

RESOLUTION NO. _____

**A Resolution of the City Council of the City of Georgetown, Texas
Establishing a Naming Policy for City Facilities, Public Park Lands,
and Public Streets, and Providing an Open Meetings Clause.**

WHEREAS, the City Council adopted a written policy Resolution No. 111406-U for naming City Facilities, Public Park Lands and Public Streets for the City of Georgetown on November 14, 2006; and,

WHEREAS, it is the policy of this Council and the City of Georgetown to establish a systematic, fair and consistent procedure for naming and renaming City Facilities, Public Park Lands and Public Streets; and,

WHEREAS, the City Council directed staff to update the policy to follow best practice.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, TEXAS THAT:

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim.

Section 2. That the attached update to the City of Georgetown Policy for Naming City Facilities, Public Park Lands, and Public Streets, attached hereto as Exhibit " A" and incorporated herein, is hereby approved and adopted.

Section 3. The City Council hereby finds and declares that written notice of the date, hour, place and subject at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. The Mayor is hereby authorized to sign this Resolution and the City Secretary to attest.

RESOLVED this __ day of October, 2021.

APPROVED:

ATTEST:

Josh Schroeder
Mayor

Robyn Densmore
City Secretary

APPROVED AS TO FORM:

Skye Masson
City Attorney

**CITY OF GEORGETOWN POLICY FOR RENAMING CITY FACILITIES, PUBLIC
PARK LANDS AND PUBLIC STREETS**

I. PURPOSE

The Purpose is to establish a systematic, fair, and consistent policy and process for public requests to rename 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 renaming 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

A public request for the naming of a City Facility, Public Park Land, or Public Street may be made 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. Special consideration may be given to recommended names in honor of an individual, family, or organization that:
 - a) Made a significant monetary, grant, donation, or bequest to the City toward the acquisition or development of a public facility,

- b) Provided major and lasting services or in-kind contributions to the purchase, planning development renovation or maintenance,
 - c) Demonstrated dedication to service in ways that brings special credit to the City, or
 - d) Volunteered or provided substantial community service that has had a major impact or benefit to a large sector of the City.
3. If the City Facility, Public Park Land, or Public Street is to be named after an individual, it is recommended that it be after the person has been deceased for a minimum of two years. Some criteria considerations can include:
- a) Same guidelines for living people or organization shall apply;
 - b) Proposed names commemorating a deceased person(s) shall be considered only if the living next of kin have approved the request; and
 - c) Renaming a City facility, public park land, or public Street in memory of a deceased person should not be considered until at least two years after the date of the death of the person.
4. If the City facility, public park land, or public street is to be renamed for honoring a City official, employee, or other appointed public official, it is recommended that it be considered after the person's employment or public service has been concluded for a minimum of two years.
5. If the City facility, public park land, or public Street is to be renamed for geographical, geologic, historical, botanical, horticultural, scientific, or ecological features indigenous to the site or to the immediate vicinity of the site, it is recommended that City facilities, public park land, or public street(s) be named after City of Georgetown historic sites, descriptive names, places, or features (such as streets, schools, or natural resources). Names should be chosen after a feature that is associated with a real characteristic of the site and easy to remember. That feature should be relatively timeless so that the name does not diminish in appropriateness with time.

B. CITY FACILITIES

- 1. As a general policy, renaming requests for City facilities should be considered in accordance with the general criteria outlined in Section IV, subsection A, or;
- 2. Should take into account the location, such as the name of the adjacent street or the related plat or subdivision.

C. PUBLIC STREETS

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

1. As a general policy, Public Streets should be named in accordance with the general criteria outlined in Section IV, subsection A.
2. A petition submitted by an individual or group to change the name of a public street must include a notarized list of abutting property owners who agree with the proposed name change. The list must have an affidavit/sworn statement at the bottom that the person submitting the list affirms they are true signatures and that statement is notarized. The list must represent the owners of at least 2/3 of the linear feet of abutting property for the petition to be considered. The name of a street that is located within a designated historical district should not be changed unless there are compelling reasons for the change.

D. PUBLIC PARK LANDS

1. As a general policy, Public Park Lands should 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 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. CRITERIA FOR RENAMING OF CITY FACILITIES, PUBLIC PARK LANDS, OR STREETS

Renaming of a City Facility, Public Park Land, or a Public Street is discouraged. The primary reason is to not diminish the original justification for the name or discount the value of the prior contributors without a compelling reason to do so. The following are guides for staff when considering a renaming request:

1. City Facilities, Public Park Land, or Public Streets named by deed restriction cannot be considered for renaming.
2. If 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 such a name should be subject to the most critical examination, so as to not discourage future donations, gifts, volunteerism, or other public service.

