

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 3403

General Subject: City Council and Administration

Date Issued: 12/10/2018

Specific Subject: Commemorative, In Memoriam,
Naming of City Property and
Facilities

Effective Date: 12/10/2018

Resolution No: 2018-R110

I. PURPOSE:

To define the policies, responsibilities and procedures associated with the commemorative, in memoriam, naming of City property and facilities.

This policy is intended to:

1. Guide staff and the City Council in the commemorative naming of City property and facilities, including buildings, support facilities, park sites and recreation facilities.
2. Ensure that the commemorative naming of City property and facilities is accomplished in a manner that is objective, consistent and comports with City regulations.

II. DEFINITIONS:

For the purpose of this policy statement, the term **“City Property and Facilities”** includes the following:

“Buildings” are City-owned facilities that house employees or are otherwise used to conduct City business. Examples of “Buildings” may include, but are not limited to, City Hall, Police Facility, Transportation Facility, and Public Works Facility.

“Park Sites” are City-owned parks, open space, trails developed and undeveloped park areas.

“Recreation Facilities and Amenities” are facilities and amenities used primarily for recreation and leisure activities, which would include, but not limited to, plazas, athletic fields, sport courts, swimming pools, gymnasiums, recreation centers, meeting rooms and theatres.

“Streets, Plazas, and Public Areas” are City-maintained streets, plazas and public areas within the City of Culver City.

“Support Facilities” are City-owned facilities that are used to support field operations. Examples of “Support Facilities” may include, but are not limited to, the Public Works Yard, Transfer Station, Roads, Rooms and Pump Stations.

III. STATEMENT OF POLICY:

It is the policy of the City to retain long-standing names of City Property and Facilities. Names that have become widely accepted by the community shall not be changed unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names shall be preserved wherever possible or incorporated into the naming.

IV. COMMEMORATIVE NAMING LEVELS OF RECOGNITION AND CRITERIA:

Commemorative naming is assigning the name of an individual to a City Property or Facility. In considering a request for the naming of a City Property or Facility (“Naming Request”), the following levels of recognition and naming criteria shall be applied:

Levels of Recognition. With the exception of a Level Four Recognition, a commemorative designation shall not change the official name of City Property and Facilities, but shall allow for placement of a sign, plaque or nameplate.

Level One: Name Plate (including name and title, if any, of honoree) affixed to an item located at a City Property or Facility (e.g. Council Chambers seat, park bench, etc.).

Level Two: Plaque or sign (including name and title, if any, of honoree and a brief description of service) affixed to or installed on a City Property or Facility.

Level Three: The naming of a portion of a City Property or Facility (e.g. room, park area, street intersection, parkway, etc.) after the honoree. Signage shall be determined by the City to be consistent with other City signage schemes.

Level Four: The naming of a City Property or Facility (e.g. Building, Park Site, Recreation Facility, Street or Street Intersection, Plaza, etc.) after the honoree. Signage for the City Property or Facility shall be determined by the City to be consistent with other City signage schemes.

General Criteria. Commemorative naming is rare and reserved as a means to honor those of substantial historical, cultural and/or civic significance. In order to qualify for a commemorative naming, the proposed honoree must meet the following general criteria:

1. Only one naming is permitted per honoree.
2. The proposed honoree has been deceased for at least one year for a Level One Recognition, and at least two years for Levels Two through Four Recognitions.

For purposes of a commemorative, in memoriam, naming, no City Property or Facility shall be named to memorialize a living person.

3. The proposed honoree has made, during his or her lifetime, extraordinary contributions to the Culver City community, which have been consistent and continuous over a considerable period of time.
4. There is a well-defined connection associated with the contributions of the individual and the City.
5. The individual's contributions were of an extraordinary nature.

Level One Criteria. In addition to the General Criteria, the proposed honoree must meet the following criteria in order to qualify for Level One Recognition:

1. Significant volunteer time dedicated to enhancing the quality of life of the Culver City community.

Level Two Criteria. In addition to the General Criteria, the proposed honoree must meet all of the following criteria in order to qualify for Level Two Recognition:

1. Level One Criteria.
2. Minimum of 10 years of service to the Culver City community.
3. Well-defined connection with the City and/or the City Property or Facility at which the plaque is requested to be located.

