

CITY OF TOPEKA

Street Name Change Process

Topeka Municipal Code, Section 12.05.110 provides for the consideration and approval of “Street Name Changes” by the City Council. The process outlined below is intended to ensure adequate support from affected neighborhood residents and organizations prior to action by the City Council, and to, provide a thorough examination of the costs and benefits to property owners, residents, other stakeholders, as well as, the effect on public services.

1. Requester/Organization requesting new street name has a pre-application meeting with City staff, which may involve Planning, Development Services, Neighborhood Relations, Engineering, Public Works, etc. Contact Annie Driver, Planner II at 368-3728 to arrange an appointment. Planning will discuss neighborhood notification requirements at this meeting.
2. Requester/Organization holds Neighborhood Information Meeting (NIM) or equivalent neighborhood notification prior to application. Planning staff to provide assistance, including map of street. Requester will need to pay for the cost of notifying those affected.
 - Notification requirements should extend to any affected neighborhood organizations (e.g. NIA) president and owners on both sides of the street being designated or segment of street being memorialized.
 - If no neighborhood organization exists, notices should follow Citizen Participation Policy (e.g. 500 ft.).
 - Prior to application, the applicant will need to demonstrate they have the support of the neighborhood and affected owners.
3. Requestor submits proposal packet to Planning Department. Submissions will include:
 - Application signed by requester/organization head.
 - Letter of support from affected neighborhood organizations and minutes from Neighborhood Information Meeting reflecting agreement to name change.
 - Minutes must include comments from affected stakeholders on either side of the street/segment to be renamed or memorialized.
 - Background history of current name and proposed name
 - An acknowledgment or agreement from the next of kin of both the person of the name proposed and the person of the name being removed (if applicable). The

only reason this may not be necessary is if the name proposed is that of a national - or Kansas - recognized individual, determined at discretion of Planning Department.

4. Planning distributes request to review team for comments and allows time for City staff and service providers to perform cost/benefit analysis regarding the burden/cost on the public to change street signs.

The following items shall be addressed as indicated in TMC 12.05.110:

(c) Naming or Memorial Designation Guidelines. In naming or changing the name of any street, the following guidelines shall be observed:

(1) A street name or memorial designation shall not be the same as the name of an existing thoroughfare.

(2) A street name or memorial designation shall not be the name of a living person or persons.

(3) A street name or memorial designation shall not be the name of an existing or proposed business or existing product or proposed product of a business.

(4) A street name shall be given to the entire length of the street, while a memorial designation may be given for any or all of a street.

(5) The cost to taxpayers and burden on residents and service providers of the proposed action shall be examined.

5. Planning Department prepares written staff analysis, map/graphic, and Ordinance for City Council action and assigns City Council date.
6. Planning Department notifies requester/organization of the date of City Council action.
7. If the Ordinance is approved, and after published, Planning sends copy of Ordinance and action letter to government services, including Post Office, City and County providers; Private Utilities; school districts. Street signs should be changed and Planning will coordinate with Public Works to change street signs or provide memorial designation sign. **Costs to install and maintain any sign change requests shall be the responsibility of the applicant.**