

**AN ORDINANCE**

AN ORDINANCE, AMENDING THE CODE OF GRIFFIN, GEORGIA, AT CHAPTER 78, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, BY ADDING A NEW ARTICLE, TO BE NUMBERED ARTICLE VII, STREET RENAMING AND HONORARY STREET DESIGNATIONS, TO PROVIDE FOR PROCEDURES FOR THE STREET RENAMING APPLICATION PROCESS; TO PROVIDE FOR PROCEDURES FOR THE HONORARY STREET DESIGNATION APPLICATION PROCESS; TO PROVIDE FOR FEES RELATED TO APPLICATIONS FOR STREET RENAMING AND HONORARY STREET DESIGNATION; TO PROVIDE FOR PROCEDURES FOR THE ADDRESS REASSIGNMENT PROCESS; TO PROVIDE FOR EMERGENCY STREET RENAMING BY THE CITY; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:**

Section 1. The Code of Griffin, Georgia is hereby amended at Chapter 78, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, by adding a new Article, to be numbered Article VII, STREET RENAMING AND HONORARY STREET DESIGNATION, which shall include the following language:

“CODE OF GRIFFIN, GEORGIA

CHAPTER 78 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE VII – STREET RENAMING AND HONORARY STREET DESIGNATION

**Sec. 78-155 - Short Title.**

This article shall be titled the “City of Griffin Street Renaming and Honorary Street Designation Ordinance.”

**Sec. 78-156. – Intent; purpose.**

The purpose of this ordinance is to establish and document standards and consistent procedures for the renaming and honorary designation of streets under the administrative control of the City of Griffin. Street names provide a common, systematic means by which people, places, and events can be located within the community. In addition to providing address information, street names are commonly used in local government to dispatch emergency services, provide municipal services, process tax billing, describe locations, and record events. Street names are also used by the United States Postal Service, utilities, delivery services, and the populace as they go about their work and everyday wayfinding.

This ordinance is intended to provide citizens and businesses that may have an interest in a proposed street name change with an opportunity to address the Board of Commissioners. It is also intended to minimize costly address database errors, reduce missed service provision, and protect property and save lives by facilitating the correct dispatch of emergency services. The ordinance also provides consistent procedures for honorary street designations within the community which may require the utilization of municipal resources and which may be of a significant interest to citizens or groups within the community.

#### **Sec. 78-157. – Definitions.**

*Applicant* shall mean the individual, group, government agency, or other entity initiating a street renaming or honorary street designation request.

*Affected Owner(s)* shall mean owner(s) of parcels that abut the right-of-way of the street to be renamed.

*Affected Parcels* shall mean parcels that abut the right-of-way of the street to be renamed.

*Affected Tenant(s)* shall mean individuals or entities that may not own a Parcel abutting the right-of-way of the street to be renamed, but who may reside or have a business on said Parcel(s). The determination of the number of Affected Tenants shall be made by available City records at the time the Application is reviewed.

*E-911* shall mean the Emergency 911 system that links emergency callers with the appropriate public services.

*GIS* shall mean the City of Griffin GIS Department responsible for maintaining the City's Geographic Information System, including records of road names and addressing.

*Honorary Street Designation* are streets marked by commemorative signage to honor a person, group of persons, or events of significance and do not change the official name of the street or associated property addresses.

*Parcel* shall mean a definitive platted lot or other tract of land shown as a tax parcel on the most recent official tax map of Spalding County, Georgia and assigned its own unique tax parcel number by the Spalding County Tax Assessor.

*Petition* shall mean a petition which has been signed by sixty-six percent (66%) of Affected Parcel Owners or Affected Tenants who are in favor of the street renaming or honorary street designation.

*Street* shall mean a public or private one-way or two-way road for ingress and/or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs and dead-end roads. The definition includes secondary roads but does not include driveways.

*USPS* shall refer to the United States Postal Service.