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 his or her designee. All plaques, signs, or makers shall comply with the City of Georgetown's current design regulations.

VII. CITY FACILITY, PUBLIC PARK LAND, OR PUBLIC STREET FEATURES

Important and substantial City Facility, Public Park Land, or Public Street features within a named area may be given a name other than the name of the principal area, using the same guidelines as used for naming areas.

VIII. PROCEDURES

A. SUBMISSIONS OF REQUESTS

1. Petition Signatures – General Requirements

- a) All individuals and organizations requesting to rename a City of Georgetown Facility, Public Park Land, or Public Street must submit a City of Georgetown Application for Renaming a City Facility, Public Park Land, or Public Street and a petition to the Office of the City Manager as set forth below. Any letters from appropriate organizations and individuals which provide evidence of substantial local support for the proposal shall be submitted at that time. All applications requesting that a City of Georgetown property or facility be renamed will be reviewed by the City Manager's Office for completeness and submitted to the Renaming Committee, defined below.
- b) The applicant shall submit to the City Manager's Office the original notarized copy of a Petition which:
- c) Clearly states, on each page containing signatures, the full intent of the Petition;
- d) have an affidavit/sworn statement at the bottom of the list that the person submitting the list affirms they are true signatures and that statement is notarized
- e) Is signed by either:
 - (1) the owners of a majority of the properties immediately adjacent to the affected property or facility or
 - (2) 500 residents of the City of Georgetown, if for a Facility that serves the public at large; and
- f) Contains, in addition to the signatures, the clearly printed names and complete Georgetown addresses of all signatories.

2. Petition Signatures – Additional Specific Requirements

In the following circumstances, the additional specific requirements apply:

- a) If renaming a Public Park within a subdivision, the Petition must be signed by 15% of the owners of property within the recorded subdivision; or
- b) If renaming a Public Street, the street shall not be renamed unless the owners of two-thirds of the linear feet of the abutting property agree to change the name of the street. Individuals and groups submitting the request shall be required to provide a notarized list of the concurring property owners' agreement.

B. SUBMISSION TO COMMITTEE

The City Manager shall submit the request to a committee consisting of the City Manager or designee, the manager of the affected department or his/her representative, a member of the department's advisory board or other appropriate community representative and two (2) appointed Councilmembers for a committee totaling five (5) members (the "Renaming Committee"). The Renaming Committee shall research, review, and study the recommendations and all its supporting documentation. A Public Meeting will be conducted regarding the request and thereafter allow thirty (30) days after the Public Meeting for public comment.

C. SUBMISSION TO THE CITY COUNCIL

The Renaming Committee shall submit its recommendation regarding the request to the City Council. 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.

D. WAIVER OF GUIDELINES

The City may consider a waiver to any portion of these guidelines or procedures, if by a vote of the City Council the Council agrees to such a waiver of said portion for any other reason.

APPENDIX

**CITY OF GEORGETOWN
APPLICATION FOR RENAMING CITY FACILITIES,
PUBLIC PARK LANDS AND PUBLIC STREETS**

Applicant's Contact Information:

Name: _____

Address: _____

E-mail: _____

Phone: _____

Naming/ Renaming Information for City-Owned Land or Facility:

Suggested Name:

Location of Site or Facility:

Is the proposed name for only a portion of the site or facility (e.g. a field, meeting room, etc.)?

Yes No

If yes, please indicate portion suggested for naming/renaming:

To name or rename a City-owned site or facility, certain criteria must be met. Please indicate below which criteria will be met for the proposed name (please check all that apply):

- The name preserves the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole.
- The name is in honor of an individual, family, or organization that donated money for the purchase, construction, renovation, or maintenance and/or provided major and lasting services or in-kind contributions to the purchase, planning, development, renovation, or maintenance of the of the land and/or facility.
- The name recognizes a past elected or appointed official or a current or former employee who has: (check at least 3 criteria below)
 - Made contributions over and above the normal duties required by his/her position;
 - Had a positive impact on the past and future development of the City of Georgetown, including programs or facilities;

Resolution No. _____

Policy for Naming City Facilities, Public Park Lands, and Public Streets

Date Approved _____

APPENDIX

PLEASE NOTE:

The cost of plaques, monuments and/or replacement of signs resulting from naming or renaming of City owned facilities, lands and/or portions of facilities will be borne by the individual, group or organization sponsoring the request. An exception to this policy may be made by the City Council in the case of economic hardship and if there are City funds available to cover the costs.

City of Georgetown Use Only:
Date Received:
Date Scheduled for Review by Committee:

REQUIRED ATTACHMENTS:

Notarized petition as described in Section VIII, A

RECOMMENDED ATTACHMENTS:

Documentation to support application to meet criteria outline in Section IV