

**CITY OF TAYLOR**  
**POLICY FOR**  
**NAMING CITY FACILITIES, PUBLIC PARK LANDS AND PUBLIC STREETS**

**I. PURPOSE**

The Purpose is to establish a systematic, fair, and consistent policy and process for naming and renaming City Facilities, Public Park Lands, and Public Streets. The policy provides for citizen input, recommendations from a diverse committee, and City Council approval to adopt all names.

**II. INTENT**

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. Honorees may include individuals, groups, companies, or corporations. The City welcomes the opportunity to honor those who have demonstrated outstanding service and have worked to enhance our community. A fair and impartial policy is necessary to assure that naming or dedicating a facility based on an individual, group or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts · benefiting the City. Further, naming decisions should not be influenced by personal prejudice, favoritism, political pressure, or temporary popularity.

**III. OBJECTIVES**

The naming process of City facilities, Public Park Lands, and Public Streets should:

1. Advance the reputation of the City, as well as increase the understanding and public support for its programs.
2. Ensure ready identification or geographical association by the public.
3. Encourage public participation in the naming, renaming and dedication of City facilities.
4. Encourage naming of City facilities in accordance with the geologic, geographical, cultural, historical, botanical, horticultural, scientific, or ecological features indigenous to the site and the community.
5. Encourage the dedication of lands, facilities, or donations by individuals and groups.

## **IV. CRITERIA**

### **A. GENERAL CRITERIA**

The naming of a City Facility, Public Park Land, or Public Streets, may be based upon the following:

1. A significant monetary, grant, donation, or bequest to the City toward the acquisition or development of a public facility.
2. A substantial community service that has had a major impact or benefit to a large sector of the City from an individual who:
  - a. demonstrates dedication to service in ways that brings special credit to the City, or
  - b. volunteered and given extraordinary help to individuals, families, groups, or community services.
3. An *in-memoriam* honor for a deceased individual.
4. The honoring of a living individual, which request will be subject to the most careful, examination.
5. The honoring of City elected officials, management, staff or appointed public officials, who may only be considered after their employment or public service has been concluded for a minimum of one year.
6. For new city streets, developer will develop list of names for new streets and then provide them to Williamson County 911 to validate the names. If the names are validated, they will be deemed approved at that point.
7. In most cases new City Facilities and Parks will be named during the project development by City Council. The Council may decide to submit this to the naming committee to have them make provide a recommendation.
8. Implicit to the naming process is the intent of permanent recognition. Therefore, the process shall be careful and deliberate and, as much as possible, involve the evaluation criteria as follows:
  - a. Fine moral character.
  - b. Demonstrated leadership qualities.
  - c. Nature of the contributions compliment and support the mission of the City of Taylor.

- d. Substantial contribution, whether consisting of volunteer service, the provision of land or monetary donation.
- e. Initiative and/or involvement relating to a specific program or project of exceptional merit, which has extensively and directly benefited the public.

## **B. CITY FACILITIES**

1. As a general policy, City Facilities shall be named in accordance with the geographical, historical, or ecological features originating at the site or to the immediate vicinity of the site.
2. Requests to name City facilities for an individual or group are to be evaluated based on the following:
  - a. As a general policy, City Facilities shall be named in accordance with the general criteria outlined in Section IV, subsection A.
  - b. Whether the individual/group has made a significant monetary gift or significant land gift to the City.
  - c. Whether the individual or group has made a significant contribution to City of Taylor

## **C. PUBLIC STREETS**

This policy only applies to streets after they have been dedicated as public.

1. As a general policy, Public Streets shall be named in accordance with the general criteria outlined in Section IV, subsection A.
2. The name of a street that is located within a designated historical district shall not be changed unless there are compelling reasons for the change

## **D. PARK LANDS**

1. As a general policy, Park Lands shall be named in accordance with the general criteria outlined in Section IV, subsection A.
2. Regional/City level parks may be named after a geographical designation, a predominant physical feature of the land, a historical name, organizations, or the name of an individual.
3. Community and neighborhood level parks should be named after the subdivision which dedicated the land, the name of the neighborhood, organizations, or the name of an individual.

4. The suffix "park" should be added to title name of the park.
5. Areas, facilities, and accessories such as playgrounds, pavilions or sport fields within a park can be named differently using the above stated criteria.

## **V. RENAMING OF CITY FACILITIES, PUBLIC PARK LANDS PUBLIC STREETS**

Renaming of a City Facility, Public Park Land, or a Public Street is strongly discouraged. The primary reason is to not diminish the original justification for the name or discount the value of the prior contributors. If a City Facility, Public Park Land, or Public Street is proposed to be renamed, it is recommended that only those City Facilities, Public Park Lands, or Public Streets named for geographic location, outstanding feature, or subdivision be considered for renaming. City Facilities, Public Park Land, or Public Streets named by deed restriction cannot be considered for renaming.