## **Sec. 78-158. – Street renaming.**

- (a) *Application.* Any Commissioner, government agency, City Department, Affected Owner, or Affected Tenant that desires to change an existing street name must submit an application to the GIS Director, in writing, via the form provided by the GIS Director. This procedure is independent of that established for naming or changing the name of a street for emergency purposes. The application shall not be considered complete until the following has been submitted:
- (1) A GIS Application providing the proposed new name of the subject street and the name, signature, mailing address, and contact information of the Applicant;
  - (2) A justification for the name change requested;
  - (3) A letter size (8.5x11) map showing the extent of the road for which the name change is being proposed with the affected parcels highlighted;
  - (4) A Petition meeting the requirements set forth in Subsection (b) of this Section;
  - (5) Payment of a non-refundable administrative fee of \$150.00, provided that such fee shall be waived if an application is initiated by a Commissioner, another government agency/department, or any City of Griffin Department.
- (b) *Petition.* An application for street renaming shall include a Petition, completed on a form provided by the GIS Department, stating the proposed name change and signed by Affected Owners or Tenants of at least sixty-six percent (66%) of the Parcels abutting the right-of-way of the street to be renamed. Only one signature per parcel shall be considered in evaluating whether the requisite threshold has been met. Determination of the Affected Owners and/or Affected Tenants will ultimately be made by the GIS Director.
- (c) *Internal Research and Processing.* Upon receipt of a complete application authenticated by the GIS Department, the following internal research and processing steps shall be taken:
- (1) GIS shall review the request for continuity. Renaming shall only be considered where an entire street would be affected. Renaming of a segment of a street, where a transition from one name to another at some geographic point would result, shall not be considered. If a requested name change would result in problems of continuity, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection. All other objections by GIS, including duplication in wording, sound, or pronunciation with an existing road within Spalding County, regardless of distance between the addresses shall be noted in the Application file.
  - (2) The signatures on the Petition shall be reviewed by GIS to confirm Affected Owners or Tenants of at least sixty-six percent of the Affected Parcels have consented to the name change. Signatures will be authenticated at GIS discretion. If GIS determines that the requisite number of signatures have not been provided based on evaluation of the Affected Owners and Affected Tenants or an evaluation of the Petition, the GIS

Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection.

- (3) GIS shall consult the Fire Chief, the Chief of Police regarding the Application. Any objections to the name change by the Fire Chief or Chief of Police shall be noted in the Application file, and options for mitigating the public safety concerns shall be explored. In the event the objections cannot be resolved, the City's public safety objections shall be considered in GIS's recommendation to the Board of Commissioners.
  - (4) GIS shall notify the Spalding County Sheriff's Department, E-911, and the Tax Assessor of the application for street name change via Certified Mail and provide a reasonable deadline by which objections must be provided to GIS. If objections are not received by the deadline set forth in the notice, GIS shall consider the application uncontested by the Sheriff's Department, E-911, and the Tax Assessor. Any objections received in response to this notice shall be noted in the Application file and shall be considered in GIS's recommendation to the Board of Commissioners.
  - (5) GIS shall determine an estimated cost for the creation and installation of street signage associated with the approval of the street renaming. Prior to the scheduling of a public hearing, the Applicant must provide payment of the estimated costs of street signage to the City of Griffin pending approval by the Board of Commissioners.
- (d) *Notice of Public Hearing.* The public hearing on the Application shall be scheduled at a public meeting of the Board of Commissioners. GIS shall send a notice to all Affected Owners and Affected Tenants, via regular mail through USPS with proper postage affixed, at least fourteen (14) days prior to the public hearing. The notice shall provide the current street name, the proposed street name, a location description of the street to be renamed, and the date, time, and location of the public hearing. Notice of the public hearing shall be provided to the Applicant, in writing, via any method of contact provided in the Application.
- (e) *Public Hearing.* At the public hearing, the GIS Director or their designee shall first present a recommendation to the Board of Commissioners based on principals of addressing and street naming, feedback from City of Griffin public safety, the Sheriff's Department, E-911, and the Tax Assessor, and the costs of creation and installation of new street signage. Both proponents and opponents shall be provided equal opportunity to speak in favor or opposition of the Application. The presentation of those for and against an Application may be limited to a reasonable length of time, provided that each side shall have at least ten (10) minutes. The Applicant shall be permitted to use the entire ten (10) minutes for proponents of the Application.
- (f) *Decision.* The decision to rename a street within the City of Griffin shall be made by and in the sole discretion of the Board of Commissioners of the City of Griffin, and decisions by the Board of Commissioners shall be final and conclusive. The Board of Commissioners shall take final action after the conclusion of the public hearing, unless the Board defers final action pending the provision of additional information by either the Applicant or City Staff. In the event of a deferral, the Board of Commissioners shall not be required to conduct an additional public hearing prior to taking final action on the Application. Reapplication for the changing

