



**Request for City Council Committee Action
From the Departments of Regulatory Services and Public Works**

Date: May 4, 2004
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works
Referral: None

Subject: **Ordinance amending for Title 17, Chapter 435 entitled *Streets and Sidewalks: Building Numbering* and adding a new chapter 436 entitled *Establishing and Naming of Streets; and acceptance of Minneapolis Street Naming and Address Standards***

Recommendation:

- Committee review of alternative processes for a new Chapter 436, Establishing and Naming Streets.
- The City Engineer recommends version "B", since this version meets the needs identified by the task force as well as those identified by C.M. Schiff and the City Engineer.
- Set a Public Hearing for May 18th for Adoption of ordinance amending Title 17, Chapter 435 entitled *Streets and Sidewalks: Building Numbering* adding a new chapter 436 entitled *Establishing and Naming of Streets; and acceptance of Minneapolis Street Naming and Address Standards*.

Previous Directives:

- November 18, 2003 Transportation and Public Works Committee postponed.
- October 23, 2003 Public Hearing by the Committee of Public Safety and Regulatory Services, and Transportation and Public Works Committee.
- September 12, 2003 City Council referred ordinance introduction to of Public Safety and Regulatory Services, and Transportation and Public Works Committee.
- November 8, 2002 joint committee of Public Safety and Regulatory Services, and Transportation and Public Works Committee authorized the departments with the City Attorney's Office to write new ordinance language governing address assignment and street naming within the City.

Prepared by: Dennis Morris, Public Works Right of Way Supervisor, 673-3607

Approved by: _____
Klara A. Fabry, P.E., Director of Public Works, City Engineer

Presenters: Dennis Morris, Right of Way Supervisor; Site identification Task Force participants

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee

Coordinator

Background/Supporting Information Attached

At the direction of the City Council, representatives from Regulatory Services, Public Works, Minneapolis Emergency Communications Center, and the Fire Department formed a Task Force to draft policy, procedure and ordinances to clarify and streamline City activities related to assigning addresses and naming or renaming public and private streets.

The Task Force completed its assignment and submitted a draft procedures manual, a revision of an existing ordinance (Chapter 435) and a new ordinance (Chapter 436) to a joint committee of PS & RS and T & PW Committee on October 23, 2003. The joint committee held a public hearing on that date but received no public comment on the subject presented. The PS & RS Committee approved Chapter 435 and referred it to the T&PW Committee. The T&PW Committee referred both Chapters 435 and 436 to its scheduled November 18th, 2003 meeting.

At the November 18th T & PW Committee meeting, the committee postponed acting on the procedure manual and ordinances to allow Council Member Schiff to draft and present an alternative to the Street Naming Ordinance, Chapter 436. The Task Force and the City Engineer, Klara Fabry, worked with Council Member Schiff on his revisions and has prepared a generic ordinance that can be modified to conform with the process the Committee recommends.

The essential difference between the versions is the mechanism for review and approval of the street naming. The original version presented by the Task Force proposed the City Engineer as the processor of applications with the Transportation and Public Works Committee reviewing and adopting the committee reports. Council Member Schiffs version proposes that the City Engineer and the Director of CPED share in the processing of the application and the City Planning Commission review and make recommendation to the City Council. Both versions have provisions for a public hearing on the street naming.

The Task Force has discussed various versions of the procedures and feels that they all accomplish the goal that was originally set. That is to have a procedure manual and ordinance that regulate the manner in applying, reviewing and approving street names. Though the Task Force has not reviewed the Version "B" being presented it does accomplish the goals set forth by them.

- Version "A" of Chapter 436 is the original with some modifications.

- Version "B" is the substitute version proposed by Council Member Schiff.

