

ARTICLE XVI. NAMING OF PUBLIC LANDS, STREETS, AND FACILITIES

Sec. 2-1600. Definitions.

Public land. Lands which are owned or managed by the City of Keller for the long-term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to developed and undeveloped parks, open space, and plazas.

Public facilities. Physical facilities owned or managed by the City of Keller for the long-term benefit of the community. Examples include Town Hall, Library, The Keller Pointe, Police and Courts Building, and Fire Stations.

Streets. Existing public streets which have been named and are owned or managed in some manner by the City of Keller. This article is not applicable to new streets being constructed.

(Ord. No. 1447, § 2, 4-7-09)

Sec. 2-1610. Guidelines.

- (a) *Qualifying names:* Should provide some form of individual identity related to one of the following:
- (1) Geographic location;
 - (2) An outstanding feature;
 - (3) Adjoining subdivision;
 - (4) Commonly recognized historical event, group, or individual;
 - (5) Historical sites;
 - (6) Individual(s) or group(s) who make significant financial contributions to acquisition and/or development;
 - a. The name of a special benefactor may be considered either living or deceased.
 - b. Financial contributions from benefactors must exceed the minimum amount required for purchasing authorization by the city council and account for a minimum of fifty-one (51) percent of the project cost. Acquisitions and/or developments resulting from contributions valued at less than this amount will not be affixed with names.
 - (7) Individual(s) who provided extraordinary service to community or country as a whole;
 - a. Individual died in the line of duty serving the City of Keller or the United States of America or died while performing a heroic act.
 - b. The individuals name is not eligible for consideration until five (5) years after their death except where the individual was a recipient of the Medal of Honor, Distinguished Service Cross, Navy Cross, Air Force Cross, Distinguished Service Medal, or Silver Star, in which case the five-year waiting period shall be waived.
 - c. Individual must not have been convicted of a felony.
 - d. Individual must have been a Keller resident for ten (10) years or more.

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- e. Application must be accompanied by a biographical sketch providing evidence of such service and rationale supporting the nomination.
 - f. A letter of support from a spouse or immediate family member may be required at the discretion of the city.
- (b) *Other considerations:*
- (1) The renaming of parks and facilities is strongly discouraged.
 - (2) Parks and facilities named by deed restriction or grant approval cannot be considered for renaming.
 - (3) A park, facility, or street named for an individual should not 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, facility, or street would not be in the best interest of the community.
 - (4) Street names to be considered shall not duplicate or cause confusion with the names of existing streets. Portions of streets shall not be considered for renaming. Street names that are spelled differently but sound the same (phonetically similar) shall be avoided.

(Ord. No. 1447, § 2, 4-7-09)

Sec. 2-1620. Procedures.

- (a) *Initiation of proposed name.*
- (1) In order for a naming or renaming proposal to be considered the following must occur:
 - a. The recommended name must qualify according to section 2-1610, and;
 - b. Be formally submitted to the city secretary or the appropriate department as listed on the naming application form, completed in its entirety, accompanied by a petition containing a minimum of thirty (30) signatures and addresses of Keller residents in support of the naming proposal, and;
 - c. If intended for the renaming of a street the petition must contain signatures of support from a minimum of seventy-five (75) percent of the owners of all property located on the street in question;
 - d. That the sponsoring party must be a citizen of the City of Keller, and;
 - e. If it is a renaming proposal the sponsoring party shall enter into a written agreement with the city, contingent upon approval of the proposed naming by the city council, to incur all costs associated with renaming including signage, brochures, publications and administrative fees should such cost exceed two thousand dollars (\$2,000.00); however, in appropriate cases the city council at their discretion shall have the authority to waive this requirement of the sponsoring party.
 - (2) Consideration of naming proposals by city council may be initiated by any citizen, council advisory committee, board or city task force, or elected or appointed official.
 - (3) Naming proposals will be directed through the appropriate department:
 - a. *Parks and open space.* Parks and recreation department;
 - b. *Library.* Library department;
 - c. *Street re-naming.* Planning and development department;
 - d. *All others.* City manager's office.

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- (4) Prior to naming proposals being forwarded to city council for consideration, naming proposals shall be formally reviewed by the appropriate advisory board(s) or task force(s) in public meetings with opportunity provided for citizen input requested through advanced meeting notification.
- a. If all of the above conditions are met, public notice of the proposed name change will be published on the city's website during a minimum period of sixty (60) days prior to the advisory board, task force, or city council public meeting, whichever happens first. Citizen comments must be in writing and postmarked or e-mail dated within the sixty-day public notice period.
 - b. At the end of the sixty-day public notice period, the assigned staff member shall list within thirty (30) days the item on the appropriate agenda (either board or city council) and submit to the board or council a summary of the comments and recommendations received for their review.
- (5) Utilizing the process listed above, the city council, through the city manager's office, may solicit public input prior to making a decision on a naming or renaming request not assigned to a board or task force for initial review.
- (b) *Council review:*
- (1) Staff reports shall be prepared that fully document input received from citizens, board or task force discussions, and a specific naming recommendation(s).
 - (2) The item will be placed on the city council meeting agenda for review and consideration. Minutes from board or task force meetings which include a naming recommendation will be submitted as part of the staff report to city council for their review.
 - a. City council, after consideration, by motion and majority vote may:
 1. Formally approve a naming proposal;
 2. Formally deny a naming proposal; or
 3. Conduct a special public hearing at a future meeting date.
 - (3) If additional public input is needed, the city council, prior to making a formal decision on a naming proposal may conduct a public hearing no sooner than thirty (30) days following the council meeting at which recommendations were received by the council. Public hearing notification shall be posted at least ten (10) days in advance via the city's web site.
 - (4) The purpose of the public hearing is to provide opportunity for additional public input directly to the city council.
 - a. City council will do one of two (2) things following a special public hearing:
 1. Formally approve a naming proposal; or
 2. Formally deny a naming proposal.
- (c) *Memorial/dedication recognitions:* Memorial/dedication recognitions to include proposed items such as park amenities (benches, bridges, pavilions, playgrounds, tables, and garden areas), meeting rooms, and conference rooms shall be addressed under a separate city document entitled Donation Policy.
- (Ord. No. 1447, § 2, 4-7-09)