of a specific street shall not be considered for a period of one (1) year following declination by the Board of Commissioners.

- (g) *Notification following final action; effective date of change.* The renaming of any street within the City of Griffin shall not become effective until at least ninety (90) calendar days after the final action, or as otherwise specified by the Board of Commissioners. Within fifteen (15) calendar days of the final action, official notice of an approved renaming of a street shall be sent by regular mail or, if feasible, electronic mail, to:

- (1) Affected Owners and Affected Tenants;
- (2) Spalding County Sheriff's Department;
- (3) E-911;
- (4) Spalding County Tax Assessor;
- (5) City of Griffin Police Department and Fire Department;
- (6) City of Griffin Customer Service and Utility Departments;
- (7) USPS.

The owner of the Affected Parcel shall post the changed address numbers within thirty (30) days of such notice. The owner and/or tenant of the Affected Parcel will be responsible for notifying all suppliers and others of the address change.

- (h) *Return of Fees for Signage Upon Denial.* If the Board of Commissioners take final action to deny the Application for street renaming, the fees paid to the City for the creation and installation of street signage shall be reimbursed within thirty (30) days of the denial. The administrative fee is non-refundable and shall not be returned. The City shall not be responsible for the redistribution of monies fundraised by the Applicant for the street signage fee.
- (i) *Exemption from Costs.* If an Application for street renaming is initiated by a Commissioner, a City of Griffin Department, or other government agency/department, all administrative fees and signage fees mentioned herein will be waived.

#### **Sec. 78-159. Renaming of Streets for Emergency Purposes.**

The City of Griffin may change the name of any street in the City of Griffin, not under the jurisdiction of the State or Federal government, as necessary for health, safety, welfare reasons, and efficiency of the emergency response system. The most common reason for emergency renaming of a street is for duplicative or similarly spelled or pronounced street names within Spalding County which can cause serious confusion for E-911 dispatchers and emergency responders when two or more road names exist on opposite sides of town and the person in need of assistance is unable to speak or clarify their location.

Owners and tenants of Affected Parcels shall be notified in writing via USPS regular mail. The proposed street renaming shall be presented to the Board of Commissioners for final action, but no public hearing shall be required. Owners and tenants of Affected Parcels shall be permitted to speak at public comment if desired. In the event of a conflict in either street naming or addressing, GIS and City public safety departments shall use best judgements to resolve the conflict and have

the responsibility of notifying the Affected owners and tenants, E-911, USPS, Spalding County agencies, and others.

**Sec. 78-160. - Address Reassignment.**

Requests to change an address do not constitute applications for street renaming and shall require an application for address reassignment submitted to GIS via an approved form. GIS has the authority to change addresses as necessary for conformity throughout the City of Griffin and to ensure efficiency of the emergency response system. If an address is changed for any reason, GIS shall be responsible for assigning the new address number.

Requests will be reviewed within ten (10) business days for consideration and approval, but the time for review may be extended should further consideration be needed. When such change is made, GIS shall notify the building owner, USPS, City of Griffin departments, City of Griffin emergency services, Spalding County emergency services, and the Spalding County Tax Assessor. The Affected Owner of the parcel shall post the changed address within thirty (30) days of receipt of such notice. The Affected Owner and Affected Tenants will be responsible for notifying all suppliers and others of the address change.