Attachment 1 – Proposed Chapter 436, Establishing and Naming of Streets (Generic Version)

Attachment 2 – Flow Chart, version "A"

Attachment 3 – Flow-Chart, version "B"

Cc: Henry Reimer, Attorney's Office
Ed Backstrom, Attorney's Office

T&PW Your Committee, to whom was referred an ordinance amending Title 17, Chapter 435 of the Minneapolis Code of Ordinances relating to Streets and Sidewalks: Building Numbering, adding a new Chapter 436 entitled Establishing and Naming of Streets and acceptance of Minneapolis Street Naming and Address Standard, now recommends that a Public Hearing be set for May 18th, 2004.

Attachment 1

Amending Title 17 of the Minneapolis Code of Ordinances relating to Streets and Sidewalks by adding a new Chapter 436 relating to Establishing and Naming of Streets.

The City Council of The City of Minneapolis do ordain as follows:

Section 1. That the Minneapolis Code of Ordinances be amended by adding thereto a new Chapter 436 to read as follows:

Generic Version

As originally proposed but with provisions for a public hearing added.

CHAPTER 436. ESTABLISHING AND NAMING OF STREETS

436.10. Purpose. The purpose of this chapter is to establish uniform criteria and procedures for establishing and changing public and private street names.

436.20. Authority to name streets. The official name of all streets shall be as approved by the _____ and shall be maintained by the city engineer in a master street name file.

436.30. Private street names. Private street names shall be established in accordance with the provisions of this chapter and _____.

436.40. Street name by plat. Any new public or private street name created by plat shall be approved in accordance with the provisions set forth in this chapter, except that the application may proceed without the required petition.

436.50. Application. An application to name or rename a street shall be submitted to the _____ on a form prepared by the _____. The application shall be accompanied by a petition signed by at least two thirds (2/3) of all owners of properties abutting the subject street. The petition shall contain the following information:

- (1) The current, if any, official city name of the street.
- (2) The proposed new street name.
- (3) The name and address of each owner requesting the street name.

For the purpose of correcting errors, omissions or changes necessitated by street

construction, the city engineer may submit a request to the city council without the required petition or application fee's.

436.60. Application fee. (a) *In general.* In recognition of the cost of services performed and work and materials furnished, persons who desire to name or rename a street shall pay a fee of three hundred dollars (\$300). Successful applicants may also be charged a fee to cover the cost of street sign installation or replacement.

(b) *Postage and publication.* For applications requiring notice of a public hearing to affected property owners, the applicant shall pay the cost of first class postage based on the number of property owners to be notified. In addition, for applications requiring publication in a newspaper of general circulation, the applicant shall pay a fee of twenty five dollars (\$25.00).

(c) *Exceptions:* The application fee required by this section shall be waived where the application to name or rename a street is submitted as part of a complete application for land subdivision approval pursuant to Chapter 598 of the Minneapolis Code of Ordinances.

436.70. Hearing on application. The _____ shall hold a public hearing on all complete applications. Notice of the public hearing shall be given in the following manner. The failure to give mailed notice to individual property owners, or defects in the notice, shall not invalidate the proceedings provided a bona fide attempt to comply with this section has been made.

