



## City of Rolling Hills Estates

# **CITY PROPERTY AND FACILITY NAMING POLICY**

(Revised 10-29-18)

### **Purpose**

The purpose of this policy is to:

- Establish guidelines for the permanent naming of City properties and facilities after former elected and appointed City officials or community leaders; and
- Establish the application and approval procedures for the consideration of requests to name a public property or facility after a former City official or community leader.

### **Objective**

The naming of a City property, facility, or a portion of a property or facility, shall honor, recognize, memorialize, and/or commemorate in perpetuity except as provided in Section 5, the service and contributions that a former City official or community leader provided the community.

### **Acceptance Criteria**

The City shall use the following criteria in the evaluation of City property or facility naming requests:

- Commemorates a living or deceased former City official or community leader who has contributed significantly to the City while he/she was a resident of the City of Rolling Hills Estates;
- The person identified to have a City property or facility to be named after is no longer serving on a City Subcommittee, Committee, Commission, or Council;
- There is a nexus or relationship between the person requested to be named and the City property or facility; and
- Only the full name or last name of the person being recognized shall be used in the naming of a City property or facility.

## **Assessment and Approval Process**

The assessment and approval process shall be as follows:

- A City Property or Facility Naming Application shall be reviewed by the Park and Activities Commission. If the Commission is satisfied with that the application meets the City's criteria, a recommendation for approval will be forwarded to City Council for final approval.
- The application shall indicate:
  1. The number of years the person requested to be named has lived in the City;
  2. The dates that the person served on City Subcommittees, Committees, Commissions, and/or Council and their office(s) and/or position(s) on each or a detailed description of the community leader's record of community involvement;
  3. The nexus or relationship of the person named in the application to the City property or facility under consideration;
  4. Acknowledgement that in the event that the City determines that a public property or facility is required to be demolished, sold, or transferred, the City shall not be required to name a different property or facility after the former City official; and
  5. Acknowledgement that at any time that an individual, who has had a City property or facility named for them, whose actions would reflect negatively on the City could be cause for the City to re-name the City property or facility named for the individual.
- At the discretion of City Council, a fee may be requested from the applicant for the cost of producing and installing property signage.