Once a City Facility, Public Park Land, or Public Street is named after an individual, the name of the public property should not be changed unless there are compelling reasons presented for the change. Requests to change a name should be subject to the most critical examination, so as not to diminish the original justification for the name or discount the value of the prior contributors.

## **VI. PLAQUES, MARKERS, MEMORIALS**

Recognition shall include site signage, including a permanent plaque, sign, or marker. The decision concerning type, design and size of site signage shall rest with the City Manager, or their designee. All plaques, signs, or makers shall be in compliance with the City of Taylor's current design regulations.

## **VII. PROCEDURES**

### **A. SUBMISSIONS OF RENAMING REQUESTS**

#### **INITIAL REQUEST AND REVIEW**

Requests for renaming of City Facilities, Public Park Lands, and Public Streets shall be submitted in writing to the Office of the City Manager. The person(s) submitting the request shall provide the following:

- Background information regarding the rationale behind the request, including biographical information if the proposal is to name the property for an individual.
- Any letters from appropriate organizations, and individuals which provide evidence of substantial local support for the proposal shall be submitted at that time.
- Map showing City Facility, Public Park Land and Public Streets being requested for consideration

The City Managers' Office will review the request to make sure it fits within the consistency within this policy. A determination will be made by the City Manager or their designee whether the request can move forward to the Committee.

## **B. PRIOR TO COMMITTEE**

Street Renaming-

Requester will be required to complete the following prior to submission to the Committee:

- The individual or groups will work with City Clerk to obtain a 911 verification completed by Williamson County 911. If verification passes move to the next step, if not name change will end due to lack of verification.
- The City Clerk will send notices to the identified property owners, within the proposed street name change area, providing them notice to them concerning the requested name change. Owners will be given 30 days from the date of the notice to submit comments back to the City Clerk for or against the name change.  
Letters will be sent out 30 days prior to committee meetings and any comments will be provided to the committee for their review.
- City Clerk will post a notice on the city website, 30 days prior to the committee meeting, concerning any potential Street renaming. The posting will provide an opportunity for comments for or against to be submitted to the City Clerk.
- All the above items must be complete before the request can move to the Committee.

The name of a street that is located within a designated historical district shall not be changed unless there are compelling reasons for the change

Parks and Facilities renaming-

- City Clerk will post a notice on the city website, 30 days prior to the committee meeting, concerning any potential Park or Facility name change. The posting will provide an opportunity for comments for or against to be submitted to the City Clerk.

Naming of Facilities or Park Structures without a name

- The Committee can review requests for naming individual structures without a name, within a City Facility or Park.

## **C. SUBMISSION TO COMMITTEE**

Renaming requests-

The City Manager shall submit the request for renaming to a committee consisting of the City Manager, Deputy City Manager, Assistant City Manager/Development Services Director, the Mayor and Mayor Pro-TEM.

Said committee shall research, review, and study the request and all its supporting documentation. A recommendation will come from the Committee to be submitted to City Council.

#### New Public Facilities and New Parks-

The City Council may submit to the committee a request for a recommendation for naming new Facilities and Parks. The committee shall research, review, and study this request and submit back to the City Council a recommendation.

### **D. SUBMISSION TO THE CITY COUNCIL**

1. The committee shall submit its recommendation regarding the request to the City Council.
2. Public hearing shall be held at the first Council meeting the item appears and Council will decide whether to approve the request.
3. The City Council will review all City Facility, Public Park Land, Public Street naming and/or name change requests and shall be the final authority for all such decisions. City Council can approve the request by simple majority. Street renaming will be required to have a resolution approved at the same meeting as the request is heard or at the appropriate upcoming meeting to complete the approval process.
4. When a request for a remaining or naming has been denied by the City Council, the same request may not be considered for a period of (2) years from the date of the City Council action.
5. Renaming requests will be limited to two reviews per calendar year. Additional renaming requests, received during an over the limit timeframe, will not be reviewed and the requester will have to resubmit during the next calendar.

### **E. POST APPROVAL PROCEDURE**

For an approved City Street Renaming, the City Clerk will notify the following:

- Approve Resolution
- City Department Heads
- Williamson County 911
- Williamson County Appraisal District
- Post notice of change on City Website
- U.S. Post Office

Property owners' will be responsible to notify their respective utility companies (other than the City), their mortgage companies, social security administration, lien holders, and any other pertinent entities.