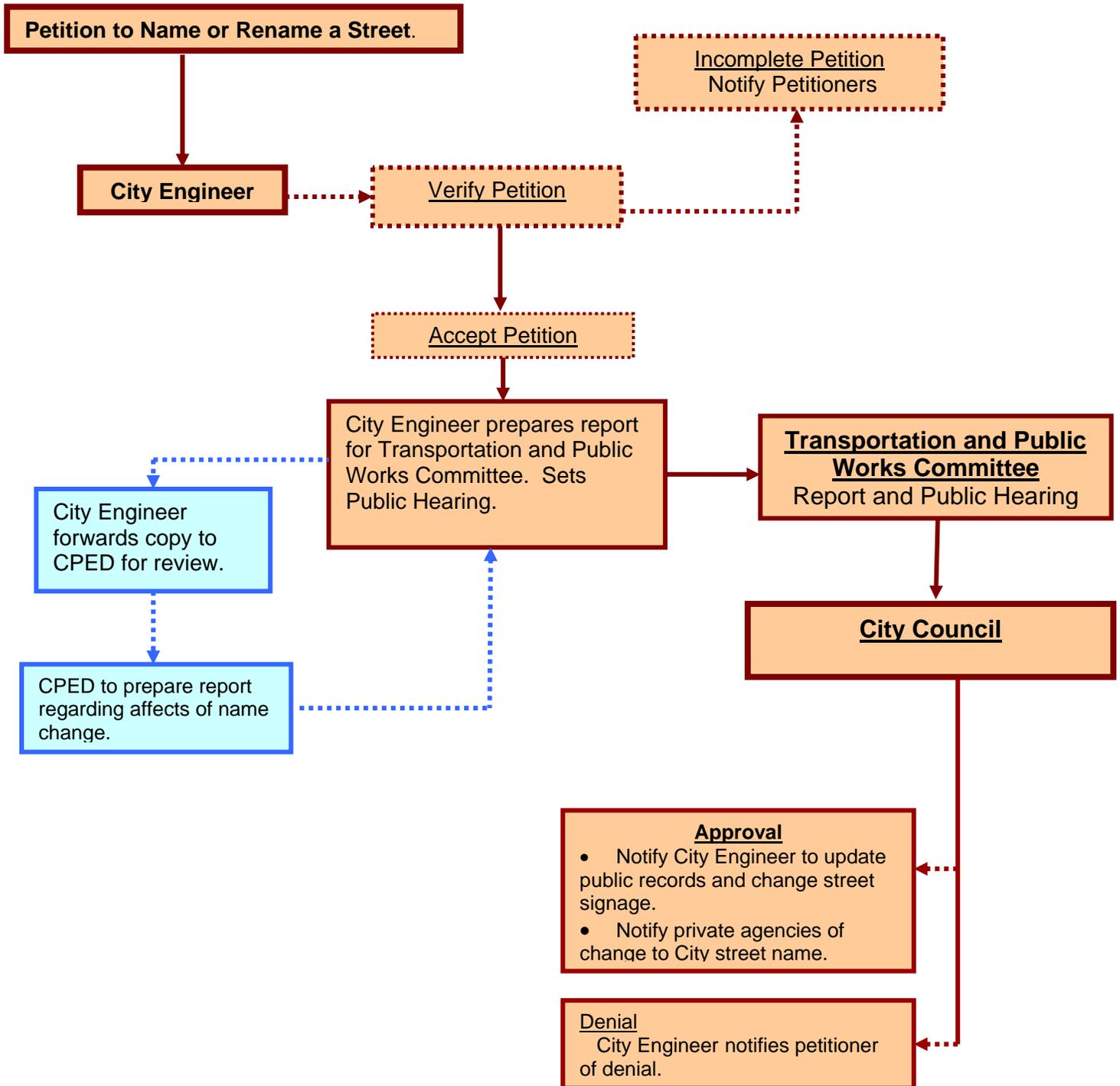
- (1) *Newspaper of general circulation.* The city engineer shall publish notice of the time, place and purpose of the public hearing at least once, not less than fifteen (15) days before the hearing, in a newspaper of general circulation.
- (2) *Registered neighborhood groups.* The city engineer shall mail notice of time, place and purpose of the public hearing to the registered neighborhood group(s) for the neighborhood in which the subject property is located not less than twenty-one (21) days before the hearing.
- (3) *Affected property owners.* The city engineer shall mail notice to all owners of record of property located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject property, not less than fifteen (15) days before the hearing.

436.80. Required Findings. The _____ shall make findings that the proposed street name or name change is in conformance with the criteria for naming streets as set forth in the Minneapolis Street Naming and Address Standards manual adopted by the city council before approving an

application. The _____ shall also consider the comments of the director of _____, and may also request other city departments and agencies, including private utilities and the U.S. Postal Service, to comment on the application.

Attachment 2

**Flow Chart for Version "A"
City Engineer to T&PW**



Attachment 3

**Flow Chart for Version "B"
Joint City Engineer/CPED through Planning
Commission**

