

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY OF PFLUGERVILLE ADOPTING POLICY AND PROCEDURES FOR NAMING OF CITY PROPERTY**

**WHEREAS**, Section 3.14 of the City of Pflugerville City Charter requires general legislative acts to be adopted by resolution or ordinance; and

**WHEREAS**, the City finds it prudent to have policies and procedures in place for the naming or renaming of City Property, including buildings, facilities, rooms, other features of a property, and streets, to facilitate the orderly naming of city-owned public property; and

**WHEREAS**, the City anticipates receiving requests for the naming or renaming of public property from time to time; whereby policies and procedures for such naming will provide clarity and an orderly process to guide staff and outline an approval process; and

**WHEREAS**, on February 8, 2023, the City entered into an Interlocal Cooperation Agreement with City of Austin in maintaining a regional 9-1-1 addressing database and provide for consistent procedures and standards for the naming of streets to ensure the success of regional emergency communications service within the Capital Area Emergency Communications District, in which is periodically amended; and

**WHEREAS**, the City shall follow the street naming procedures and standards pursuant to the Interlocal Cooperation Agreement with City of Austin; however, the City may adopt additional policies and procedures that are more restrictive and stringent; and

**WHEREAS**, the City finds it necessary to have specific policies and procedures in place for the naming of City Property after an individual; and

**WHEREAS**, in accordance with the foregoing, the City Council has determined that it is necessary, prudent, and in the best interest of the City to adopt policies and procedures for the naming of City Property.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PFLUGERVILLE:**

**Section 1.**

That the foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.**

That the City Council of the City of Pflugerville, Texas hereby adopts the Policy and Procedures for Naming of City Property, as specifically provided in Exhibit A, which is attached hereto and incorporated herein for all purposes.

**Section 3.**

That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2024.

CITY OF PFLUGERVILLE, TEXAS

By: \_\_\_\_\_

Victor Gonzales, Mayor

ATTEST:

\_\_\_\_\_  
Trista Evans, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles E. Zech, City Attorney  
Denton Navarro Rodriguez Bernal Santee & Zech, P.C.

**EXHIBIT “A”**  
**CITY OF PFLUGERVILLE**  
**POLICY AND PROCEDURES FOR NAMING CITY PROPERTY**

**I. PURPOSE**

The purpose is to establish a systematic, fair, and consistent policy and process for naming and renaming City Property, including City Facilities, Public Park Lands, and Public Streets.

**II. DEFINITIONS**

When used in this Policy, the following words, terms, and phrases shall have the following meanings:

- **City Facility** means a building, facility, structure, or portion thereof, owned, operated, or controlled by the City that directly serves or is directly accessible by the public, including any associated Sub-facility. The term specifically excludes Public Streets. This term includes regional or community-level Public Park Land facilities such as recreation centers, sports complexes, or pools.
- **City Property** means City Facilities, Public Park Land(s), and Public Streets.
- **Committee** means a City Council sub-committee comprising of two to three council members appointed by the City Council to review proposals for the naming or renaming of City Property (e.g., Facilities Sub-committee).
- **Corporation** means a legally recognized business organization or company, either for-profit or non-profit, that is registered with the appropriate governmental authorities.
- **Entity** means an institution, non-Pflugerville government body, non-profit, or any other legally recognized group not defined within this policy.
- **Individual** refers to a person identifiable by a full name, including a first and last name. For the purposes of this policy, a street may be named after an individual’s first name, last name, surname, or nickname so long as it meets the criteria outlined below.
- **Petitioner** means an individual, group, or organization that formally submits a request or application to name or rename a City Property.
- **Public Park Land(s)** means a developed or undeveloped park, open space, sports complex, pool, trail, or other similar property owned, operated, or controlled by the City and specifically dedicated or used for park or recreational purposes.
- **Public Street** means any City-owned or City-maintained street, road, highway, or right-of-way.
- **Sub-facility** means a City-owned structure of a permanent nature located within or on a City Facility or Public Park Land, including but not limited to a wall, a monument, a plaza, an interior room in a building, a pavilion, a water feature, or a fountain. The term shall not include trees or other non-permanent structures.

