

City of Highland Village Guidelines and Procedures Naming/Renaming of City Facility



Please review City of Highland Village Resolution 2016-2639 for specific guidelines and procedures relating to the naming and renaming of City-owned or leased facilities and City streets.

This packet must be used by persons proposing names for City facilities or City streets. Applications must be typed or clearly printed in ink and completed in its entirety upon submittal. Applications may be returned to the City Secretary's Office, located at 1000 Highland Village Road, Highland Village, Texas 75077.

For application purposes, "**City Facilities**" includes municipal parks, buildings, and other facilities, significant structures or landmarks, and streets.

- ⌘ City parks shall be named in their entirety; however, a City Facility located within a City park which is clearly identifiable (pavilion, concession stand, trail segments, etc) may bear a different name than the park within which it is located. Trail segments which are named shall, to the extent possible, begin and end at identifiable geographic landmarks or features such as intersections with streets or other roadways.
- ⌘ The renaming of a City street must include the entire length of the street unless the street is adjacent to a significant landmark, commercial business, or other City Facility such that the segment of the street is to be renamed in order to associate that street with such adjacency.
- ⌘ The costs related to renaming a City Facility, especially the renaming of a City street and the impact such renaming will have on residents and businesses affected by such remaining, shall be taken into consideration in any recommendation to the City Council. The City Council may require as a condition for approval of the renaming of a City street or City Facility that the applicant provides the funding to pay for some or all of the cost associated with such renaming.
- ⌘ Once the application is received and determined to be complete, the City Secretary will refer the application to the appropriate department director for the purpose of administering the application through the process set forth by Resolution 2016-2639, until a final decision is made on the application by the City Council.

- ⌘ A review committee (Committee) will review suggested name(s) and make a recommendation to the City Council. The Parks and Recreation Advisory Board shall serve as the Committee for the purposes of recommending names for the City's parks, recreational facilities, and trails. A committee of two residents of the City and two Councilmembers appointed by the City Council and three City employees appointed by the City Manager shall serve as the Committee for purposes of naming City Facilities not under the administrative management of the Parks and Recreation Department.

- ⌘ The Committee, supported by the department director to whom the application is referred, shall be responsible for research, study and recommendation of a proposed name to the City Council. Rationale for the recommended name shall be given in writing and accompanying the recommendation. The Committee shall prepare a report regarding the Committee's finding relating to the naming/renaming request and make a recommendation to the City Council. Such report shall include any public and private costs associated with affecting the naming/renaming of the City Facility and identify the source of funding which may be used to pay such costs.

**City of Highland Village
Application Form
Naming/Renaming of City Facility**



Applicant Information

Please print or type the information in ink

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____ Cell _____

Email Address: _____

Organization (if applicable): _____

Proposed Name/Change

Current Name of City Facility or Street: _____

Park or City Facility Address: _____

Suggested Name: _____

GUIDELINES FOR NAMING/RENAMING OF CITY FACILITIES

Names to be considered for City Facilities should be familiar to the majority of citizens, easy to recall, unique and lasting, and considered based on the following categories, in order of importance (check all applicable boxes):

- 1. Referring to an outstanding and/or dominant physical characteristics of the property or structure constituting the City Facility, such as:

Naturally occurring features, such as forested areas, streams, rivers, lakes and creeks;

Man-made features such as subdivisions, streets, office/industrial or commercial complexes in or adjacent to which the City Facility is located;

Landmark significance, such as an identifiable man-made or naturally occurring monument; and/or

Historical significance, such as the names of early residents or citizens and/or significant event.

- 2. In honor of a person who provided extraordinary service to the community, state, or country or died in the line of duty while serving the City, the State of Texas, or the United States of America while performing a heroic act subject to the following:

The person's name is not eligible for consideration until one (1) year after the person's death;

The person must not have been convicted of a felony or a misdemeanor involving a crime of moral turpitude;

The person must have been a resident of the City for ten (10) years or more, unless the person was a first responder employed by the City who died in the line of duty;

The recommendation of the person is accompanied by a biographical sketch and other information which can be used to corroborate the occurrence of the acts for which the person is being honored;

The recommendation is accompanied by a letter of support from a spouse or other close family member (e.g., parent, child, sibling, etc.) for the proposed honor if required by the City Council; and/or

If the person served in one of the branches of the United States Armed Forces and was discharged from that service, the person must have received an Honorable Discharge.

- 3. In honor of a person or family, living or deceased, who was significant in making, arranging for, or facilitating the acquisition, development and/or construction of the City Facility.
- 4. In a manner descriptive of the nature of the activities or events likely to occur at the City Facility or the function served by City Facility.

Supporting Documentation

If the nomination is related to an individual(s), the following is required, including petition (see specific details below):

∞ Date of death (minimum 1 year after person's death): _____

∞ Date(s) and address(es) resided in City of Highland Village (person must have been a resident of Highland Village for ten (10) years or more, unless the person was a first responder employed by the City who died in the line of duty:

∞ Biological sketch and other information which can be used to corroborate the occurrence of the acts for which the person is being honored; or information outlining significant role in making, arranging for, or facilitating the acquisition, development and/or construction of a City Facility (please attach)

∞ Letter of support from a spouse or other close family member (e.g., parent, child, sibling, etc.) for the proposed honor may be required by the City Council.

If the nomination is related to the Naming/Renaming of Municipal Park, Building or Other Facility, Structure or Landmark:

An application must be submitted to the Office of the City Secretary, completed in its entirety, accompanied by a petition containing no fewer than twenty-five (25) residents of the City in support of the naming proposal; provided, however, a request for the renaming of a street must be accompanied by a petition containing the signatures. The person submitting the application must be a resident of Highland Village who owns property in which they reside.

If the nomination is related to the Naming/Renaming of City Street

An application must be submitted to the Office of the City Secretary, completed in its entirety, accompanied by a petition containing the signatures of 100% of the owners of the property adjacent to the street to be renamed and whose property addresses would be affected by the name change. The person submitting the application must be a resident of Highland Village who owns property in which they reside.

Signature of Individual or Organizational Representative Submitting Nomination:

For Official Use Only:

Date Received: _____

Board Recommendation: Yes: _____ No: _____
Meeting Date: _____

City Council Action: Approved: _____ Denied: _____
Meeting Date: _____

