

## Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Paul Cain, Deputy City Manager

Date: October 19, 2009

Subject: Resolution R-1162-09 Adopting a Policy for the Naming of Municipal Property

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### **Council Action Requested:**

The Council is requested to approve Resolution R-1162-09 Adopting a Policy for the Naming of Municipal Property.

### **Background Information:**

The City of Burleson does not have a policy with criteria and guidelines for naming and renaming municipal property (buildings, parks, streets, etc.).

The attached policy was developed based on similar policies in other jurisdictions refined to meet the needs of the City of Burleson.

### **Board/Citizen Input:**

The policy was reviewed, revised, and forwarded to the City Council for approval during the Oct. 14, 2009 meeting of the City Council's Community Facilities Work Group.

### **Financial Considerations:**

There is no expenditure of municipal funds associated with this resolution.

### **Attachments:**

Resolution R-1162-09  
Policy

### **Staff Contact:**

Paul Cain  
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**RESOLUTION  
R-1162-09  
City of Burleson Texas**

**POLICY FOR NAMING MUNICIPAL PROPERTY**

**WHEREAS**, The City Council of Burleson, Texas finds that the acquisition, construction and development of municipal property is an integral part of providing municipal services to the citizens of Burleson; and

**WHEREAS**, from time to time, it is necessary to formally name municipal property to give said property a unique identity, to facilitate emergency response, to honor certain individuals who have made unique contributions, or to commemorate historic places, people and landmarks; and

**WHEREAS**, the City of Burleson does not have a policy to guide the City Council, staff, and citizens in naming or renaming municipal property.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Burleson, Texas hereby adopts the attached "Policy for Naming Municipal Property" to establish formal, fair and consistent guidelines and criteria for naming of municipal property in the City of Burleson.

Passed and Approved this \_\_\_\_\_ of \_\_\_\_\_, 2009

\_\_\_\_\_  
Ken Shetter, Mayor

Attest:

\_\_\_\_\_  
Amanda McCrory, City Secretary



## **POLICY FOR NAMING MUNICIPAL PROPERTY**

### **I. PURPOSE & INTENT**

The purpose of this policy is to establish formal, fair and consistent guidelines and criteria for naming of municipal property in the City of Burleson. It is the intent of the City Council to review and evaluate the naming or re-naming of municipal property in accordance with this policy.

### **II. GUIDELINES AND CRITERIA**

A name given municipal property shall identify any one of the following:

- A. Predominant natural features (Geographic, Geologic, Ecologic, Botanical/Horticultural, Scientific) of the City or a particular part of the City.
- B. An adjoining street or subdivision.
- C. A Historic/Heroic event, location/landmark, or person (local, state or national) substantiated through research and documentation.
- D. Outstanding Individuals (excluding public officials) who make a significant contribution to the public good, whose name lends prestige and status to the public facility, whose fine moral character and demonstrated leadership have been a major contribution to the City's quality of life.
- E. Public officials who have served the citizens of Burleson with distinction and have been out of public office for at least two years.
- F. A Benefactor/Donor who makes a significant contribution to the citizens of Burleson via a significant donation (such as the majority of land or development costs associated with a public facility) or sells property to the city for a public facility at a price substantially below market value.
- G. In addition to the above, street names may also be proper nouns. All street names must be chosen so as to be easily identifiable and understood (such that a child could remember and pronounce) for purposes of dispatching public safety personnel

No name of any municipal property may bring dishonor on the citizens of Burleson or their government.

### **III. PROCESS/PROCEDURES**

The City Council has the sole right and responsibility to approve the names of municipal property.

#### **A. FACILITIES and REAL PROPERTY**

A facility is a building (including rooms within it) while real property refers to a park or other property used for municipal purposes (excluding streets).

The City Council will formally name each by passage of a Resolution. The Resolution will be considered during a meeting of the City Council following a public hearing. Notice of the public hearing will be published in a newspaper of general circulation and on the city's website at least ten (10) days in advance of the hearing.

#### **1. City Initiated Naming or Renaming**

In naming or renaming facilities and real property, the City Manager (or designee) will present a list of suggested names to the City Council for its consideration in accordance with the procedures below. The names suggested will comply with the criterion in Section II above. Upon consideration of the suggested names and other alternatives which may be offered by the City Council, the City Council will formally name (or rename) the facility or property.

##### A. Naming

In the case of newly constructed facilities, a name will be selected prior to the start of construction. In the case of existing facilities or property acquired by the City, a name will be selected prior to the facility or property being opened to the public. For existing facilities in use by the public at the time of this policy's adoption but not yet formally named, the City shall endeavor to formally name each as expeditiously as possible.

##### B. Renaming

In cases where a previous City Council has formally named a facility or property, the city may initiate renaming of the facility under special circumstances, acknowledging the circumstances under which the previous City Council chose to formally name the facility or property. Special circumstances include: changes in the use or function of the facility or property; factors which have rendered the current name obsolete, impractical, confusing or no longer in the public interest; or other circumstances which, in the decision of the City Council, necessitate the facility or property be renamed.

#### **2. Citizen Initiated Naming or Renaming**

To propose a facility or real property be named or renamed, a citizen or citizens of the city of Burleson (i.e. residents within the city's limits) must submit a written request to the City Manager. The written request must clearly identify the facility or real property for which the name is proposed and how the request complies with the criteria and guidelines contained within this

policy. In the case of a proposal to rename a facility or real property, the written request must also include the documented history of how and why the facility or real property was named originally and an explanation of why the current name should be replaced with the name proposed.

### **3. Special Provisions for Fire Stations**

Fire Station names will reflect their sequence of construction with the first station constructed named "Fire Station Number One", the second constructed named "Fire Station Number Two" and so on. Rooms or areas within a fire station or other facilities on its property may be named in accordance with the guidelines and criteria above.

## **B. STREETS**

### **1. Residential Streets**

Names for streets constructed as part of a residential subdivision development will be proposed by the Developer during the platting process in compliance with the subdivision regulations and criterion in Section II above. The name of a new residential street will be formally granted upon the City's approval of the final plat.

### **2. All other streets**

New streets constructed by the City will be named in accordance with the guidelines and criteria in Section II above upon the City's award of the construction contract.

### **3. Renaming of Streets**

The City reserves the right to initiate renaming of a street if the City determines a name change is appropriate to eliminate driver confusion, enhance economic development, or to improve emergency response.

The renaming of any street will be in accordance with this policy and the subdivision regulations. The City Council will formally rename a street by passage of an ordinance.

The ordinance will be considered during a meeting of the City Council following a public hearing. At least ten (10) days in advance of the hearing, notice of the public hearing will be (1) published in a newspaper of general circulation and on the city's website, and (2) mailed to all property owners and tenants owning or occupying property abutting the street of the proposed name change will be notified by the City. This notice will contain the date, time and location for a public hearing to receive public input on the proposed name change.

Following this public hearing during a regularly scheduled meeting of the City Council, a vote will be taken on the ordinance.

## **IV. ADOPTION, AMENDMENTS & REVISIONS**

This policy was adopted by the Burlison City Council on \_\_\_\_\_. This policy may be amended or revised from time to time by the City Council by Resolution.