Phoenix fees related to changing of a street name under the provision approved June 2017 will be waived for affected property owners and/or residents. The City will notify the USPS, which will update their database to ensure that any mail sent to an address with the previous street name will be delivered to the address under the new street name. PDD also will notify the Police, Fire, City Clerk, Finance, Law, Neighborhood Services, Planning and Development, Street Transportation, and Water Services departments, Maricopa County Recorder, Maricopa County Assessor, Arizona Public Service, Salt River Project, Southwest Gas, Cox Communications, Century Link, Federal Express, United Parcel Service, and private mapping services such as Google, Bing, Yahoo, MapQuest and Wide World of Maps.

PDD also will send to each property owner a notification letter of approval, an Address Change Notification and a copy of the ordinance. These can be presented by the property owner to any private entity that may request official documentation.

#### **Consideration**

Though changing a residential street address was once a potentially costly process, the proliferation of online account management, record keeping and bill paying has dramatically reduced or even eliminated the financial cost of updating addresses for residential properties. However, significant time still could be required to update addresses, for which staff is available to assist. Business owners may have more significant costs related to updating signage, marketing materials and other official documents such as permits and licenses.