

## **CITY OF IRWINDALE FACILITY AND STREET NAMING POLICY**

**PURPOSE:** To establish uniform procedures for the naming or renaming of City facilities and streets in a manner that is compatible with community interest to enhance the values and heritage of the City of Irwindale.

### GENERAL POLICY

The following guidelines have been established to provide for a consistent and uniform procedure in the naming or renaming of City facilities and streets (collectively, "Facility(ies)").

### PROVISIONS

#### A. General Guidelines

1. The City Council shall have the final authority to name and rename all City Facilities.
2. The City Council shall have the final authority to designate commemorative Facilities names and plaques.
3. Under extraordinary circumstances, the City Council may, with a super majority vote of at least four City Council members, revoke the current name of any Facility.
4. It is the intent of this policy to prohibit the changing of street names that have existing homes or businesses using the street name in their address, except under extraordinary circumstances with a super majority vote of at least four City Council members and written approval of a majority of impacted property owners.
5. No Facility shall be named after a seated elected or appointed official.

#### B. Qualifications for Naming of City Facilities

1. Qualifying criteria include the following:
  - a. City controlled Facilities may be named or renamed after any group, individual, or family, living or deceased that has made significant and substantial contributions of a service, cultural or historic nature to the City of Irwindale, as determined by the City Council. Said contributions do not have to be financial in nature; they may include extensive service and / or support to the City organization of the community in general.
  - b. The area in which the honoree made the most contribution should be considered when determining which Facility will be named after that person or

group. That is, when possible, there should be a correlation between the service provided by the honoree and the Facility.

- c. No Facility shall be named or renamed after an individual until at least one (1) year following the death of such individual. This provision may be waived by a super majority vote of at least four (4) City Council members. This guideline is appropriate to establish a waiting period to ensure that an individual's accomplishments and contributions will stand the test of time; and that decisions shall not be made on an emotional basis immediately following a person's death.
- d. When determining whether to rename a Facility, the party making the determination shall consider all factors he / she / they deem relevant, including whether some or all of the following accurately describe the person or organization for whom the Facility is proposed to be renamed:
  - i. The person or organization made lasting and significant\* contributions to the protection of natural or cultural resources of the City of Irwindale; or
  - ii. The person or organization made substantial\* contributions to the betterment of a specific Facility consistent with the established standards for the Facility; or
  - iii. The person or organization made substantial\* contributions to the advancement of recreational opportunities with the City of Irwindale; or
  - iv. The person or organization was associated with an economic development or redevelopment activity; or
  - v. The person or organization had a positive impact on the lives of Irwindale's residents; or
  - vi. The person or organization volunteered for ten (10) or more years of service to the community; or
  - vii. Upon the naming or renaming of a Facility, the name shall not be used for any other dedication or renaming.
  - viii. The City Council, in its sole and unlimited discretion, may remove or change the name of any Facility at any time, unless contractually obligated otherwise.

*\*Additional information as to how / why the contribution of the individual or organization was significant or substantial may be required.*

## C. Facility Naming Criteria

### 1. Streets

- a. Names for streets shall be unique and distinct. Similar sounding or duplicate street names shall not be considered
- b. Street names shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Irwindale.
- c. Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- d. Discriminatory or derogatory names shall not be allowed.
- e. Names for public and private streets in a new subdivision shall be proposed by the developer, reviewed by the Planning Commission, and approved by the City Council. The street names shall be adopted by the City when the final subdivision map for the development is recorded.
- f. For the purposes of this policy, the changing of street names that have existing homes or businesses using the street name in their address shall not be allowed, except under extraordinary circumstances with a super majority vote of at least four (4) City Council members and written approval of a majority of impacted property owners.

### 2. City Facilities

- a. For purposes of this Subsection C.2, City facilities refer to parks, buildings, or recreational facilities.
- b. For new City facilities, the naming process shall begin as early in the project as possible.
- c. City facility names shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that made a lasting and significant contribution to the betterment of the City of Irwindale.
- d. Areas within City facilities that may be named separately from the main building include points of entry; rooms / patios within a City building; facility features (such as a column or fountain); walkways; trails, recreational facilities (such as group picnic areas, sports fields, water features, or park

monuments); physical features (such as mountains, hills, or vistas); drive-ways; or other related items.

### 3. Commemorative Street Names and Plaques

- a. Commemorative street name signs are additions to the street name and will not change the street address. Existing street names shall be retained and a supplemental sign or plaque shall be installed beneath the existing street name signage. Names for the commemorative street name signs shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Irwindale.
- b. Commemorative plaques shall be placed in public facilities. Names for the commemorative plaques shall be selected to recognize a person or organization that has made a lasting and significant contribution to the betterment of the City of Irwindale.

### D. Facility Naming Procedure (Applies to City facilities and streets):

1. Requests for naming and / or changing the name of a City Facility shall be submitted to the City Manager's Office in writing on the City's Facility Naming Application Form. If the proposed Facility is in recognition of a person or organization, the applicant is required to provide clear evidence that the person or organization to be honored has made a significant and lasting contribution to the betterment of the City of Irwindale.
2. All submittals, whether from an individual, organization or City staff, must include the name and address of the submitter. No anonymous submittals will be accepted.
3. Upon receipt of the application, the City Manager or his / her designee shall review the application. If the proposed Facility to be named / renamed is connected or associated with a park, the City Manager or his / her designee shall place the Facility Naming Application Form on a future Park and Recreation Commission agenda for review and consideration. The Park and Recreation Commission shall then consider the application and render a recommendation to the City Council regarding the proposed name / rename.
4. Following that review, the City Manager or his / her designee shall place the proposed facility naming / renaming item on a future City Council agenda for formal review and consideration by the City Council. If the request is denied by the Council, no further action is taken. If the City Council approves the request, staff is directed to go forward with implementing the naming of the Facility. The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.



City of Irwindale  
Facility and Street Naming Application

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicants Phone: \_\_\_\_\_ Applicants E-Mail: \_\_\_\_\_

Location of facility or street to be named: \_\_\_\_\_

Individual / Organization to be Recognized: \_\_\_\_\_

Proposed Name: \_\_\_\_\_

Please Check all that apply:

- Is the individual deceased? If yes, what was the date of their death: \_\_\_\_\_  
mm/dd/yyyy
- The person or organization made lasting and significant\* contributions to the protection of natural or cultural resources of the City of Irwindale
- The person or organization made substantial contributions\* to the betterment of a specific facility or park consistent with the established standards for the facility.
- The person or organization made substantial contributions\* to the advancement of recreational opportunities with the City of Irwindale
- The person or organization was associated with an economic development or redevelopment activity.
- The person or organization had a positive impact on the lives of Irwindale residents.
- The person or organization volunteered for ten (10) or more years of service to the community.

**\*Please provide additional information as to how / why the contribution of the individual was significant or substantial not to exceed two (2) typed pages.**

Biographical information: (Explain)

Civic involvement: (Explain)

Connection to the facility or street: (Please explain in depth)

Reason for Nomination (required):

Additional Comments (additional information may be attached):

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**For Office Use**

Date Received by City Manager's Office: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_