



City of Petersburg

(Intra-city Correspondence)

MEMORANDUM

DATE: March 13, 2019

TO: Aretha R. Ferrell-Benavides, City Manager

THRU: Lionel D. Lyons, Deputy City Manager of Development

FROM: Tangela Innis, Director/Department of Public Works and Utilities

SUBJECT: Street Name Change Research

On March 05, 2019; the City Manager was instructed by City Council to research the street name process and provide a detailed report for the following streets: High Pearl Street, Johnson Road, N Carolina Avenue, Harding Street, Porterville Street, and New Street.

The Public Works and Utilities department would like to present the complete process of a street name change which includes the agency/property owner/business impact and costs.

PROCEDURE

The process to change the name of a street requires the following these steps:

- A request is submitted to the Public Works and Utilities department, including:
 - An Administrative fee of \$200 for each street
 - A map showing the location of the street
 - Include a list of property owners that will be affected by the proposed street name change and addresses
- An internal review is conducted by the Public Works and Utilities department
- After a successful internal review is completed, a letter is mailed to all affected property owners containing the following:
 - Current street name
 - Proposed street name
 - Check box indicating if the owner is in agreeance or not
 - Date the property owners must respond by
 - Name and phone number to contact if there are questions
- The request must be approved by one hundred (100%) of all affected property owners, prior to the final approval of City Council

- If approved, the street name change will not take effect for sixty (60) days to allow time for the petitioner to submit payment of \$202.02 (per intersection) for the costs of signs, materials, and labor. The sixty (60) days will provide enough time to have the signs created, as well.
- The Department of Public Works and Utilities will notify all affected property owners by placing door-hangers on the property, City Departments and agencies, the Post Office, all utility companies and all applicable entities of the street name change and the effective date. A notice will be placed in the local newspaper and on the City website to make the residents aware of the change.

AREAS OF IMPACT

Department of Public Works and Utilities

- Must update the GIS system
- The staff in Street Operations, Public Utilities and Facilities Management Division will notify all affected property owners
- The Administrative staff will notify the Post Office of the change and mail all notifications
- The staff of Street Operations will execute the physical change out of the street signs

Public Information Officer

- Place a notice in the local newspaper
- Inform residents and business owners of the change via the City's Website

Clerk of Courts

- Must update Deed information of all properties impacted by the street name change (submit to the City Assessor)

City Assessor

- Must update all real estate records of properties impacted by the street name change (submit to the Commissioner of Revenue)

Commissioner of Revenue

- Must work with DMV to update mailing addresses impacted by the street name change for personal property taxes/business licenses for equipment, commercial vehicles and personal vehicles

Billing and Collections

- Must update all accounts in the billing system impacted by the street name change

Code Compliance

- Must change all files associated with any property in the street impacted by the name change which includes:
 - Permits
 - Property complaints
 - Property maintenance
 - Fire Marshall files

Petersburg Area Transit

- Must update the website and any informational pamphlets of stops and/or routes impacted by the street name change

Residents/Business Owners

- Businesses must change their business address on their website, letterhead, business cards, and with the State Corporation Commission (SCC)



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- Must notify every company/organization that receive bills or correspondences of the street name change

COSTS

- Administrative Fee (\$200 per request) - \$1,200
 - High Pearl Street - \$200
 - Johnson Road - \$200
 - N Carolina Avenue - \$200
 - Harding Street - \$200
 - Porterville Street - \$200
 - New Street - \$200
- Materials and Labor (\$202.02 at each intersection – 35) - \$7,070.70
 - High Pearl Street – 5 intersections
 - Johnson Road – 11 intersections
 - N Carolina Avenue – 6 intersections (reduced by 1 intersects with High Pearl St)
 - Harding Street – 9 intersections
 - Porterville Street – 2 intersections (reduced by 1 intersects with Harding St)
 - New Street – 2 intersections (reduced by 1 intersects with Harding St)
- Mailings (\$1.00 for each property owner which includes the return postage - 266) - \$266
 - High Pearl Street – 35 property owners
 - Johnson Road – 39 property owners
 - N Carolina Avenue – 59 property owners
 - Harding Street – 89 property owners
 - Porterville Street – 28 property owners
 - New Street – 16 property owners
- Property owners' notifications – door hangers (1000 minimum per package - \$0.09 each) - \$90

Total costs: \$8,626.7

Attachment: Street Name Policy
Code of Ordinance – Sec.98-51 – City street and city building names, changes thereto

******please note: the cost of this request is not allowable in the Street Operations funds. this proposal is not included in the Public Works & Utilities budget. per the Street Name Policy, all costs must be paid by the petitioner******