- **Organization** means a group of individuals united for a common purpose, which may be formally or informally structured, such as a non-profit group, community association, club, charitable institution, or professional society.

### **III. AUTHORITY**

Unless otherwise indicated in this Policy, the final decision-making authority shall be as follows:

- A. City Council shall be the final decision-making authority for the naming or renaming of City Facilities, Public Park Lands, and Public Streets, including Sub-facilities, if the proposed name is after an individual, entity, or corporation.
- B. City Council shall be the final decision-making authority for the renaming of City Facilities, Public Park Lands, and Public Streets.
- C. All other naming or renaming proposals for City Facilities, Public Park Lands, and Public Streets, including Sub-facilities, may be administratively approved by the City Manager or their designee, provided such naming is consistent with this Policy or excluded from this Policy, as provided in Section IV, immediately below. However, the City Manager may at any time refer a naming proposal of City Property to the City Council for consideration.

### **IV. APPLICABILITY AND EXCEPTIONS**

This Policy shall generally apply to all requests to name or rename City Property, except that this Policy shall not apply to:

- A. Naming or renaming a City Property and its Sub-facilities with a name that is purely descriptive of purpose or function (e.g., “Municipal Court,” “Utility Room,” etc.) or Sub-facility numbers.
- B. Naming or renaming a City Property solely to include other miscellaneous descriptions (i.e., “Pflugerville,” “Public,” “Park,” “Plaza,” etc.).
- C. Naming of Public Streets in the subdivision development process, whereby street names are established through a formal review process pursuant to the Interlocal Cooperation Agreement between the City of Pflugerville and the City of Austin and in accordance with the Austin and Travis County street naming standards, provided the streets are not proposed to be named after an individual.
- D. Temporary names of City Property in the planning and project development process.

### **V. CRITERIA**

#### *A. GENERAL CRITERIA*

The naming of a City Facility, Public Park Lands, or Public Streets may be based upon the following:

1. Geologic, geographical, cultural, historical, botanical, horticultural, scientific, or ecological features indigenous to the site and the community.

2. Branding efforts that strengthen Pflugerville’s image, identity and character to foster a distinctive and appealing place to live and visit.
3. A significant monetary grant, donation, or bequest to the City toward the acquisition or development of City Property.
4. An in-memoriam honor for a deceased individual who:
  - a. Was a local or regional leader who had a creditable history of providing distinguished service to the City and community;
  - b. Had strong ties to the community or the area connected to the public property being named;
  - c. Passed in the line of duty serving the City, the state or the United States;
  - d. Lived in Pflugerville for ten years or greater and who, through distinction, has brought prominent recognition to the City of Pflugerville at the state, national, or international level; or
  - e. Was a state, national, or internationally recognized leader or figure known for their contribution to and lasting positive impact on history, culture, and society.
5. If naming or renaming after an individual, entity, or corporation is requested, consideration shall also be given to the following:
  - a. Any legal agreement or other binding promises made at the time of the original naming, dedication, or construction;
  - b. Avoidance of cumbersome, profane, discriminatory, demeaning, or derogatory names;
  - c. Avoidance of names with any unintentional negative meanings or connotations;
  - d. Avoidance of partisan political advocacy;
  - e. Whether another existing facility already shares the proposed name;
  - f. Whether the individual’s living family members consent to the use of the name;
  - g. The individual or entity’s reputation, connection to the City, and alignment with the City’s mission and values;
  - h. In the case of renaming, whether a significant reason exists for the change; and
  - i. Any potential fiscal impact to the City of implementing the proposed name.

*B. CITY FACILITIES*

Requests to name or rename City Facilities are to be evaluated based on the following:

1. As a general policy, City Facilities shall be named in accordance with the general criteria outlined in Section V, subsection A.
2. Refer to Section IV for exceptions.

*C. PUBLIC STREETS*

Requests to name or rename Public Streets are to be evaluated based on the following:

1. As a general policy, Public Streets shall be named in accordance with the general criteria outlined in Section V, subsection A.

