



RESOLUTION

No. R-2015-130

A RESOLUTION OF THE VILLAGE OF SALADO ADOPTING A POLICY FOR NAMING AND RENAMING VILLAGE FACILITIES, PUBLIC LANDS, PUBLIC STREETS, AND OTHER VILLAGE-OWNED PROPERTIES

WHEREAS, the Board of Aldermen finds that it is in the public interest to adopt policies that provide a fair, consistent process and promote public input; and

WHEREAS, the success and vitality of the Village of Salado depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials; and

WHEREAS, the Village of Salado welcomes the opportunity to honor those who have demonstrated outstanding service and have worked to enhance our community; and

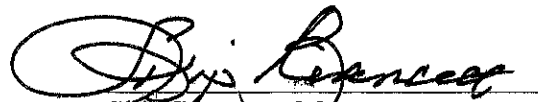
WHEREAS, a fair and impartial policy is necessary to assure that naming or dedicating a facility based on an individual, group, or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts benefiting the Village of Salado

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE VILLAGE OF SALADO THAT:

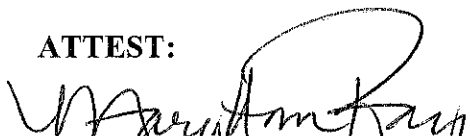
Section 1: The Board of Aldermen approve a policy for naming and renaming Village facilities, public lands, public streets and other Village-owned properties, herein attached as Exhibit A.

APPROVED AND PASSED this the 19th day of November, 2015, by a vote of 5 ayes, 0 nays, and 0 abstentions.

VILLAGE OF SALADO, TEXAS


Skip Blancett, Mayor

ATTEST:


Mary Ann Ray, Village Secretary



VILLAGE OF SALADO

POLICY FOR NAMING/ RENAMING VILLAGE FACILITIES, PUBLIC LANDS, SITES AND PUBLIC STREETS

I. PURPOSE

The purpose of this policy is to establish a systematic, fair, and consistent policy and process for naming and renaming Village Facilities, Public Lands, Public Streets, and other City owned properties. The policy provides for citizen input, recommendations from a diverse advisory board, and Board of Aldermen approval to adopt all names.

II. INTENT

The success and vitality of the Village of Salado depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. Honorees may include individuals, groups, companies or corporations. The Village of Salado 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 Village of Salado. Further, naming decisions should not be influenced by personal prejudice, favoritism, political pressure or temporary popularity.

III. OBJECTIVES

The naming process of Village of Salado Facilities, Public Lands, Sites, and Public Streets should:

1. Advance the reputation of the Village of Salado, 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 Village facilities.

4. Encourage naming of Village facilities in accordance with the geologic, geographical, cultural, historical, botanical, horticultural, scientific, or ecological features indigenous to the site and the community.
5. Encourage naming of dedication of lands, facilities, or donations by individuals and groups.

IV. CRITERIA

A. GENERAL CRITERIA

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

1. A significant monetary, grant, donation or bequest to the Village of Salado 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 Village of Salado from an individual who:
 - a. demonstrates dedication to service in ways that brings special credit to the Village of Salado, or
 - b. volunteers and gives extraordinary help to individuals, families, groups, or community services
3. Naming a Village Facility, Public Land, Site or a Public Street after a living person or organization is not recommended. However, there are times when the community believes it to be the proper and necessary. The person or organization should have made a major contribution to the Village of Salado in either deed or monetary contribution. Honoring a living individual or an organization, will be subject to the most careful examination.
 - a. Some criteria or considerations should include, but not limited to:
 - i. A significant monetary contribution toward acquisition or development of a public facility;
 - ii. When eighty percent (80%) or more of the value of the property is donated by the person or organization;
 - iii. When eighty (80%) or more of the cost of development is

donated by the person or organization to the enhancement of the quality of life in the community;

iv. When a major contribution has been made by the person or organization to the enhancement of the quality of life in the community;

v. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual.

b. 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:

i. Fine moral character;

ii. Demonstrated leadership qualities;

iii. Nature of the contributions compliment and support the mission of the Village of Salado;

iv. Substantial contribution, whether consisting of volunteer service, the provision of land or monetary donation.

v. Initiative and/or involvement relating to a specific program or project of exceptional merit, which has extensively and directly benefited the public.