**Sec. 78-161. - Honorary Street Designation.**

- (a) *Applicability; Effect of Honorary Street Designations.* In contrast to a street renaming, an honorary street designation does not change the Official Street Name or the associated property addresses. The honorary street designation is a way to commemorate an individual with special signage placed away from the intersection to avoid confusion with the primary road name. Signage honoring the accomplishments of Griffin-Spalding County Schools or its sports teams shall be excluded from this Section.
- (b) *Applications.* Any Commissioner, member of City Staff, or member of the public may formally request an honorary street designation of a public street within the City of Griffin by application, in writing, submitted to the GIS Department, via the form provided by the GIS Director. The application shall not be considered complete, and shall not be presented to the Board of Commissioners, until the following has been submitted:
  - (1) A GIS Application providing the name of the subject street, the proposed honorary designation, and the name, signature, mailing address, and contact information of the Applicant;
  - (2) An explanation of the merits of the honorary street designation that shows that the person or group of persons to be honored or commemorated by the honorary street designation satisfies the criteria set forth in Subsection (c);
  - (3) A letter size (8.5x11) map showing the extent of the street for which the honorary street designation is being proposed;
  - (4) Documentation showing written consent from family members, estates, or groups connected to the persons or groups of persons to be commemorated by the honorary street designation;

- (5) Payment of a non-refundable administrative fee of \$50.00, provided that such fee shall be waived if an application is initiated by a Commissioner, another government agency/department, or any City of Griffin Department.
- (c) *Criteria Required for Honorary Street Designations.* All proposals for honorary street designation seeking to honor, celebrate, or commemorate a person or group of persons shall satisfy the following criteria:
- (1) Person(s) honored shall have been born or lived in the City of Griffin or have had a strong and/or enduring connection with the City through a historical contribution of service on a regional, national, or international basis;
  - (2) Person(s) honored must have made a unique and outstanding contribution to the life or history of Griffin through outstanding achievement, distinctive service, or significant community contribution;
  - (3) Consideration should be given to what other commemorations already exist in honor of the person or group of persons within the City;
  - (4) Proposals to commemorate living person(s) through honorary street designations shall not be considered, provided however that a designation referencing a group of persons may be considered regardless of whether or not the group is still active or whether individual persons within said group are still living;
  - (5) If a proposal is intended to commemorate an individual person, the honorary street designation should only be considered twelve (12) months after the proposed honoree's death;
  - (6) Proposals for honorary designation of person(s) shall not be considered without consent from the family members, estates, or groups connected to the person or group of persons; and
  - (7) Proposals for honorary street designations must be associated with streets within or under the administrative control of the City of Griffin, and cannot be associated with streets owned or maintained by state or federal agencies.
- (d) *Internal Research and Processing.* Upon receipt of a complete application authenticated by the GIS Department, the following internal research and processing steps shall be taken:
- (1) GIS shall conduct a preliminary study to ensure the proposal satisfies the criteria set forth in Subsection (c) of this Section and may seek the advice of internal and/or external parties in the evaluation of the application's proposal. The preliminary study shall include consultation with the Director of Public Works on maintenance obligations for honorary signage, the costs of creation and installation of signage, and the placement of the honorary signage.
  - (2) If an application fails to meet any of the criteria set forth in Subsections (c)(4) through (c)(7) of this Section, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection.