2. Pursuant to the Interlocal Cooperation Agreement between the City of Pflugerville and the City of Austin, the naming of Public Streets shall be in accordance with the Austin and Travis County street naming standards.
3. The name of a Public Street that is located within a designated historical district shall not be changed unless there are compelling reasons for the change.
4. The City or County may initiate the renaming of a Public Street to provide continuity of a street name along a transportation corridor or when it addresses an emergency services issue.
5. If a Petitioner requests the renaming a residential street, the Petitioner must be a property owner along the respective residential street, and the City should receive written approval from 75% of the affected property owners along the street.
6. Refer to Section IV for exceptions.

*D. PUBLIC PARK LANDS*

Requests to name or rename Public Park Lands are to be evaluated based on the following:

1. As a general policy, Public Park Lands shall be named in accordance with the general criteria outlined in Section V, subsection A.
2. Additional Criteria for Naming Public Park Lands
  - a. Regional-level Public Park Lands may be named after a geographical designation, a predominant physical feature of the land, a historical name, city-initiated branding, organizations, or the name of an individual.
  - b. Community and neighborhood-level Public Park Lands, including trails and Sub-facilities, should be named after the subdivision for which the Public Park Land was dedicated, the abutting Public Street, geographical designation, or physical/ecological feature of the land.
  - c. Sub-facilities of Public Park Lands are encouraged to be named after the respective Public Park Land for which it is located to ensure ready identification or geographical association by the public.
3. City Council approval is required for the naming or renaming of Public Park Lands in the following scenarios:
  - a. If Public Park Lands or Sub-facilities are proposed to be named after an individual, entity, or corporation;
  - b. Renaming requests of Public Park Lands;
  - c. Regional-level Public Park Lands; and
  - d. Naming or renaming of Community-level Public Park Lands if such naming is not consistent with the prescriptive criteria provided in subsection D (2), immediately above.
4. Administrative approval may occur for the naming or renaming of Public Park Lands in the following scenarios:

- a. Community and neighborhood-level Public Park Lands, including trails and Sub-facilities, if such naming is consistent with the prescriptive criteria provided in subsection D (2).
- b. Sub-facilities of regional-level Public Park Lands, if such naming is consistent with the general criteria outlined in Section V, subsection A, and such proposed naming is not after an individual, entity, or corporation.
- c. Sub-facilities named after Public Park Land for which it is located (i.e., Gilleland Creek Trail and Gilleland Creek Pavilion are located within Gilleland Creek Park.)

## **VI. RENAMING OF CITY FACILITIES, PUBLIC PARK LANDS, OR PUBLIC STREETS**

Renaming of a City Facility, Public Park Land, or a Public Street is strongly discouraged. The primary reason is not to diminish the original justification for the name or discount the value of the prior contributors. If a City Facility, Public Park Land, or Public Street is proposed to be renamed, it is recommended that only those City Facilities, Public Park Lands, or Public Streets named for geographic location, outstanding feature, or subdivision be considered for renaming. City Facilities, Public Park Land, or Public Streets named by deed restriction cannot be considered for renaming.

Once a City Facility, Public Park Land, or Public Street is named after an individual, the name of the public property should not be changed unless there are compelling reasons presented for the change. Requests to change a name should be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

## **VII. SPONSORSHIP NAMING**

The City Manager may receive offers to name or rename City Property as part of a private sponsorship. If the naming or renaming of City Property as part of a private sponsorship is proposed, an agreement approved by City Council shall be required between the City and the sponsor, outlining the terms between the parties.

## **VIII. PROCEDURES**

### *E. SUBMISSIONS OF RENAMING REQUESTS INITIAL REQUEST AND REVIEW*

Requests for renaming of City Facilities, Public Park Lands, and Public Streets shall be submitted by an application to the City Manager's Office. The petitioner(s) submitting the request shall provide the following; however, it shall not apply to a city-initiated naming or renaming requests by the City Manager or a City Council member:

1. A completed application and payment of an application fee established per the City's Master Fee Schedule, as applicable. Application fee for the initial year of this policy

(FY25) will be \$50 per application, and future fees can be found within the adopted City budget.