4. If the Village Facility, Public Land, Sites 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. Naming a Village Facility, Public Land, Site, 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.

d. Names should not be considered as advertising.

5. Honoring Village of Salado officials, management, staff or appointed public officials who may be considered after the employment or public service has concluded for a minimum of two years.
6. If the Village Facility, Public Land, Site, or Public Street is named 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 Village Facilities, Public Land, Sites and Public Streets be named after Village of Salado 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. Some criteria considerations can include:
 - a. Use of road names should be controlled to avoid duplication confusion. If named after a street, it should be adjacent to the park or facility.
 - b. If named after a geographic location, it should either be associated with the Village Facility, Public Land, Site or Public Street or immediately adjacent to the Village Facility, Public Land, or Public Street.
 - c. If named after a subdivision, it should be the subdivision in which the Village Facilities, Public Land, Site or Public Street is located.

B. VILLAGE FACILITIES

1. As a general policy, Village Facilities shall be named in accordance with the general criteria outlined in Section IV, subsection A.

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. A public 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 owner's agreement.

3. 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. PUBLIC LANDS

1. As a general policy, Public Lands shall be named in accordance with the general criteria outlined in Section IV, subsection A.
2. Regional/Village level parks or properties may be named after a geographical designation, a predominant physical feature of the land, a historical name, organizations, or the name of the individual.
3. Community and neighborhood level parks and properties should be named after the subdivision which dedicated the land, the name of the neighborhood, organizations, or name of the individual.
4. The suffix "park" should be added to the name of the park.
5. Areas, facilities, and accessories such as playground, pavilions or sport fields within a park can be named differently using the above stated criteria.
6. For historic sites, descriptive names, places and features (streets, schools, natural (geographic) features) it is recommended that parks or park facilities be named after Salado 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 park name does not diminish in appropriateness with time.

V. RENAMING OF VILLAGE FACILITIES OR PUBLIC LANDS

Renaming of Village Facilities, Public Land, Site, 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 Village Facility, Public Land, Site, or Public Street may not be renamed if already named by deed restriction, is proposed to be renamed, it is recommended that only those Village Facilities, Public Lands, Sites, or Public Streets named by deed restriction cannot be considered for renaming.~~

A park or facility named for an individual should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.

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 Village of Salado Board of Aldermen. All plaques, signs or markers shall blend with and compliment the park or facility environment. If the request is approved by the Board of Aldermen, the Village will pay the cost of the plaque, marker, or memorial.

VII. VILLAGE FACILITY, PUBLIC LAND, OR PUBLIC STREET FEATURES

Important and substantial park 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

Requests for the naming or the renaming of Village Facilities, Public Lands, Sites, and Public Streets shall be submitted in writing to the Village Secretary on forms provided by the Village. The person(s) submitting the request shall provide background information regarding the rationale behind the request, map of location, picture of location/building, biographical information if the proposal is to name the property for an individual, and notarized list of the concurring property owner's agreement, if applicable. Any letters from appropriate organizations and individuals, which provide evidence of substantial local support for the proposal, shall be submitted at that time. The person submitting the request must pay an application fee of \$75.00 for naming/renaming a Facility, Site or Public Land and \$150.00 for naming/renaming a Street. .

B. SUBMISSION TO AND CONSIDERATION BY ADVISORY BOARD

The Village Administrator shall submit the request to a Naming/Renaming Advisory Board appointed by the Board of Aldermen consisting of the following representatives: the Salado Historical Society (1), Public Art League of Salado (1), Keep Salado Beautiful (1), local business owner (1), and citizens (2). Said Advisory Board shall research and review the request and all its supporting documentation with careful review as it relates to this policy, and shall make a recommendation to the Board of Aldermen. In addition, the Advisory Board will make a recommendation on whether a plaque, marker, or sign should be erected including a specific design and verbiage that should be utilized.

C. SUBMISSION TO BOARD OF ALDERMEN

The Board of Alderman will review all Village Facility, Public Land, Site and Public Street naming and/or name change requests, and shall be the final authority for all such decisions.

An initial public meeting, held by the Advisory Board, will be conducted regarding the request. The Naming/Renaming Advisory Board shall then submit its recommendation to the Village Administrator to be presented to the Board of Aldermen for consideration. The Board of Aldermen will allow thirty (30) days after the initial public meeting for public comment before final consideration.