- (3) GIS shall obtain an estimated cost for the creation and installation of signage required for the honorary street designation. Prior to the scheduling of a public hearing, the Applicant must provide payment of the estimated costs of street signage to the City of Griffin pending approval by the Board of Commissioners.
- (e) *Notice of Public Hearing.* The public hearing on the Application shall be scheduled at a public meeting of the Board of Commissioners. Notice of the public hearing shall be provided to the Applicant, in writing, via any method of contact provided in the Application.
- (f) *Public Hearing.* At the public hearing, the GIS Director or their designee shall first present a recommendation to the Board of Commissioners based on the contents of the Application, the criteria, and the administrative burden on City staff of creating, placing, and maintaining new signage. Both proponents and opponents shall be provided equal opportunity to speak in favor or opposition of the Application. The presentation of those for and against an Application may be limited to a reasonable length of time, provided that each side shall have at least ten (10) minutes. The Applicant shall be permitted to use the entire ten (10) minutes for proponents of the Application
- (g) *Decision.* The decision to approve an honorary street designation shall be made by and in the sole discretion of the Board of Commissioners of the City of Griffin, and decisions by the Board of Commissioners shall be final and conclusive. The Board of Commissioners shall take final action after the conclusion of the public hearing, unless the Board defers final action pending the provision of additional information by either the Applicant or City Staff. In the event of a deferral, the Board of Commissioners shall not be required to conduct an additional public hearing prior to taking final action on the Application. Reapplication for a specific honorary street designation shall not be considered for a period of one (1) year following declination by the Board of Commissioners.
- (h) *Action Following Approval.* Following approval of the Application by the Board of Commissioners, the City shall arrange for the creation and installation of the honorary street designation signage as soon as practicable. Upon the installation of the signage, GIS shall ensure the honorary street designation signage is documented in the City's GIS system, if required, with GPS coordinates.
- (i) *Return of Fees for Signage Upon Denial.* If the Board of Commissioners takes final action to deny the Application for honorary street designation, the fees paid to the City for the creation and installation of street signage shall be reimbursed within thirty (30) days of the denial. The administrative fee is non-refundable and shall not be returned. The City shall not be responsible for the redistribution of monies fundraised by the Applicant for the street signage fee.
- (j) *Exemption from Costs.* If an Application for honorary street designation is initiated by a Commissioner, a City of Griffin Department, or other government agency/department, all administrative fees and signage fees mentioned herein will be waived.
- (k) *Removal of Honorary Signage.* Honorary street designations may be removed after a twenty (20) year period at the Board's discretion. Upon the removal of the honorary street designation signage, the sign may be turned over to the Applicant who applied for the honorary designation.



Nothing herein shall prevent the Applicant or any other party from applying for an honorary street designation again.

Notwithstanding the standard twenty-year designation, under extraordinary circumstances when the continued use of the honorary street designation would compromise the public trust and reflect adversely upon the City, the Board of Commissioners reserves the right to remove the honorary street designation and the associated signage. Determining the existence of extraordinary circumstances which warrant the removal of the designation and signage shall be within the sole discretion of the Board of Commissioners. The City is under no obligation to reimburse donations or otherwise pay damages to an Applicant or donor following the removal of the designation and signage.

#### **Sec. 78-162. – Appeals.**

All actions taken by the Board of Commissioners related to Applications submitted pursuant to this Article shall be final. However, decisions made by the GIS Director or their designee, pursuant to the administrative duties set forth in this Article, shall be subject to an optional appeal to the Board of Commissioners, provided the Applicant files a notice of appeal, in writing, to the City Manager or their designee within fifteen (15) days of the notification of the decision. In the absence of a notice of appeal within fifteen (15) days of the notification of the denial, the decision of the GIS Director shall be final.

The notice of appeal shall include the name of the Applicant and a summary of the request as set forth in the Application. The appealed application/decision shall be placed on a public meeting for review by the Board of Commissioners. The Commissioners shall make its final decision on the appeal, in conformity with this Article, and its decision shall be final and conclusive.

#### **Sec. 78-162. – Liability.**

The City of Griffin, its officers, agents, or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Article, including but not limited to, developing, adopting, operating, or implementing and addressing system or plan. “

Section 2. All ordinances and Code sections, or parts thereof, in conflict with the foregoing are expressly repealed.

Section 3. Should any provision of this ordinance be rendered invalid by any court of law, the remaining provisions shall continue in force and effect until amended or repealed by action of the municipal governing authority.

Section 4. Except as modified herein, The Code of Griffin, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The city attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other

codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Board of Commissioners. The city secretary shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

Section 5. This ordinance shall become effective immediately upon adoption on second and final reading.

First Reading:           September 12, 2023

Second Reading:       September 26, 2023