

RID (Rule Interpretation Decision)

Type of RID	Requested Response Time	DSD Assigned RID # <u>117</u>
Customer RID <input type="checkbox"/>	24 hours <input type="checkbox"/>	
Internal Staff RID <input checked="" type="checkbox"/>	10 working days <input checked="" type="checkbox"/>	
	As time available <input type="checkbox"/>	

1. Project Name: Street Renaming Process

2. Project Number: N/A

3. Project Street Address: N/A

4. Applicant Name: DSD Staff - Melissa Ramirez, Planning Manager

5. Applicant Address: 1901 S. Alamo

6. Applicant Telephone #: (210) 207-7038

7. Applicant e-mail Address: melissa.ramirez@sanantonio.gov

8. Rule in Question:

Chapter 6, Article XVI, of the City Code of San Antonio, Texas, as it relates to the process for renaming streets.

9. Applicant's Position:

Chapter 6, Article XVI, of the City Code of San Antonio, Texas, is inconsistent with the procedures established in the Unified Development Code ("UDC") in regards to the following:

- A. How "days" are calculated
- B. Application requests and United States Postal Service ("USPS") coordination and approval
- C. Completeness Review Process
- D. Completeness Review Appeal Process

10. Staff Finding:

Chapter 6, Article XVI, of the City Code of San Antonio, Texas, is ambiguous in the street renaming process and is inconsistent with existing development application processes as identified in the UDC. In particular, staff finds that:

- A. Chapter 6, Article XVI does not provide consistency on how the number of days is to be counted (working or calendar days) for completing the reviews throughout the street renaming application process.
- B. Section 6-674 of the above referenced Article provides a review period of ten (10) business days to determine if a submitted application for street name change is

complete or incomplete. During the completeness review period, staff will review the application packet to ensure the application is accurate and it includes the supporting documentation required by this section. Once an application is deemed complete, the technical review process begins.

Section 6-675 of the above referenced article lists the USPS as a reviewing agency during the “technical review” process (after the application is deemed complete). Agencies have ten (10) days to review and provide comments on the proposed street name with agency approval of the proposed name presumed if no comment is received by the end of the 10-day period. The USPS, per section 35-506(h)(1) of the UDC, is responsible for confirming and rejecting duplicate or similar street names within the City of San Antonio, and must receive submissions for and approve all new street names. However, no mechanism is provided as to how the USPS is to approve a request, whether by written or other measures. Further, a presumption of approval may not be made should the USPS fail to respond within the 10-day period. At any time in the street renaming process, should the USPS deny the proposed street name, the application may not proceed. This has the potential effect of extending the technical review stage beyond the 10-day period. A denial will cause delay because, in order for the street renaming application to proceed, the applicant must alter or amend the application and follow street renaming procedures as outlined in the City Code again.

- C. Section 6-674 of the City Code does not provide clarity or guidance in reference to the completeness review period. While section 6-674 provides a 10-day review period to determine “completeness” of a street rename application, it fails to provide the applicant with a deadline to respond after which the application is rendered incomplete.
- D. Section 6-674 of the City Code does not provide the applicant a means of appeal in order to challenge an incomplete application determination.

11. Staff Position:

Date: 11/20/2012 **Contact:** Melissa Ramirez **Telephone #:** (210) 207-7038

As a result of staff findings, staff recommends clarification of the street renaming provisions in order to achieve and maintain consistency and expedite the completeness and technical review processes as follows:

- A. All references to “days” throughout Chapter 6, Article XVI, shall be counted as working days (Monday through Friday).
- B. In order to expedite the street renaming process and ensure that there is no unnecessary delay in the technical review process, applicants must coordinate directly with the USPS for approval of the proposed street name in accordance with section 35-506(h)(1) of the UDC and section 6-674(b) of the City Code, and forward written USPS approval to the Development Services Department that is to be included in the street renaming application. The USPS approval letter is required

for completeness review purposes and a failure to include it will result in an incomplete application. The Development Services Department strongly suggests that a minimum of five (5) street name alternatives be submitted to the USPS in order to maximize the probability of an approval by the USPS. The USPS requires several weeks to evaluate all requests and applicants are forewarned. All proposed new street renaming requests within the City of San Antonio must be directed to:

United States Postal Service
Address Management Systems
1 Post Office Drive
San Antonio, TX 78284-9321

- C. The applicant must respond to a notice of incomplete application within thirty (30) working days from the date of notice by either producing necessary documentation to complete the application or submitting a request to appeal that determination to the Development Services Department. Failure to respond within this time period will result in an administrative denial of the application. A new application with payment of applicable fees is required in such circumstances, thereby beginning the process again.
- D. Should an appeal of an incomplete application determination be requested, it must be made in writing to the Development Services Department coupled with payment of applicable fees. The Director of Development Services or designee shall review all completeness review appeals within five (5) working days of receipt. All requests for appeals will be processed in accordance with section 35-402 of the UDC. The appellate agency for completeness review is the Planning Commission.

12. Departmental Policy or Action:

Date: 11/20/2012 **Effective Date of policy/action:** Immediately

The Director concurs with staff's finding that the street renaming regulations of Chapter 6, Article XVI, of the City Code of San Antonio, Texas, should be consistent with the development application procedures as identified in Article IV of the UDC. In addition, the Director supports staff's request to forward the provisions recognized in this RID as a future amendment to Chapter 6.



Roderick Sanchez, AICP, CBO
Director



Date