2. Map showing City Facility, Public Park Land, and Public Streets being requested for consideration.
3. A signed acknowledgment by the petitioner(s) that they will bear all costs associated with the renaming of the City Property, including public hearing notification, material, and labor costs, as applicable. (e.g., street sign replacement, etc.)
4. Background information regarding the rationale behind the request, including biographical information if the proposal is to name the property for an individual. If to be named after an individual, documentation with credible sources should be provided.
5. Any letters from appropriate organizations and individuals which provide evidence of substantial local support for the proposal shall be submitted at that time.

#### *F. PUBLIC PARK LANDS AND CITY FACILITIES*

The naming or renaming process for Public Park Lands and City Facilities shall consist of the following in sequential order:

1. If it is a new Public Park Land or City Facility, the City Manager may work with the Committee to identify a recommended name for City Council consideration. The recommendation may include a list of possible names for consideration.
2. If a Petitioner initiates the request, the City Manager's Office will review the request to ensure it is consistent with this Policy. The City Manager or their designee will make a determination whether the request can move forward to the Committee. The Committee shall research and review this request and submit a recommendation to the City Council.
3. After Committee consideration, the City Secretary will post a public hearing notice on the city website seven (7) calendar days prior to the scheduled public hearing.
4. The City Council shall hold a public hearing.
5. The City Council may approve, by simple majority vote, the naming or renaming of Public Park Lands and City Facilities by Resolution.
6. When a request has been denied by the City Council, the same request may not be considered for a period of two (2) years from the date of the City Council action.

#### *G. PUBLIC STREET RENAMING*

The street renaming process shall consist of the following in sequential order:

1. Step 1 - Application
  - a. Petitioner shall submit a completed application and pay the application fee.
  - b. If renaming a street name is proposed, the proposed street name shall be preliminary reviewed by Planning and Development Services Department to ensure that the name is not already in use for another street within the regional 9-1-1 addressing database and is consistent with the adopted street naming standards.
  - c. Planning and Development Services Department will notify the petitioner:



- i. If the renaming meets the 9-1-1 addressing standards and the name is available in the database;
        - ii. Specific costs associated with the renaming of the Public Street, including public hearing notification, material, and labor costs, as applicable (e.g., street sign replacement, etc.); and
        - iii. If additional information is required prior to proceeding with Step 2.
2. Step 2 – Affected Property Owner Notification and Public Hearing Notice
  - a. Petitioner shall provide payment of fees associated with the notification and public hearing process.
  - b. Planning and Development Services Department will send public hearing notices to the affected property owners regarding the requested name change at least sixty (60) days in advance of the scheduled public hearing. An affected property owner is any property owner who owns property that abuts the right of way proposed for renaming. Owners will be given 30 calendar days from the date of the notice to submit comments back to the Planning and Development Services Department for or against the name change.
  - c. The City Secretary will post a public hearing notice on the city website at least fifteen (15) calendar days prior to the scheduled public hearing.
3. Step 3 – Committee
  - a. After thirty (30) days notice to the affected property owners, the City Manager shall submit the request for renaming, supporting documentation, and affected property owner feedback to the Committee for evaluation. The Committee may submit a recommendation to the City Council. The purpose of this step is to allow more time for research and review of the request.
4. Step 4 – City Council Public Hearing and Consideration
  - a. At least sixty (60) days and no more than ninety (90) days from the date the affected property owners are notified, the City Council shall hold a public hearing. The petitioner may request a delay in the public hearing, in which the petitioner will be responsible for costs associated with renotification.
  - b. The City Council may approve, by simple majority vote, the renaming of a Public Street by Resolution.
  - c. When a request has been denied by the City Council, the same request may not be considered for a period of two (2) years from the date of the City Council action.
5. Step 5 – Post Approval Procedure
  - a. Petitioner shall provide payment associated with the replacement of street signs, including material and labor costs.
  - b. For an approved City Public Street Renaming Resolution, the City Secretary will notify the following:
    - Austin/Travis County 911
    - Appraisal Districts

- U.S. Post Office
- Pflugerville Independent School District (PfISD)
- Utility Supplies within the City
- Other external public entities, as needed
- Internal departments including but not limited to Streets, Police, and Utility Billing
- Property owners will be responsible for notifying their respective utility companies (other than the City), their mortgage companies, social security administration, lien holders, and any other pertinent entities.

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