D. POST APPROVAL PROCEDURE

If the request for a street renaming is approved by the Board of Aldermen, the Village Secretary shall notify all Village employees of the renaming, authorize amending the official street maps maintained by the Village, and post notice of the change on the Village's website. The Central Texas Council of Governments, the Bell County Communications Center, and U.S. Post Office shall also be notified by the Village Secretary. It shall be the property owners' responsibility to notify their respective utility companies, social security administration, lien holders, and any other pertinent agencies of the street renaming.

The Village Administrator, in coordination with the Facilities and Public Works Department, shall be responsible for ordering and installing the sign, plaque, or marker as approved.

When a request for a street renaming or the naming of a Village facility has been denied by the Board of Aldermen, the same request may not be considered for a period of six (6) months from the date of the Board of Aldermen action.

**NAMING/RENAMING OF VILLAGE OF SALADO FACILITIES,
PUBLIC LANDS, SITES, AND PUBLIC STREETS**

APPLICATION

There is a 30-60 day review process for all Street/Site/Land/Facility naming requests

Name of Applicant or Organization: _____

Phone: _____ Email: _____

Address: _____

Signature: _____

Date: _____

Current Street/Site Name: _____

Proposed Street/Site Name: _____

Location of Site/Street: _____

Subdivision: _____ Blocks Included: _____

Zoning District: _____

Land uses located on the street: _____

Nature of Naming Opportunity:

- Park Building Entrance Athletic Field Trail
 Bridge Playground Facility Overlook Other
 Interpretive Feature Landscape Area Park Structure

Naming Justification category:

<input type="checkbox"/>	Geographical Feature	<input type="checkbox"/>	Ecological Feature	<input type="checkbox"/>	Significant Contribution
<input type="checkbox"/>	Historical Feature	<input type="checkbox"/>	Monetary Gift	<input type="checkbox"/>	Land Gift
<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Other	<input type="checkbox"/>	

Biography of the person who will be honored: _____

Reasons supporting street/site/facility naming/renaming: _____

Print Name

Applicant's Signature

Date

Application Requirements / Attachments:

- A letter summarizing justification for this request.
- Map showing location of street/site.
- Photo of facility (if applicable)
- Favorable support from 70% of responding property owners fronting the street proposed for renaming (if applicable)
- Estimate of cost of making and installing all the necessary signage/plaque or estimate of cost for replacement of signs/plaques
- Property owners are responsible for notifying their tenants.
- Justification for naming, and any additional supporting justification, along with a minimum of three letters of support.
- Proposed design and verbiage.
- Enclose application fee of \$75.00 for naming/renaming a Facility, Site or Public Land or \$150.00 for naming/renaming a Street. .

FOR OFFICE USE ONLY

Complete application received? ___ Yes ___ No

Application fee received? ___ Yes ___ No ___

Fee received: \$ _____

Estimate of cost and installation of signage: _____

Date submitted for Staff review: _____

Staff comments: _____

Date of Aldermen Consideration: _____

_____ Approved _____ Denied

**NAMING/RENAMING OF VILLAGE OF SALADO FACILITIES,
PUBLIC LANDS AND SITES**

PROPERTY OWNER RESPONSE

THIS PETITION CONCERNS A PROPOSAL TO RENAME/NAME FACILITY/SITE NAME OF

_____ TO _____

IN THE BLOCK RANGE FROM _____ TO _____

Print Name: _____

Street Address: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Legal Description, if available: Lot: _____ Block: _____ Addition: _____

I, the undersigned Owner of this property set forth by name, hereby join in and request the petition to change the facility/site name be (check one):

_____ Approved

_____ Disapproved

Signature: _____



PETITION FOR NAMING OR RENAMING OF STREETS

Date of Petition _____

Proposed Street Name _____

Present Street Name _____

Address: _____

Name of Group sponsoring petition: _____

Contact Person: _____ Telephone No. _____

Address: _____ Email: _____

Number of Signatures Required: _____ Number of Signature Received: _____

NOTE: A minimum of 70% of responding property owners indicating approval is required for Village of Salado Board of Aldermen consideration on naming/renaming change.

NAME:	ADDRESS:	ZIP:	PHONE:	DATE:	AGREE:	DISAGREE:
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3.						
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	NAME:	ADDRESS:	ZIP:	PHONE:	DATE:	AGREE:	DISAGREE:
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