Level Three Criteria. In addition to the General Criteria, the proposed honoree must meet all of the following criteria in order to qualify for Level Three Recognition:

1. Level Two Criteria.
2. Minimum of 15 years of service to the Culver City community.
3. Fundamentally influenced the direction of City policy and/or the development of the City.
4. Well-known and respected pillar of the community, demonstrated by his/her career and civic activities within Culver City.
5. Letters of support from a broad range of the Culver City community.

Level Four Criteria. In addition to the General Criteria, the proposed honoree must meet all of the following criteria in order to qualify for Level Four Recognition:

1. Signed petition of support for the naming by 75% of Culver City residents within the immediate geographic neighborhood of City Property or Facility requested to be named. (See Attachment 1 to determine the applicable geographic neighborhood.)
2. Through his/her volunteer service and civic engagement, served in a leadership position within the Culver City community or is a renowned regional, national or historic figure.
3. If the proposed honoree is an individual within the Culver City community:
 - a. Minimum of 20 years of service to the Culver City community;
 - b. Fundamentally influenced the direction of City policy and/or the development of the City; and
 - c. Well-known and respected pillar of the Culver City community, demonstrated by his/her career and civic activities within Culver City.

V. NAMING PROCESS:

Naming City Property and Facilities

In accordance with the Application Procedure outlined below in this Policy, the City Council Ad Hoc Naming Policy Subcommittee ("Subcommittee") shall consider the Naming Request and, at a duly noticed public meeting, make a recommendation to the City Council, at which time members of the public will have an opportunity to comment on the application and Subcommittee recommendation. In its discretion, the Subcommittee may refer the Naming Request to the appropriate Commission or Committee for recommendation. The "appropriate" Commission or Committee is determined by the nature of the Naming Request. For example, a request for the naming of a City park may be considered by the Parks, Recreation and Community Services Commission, as the advisory body to the City Council in matters pertaining to parks.

The public shall have a minimum 30-day review and comment period, after which time the City Council shall consider the Subcommittee's and/or Commission's/Committee's recommendation consistent with the levels of recognition and naming criteria set forth in this Policy. The naming of a City Property or Facility requires a four-fifths vote of the City Council.

Periodic Review of Named City Property and Facilities

The City Council shall review named City Property and Facilities on a periodic basis. Such review shall not occur any sooner than five years from the date of the naming and not later than 25 years from the date of the naming. The City Council has the authority to change or remove the commemorative naming of the City Property or Facility beginning five years after the City Council-approved naming of said Property or Facility.

Renaming City Properties, Facilities and Events

It is the policy of the City to retain long-standing names of City Property and Facilities. As such, City Property and Facilities that have been named by a formal action of the City Council shall not be renamed unless approved by a unanimous (5-0) vote of the City Council. This requirement shall not apply to City Property and Facilities that have not been named by formal action of the City Council or action taken by City Council prior to the adoption of this Policy.

The name of a City Property or Facility shall be changed only after consideration of the following:

1. Historical significance of the name;
2. Impact on the currently-named individual; and
3. Cost and impact of:
 - a. changing existing signage, if any;
 - b. rebuilding community recognition; and
 - c. updating records such as letterhead, databases, and promotional materials.

The renaming of any City Property or Facility or the removal of any commemorative signage may be made at the discretion of the City Council, with or without notice to the individual (or his/her decedents) for whom the City Property or Facility is currently named.

Plaques and Markers

Name plates, plaques, signs, markers and other memorials on City Property and Facilities shall be consistent with existing signage, as determined by City staff. Visual examples of any signage, including proposed placement and dimensions, shall be submitted with the application for consideration and final determination by the City. The cost for the purchase, installation and maintenance of such name plates, plaques, signs, markers and memorials shall be paid by the applicant, unless otherwise determined by the City Council. A cost estimate shall be submitted with the Application for Commemorative Naming of City Property and Facility.

Exception for Employee Rooms and Areas

This Policy shall not apply to the naming of rooms or areas of City buildings that are limited to employee use and not generally open to the public (e.g. employee conference rooms; work, yard and storage areas). The naming of such rooms/areas shall be subject to the City Manager's approval.

VI. APPLICATION PROCEDURE:

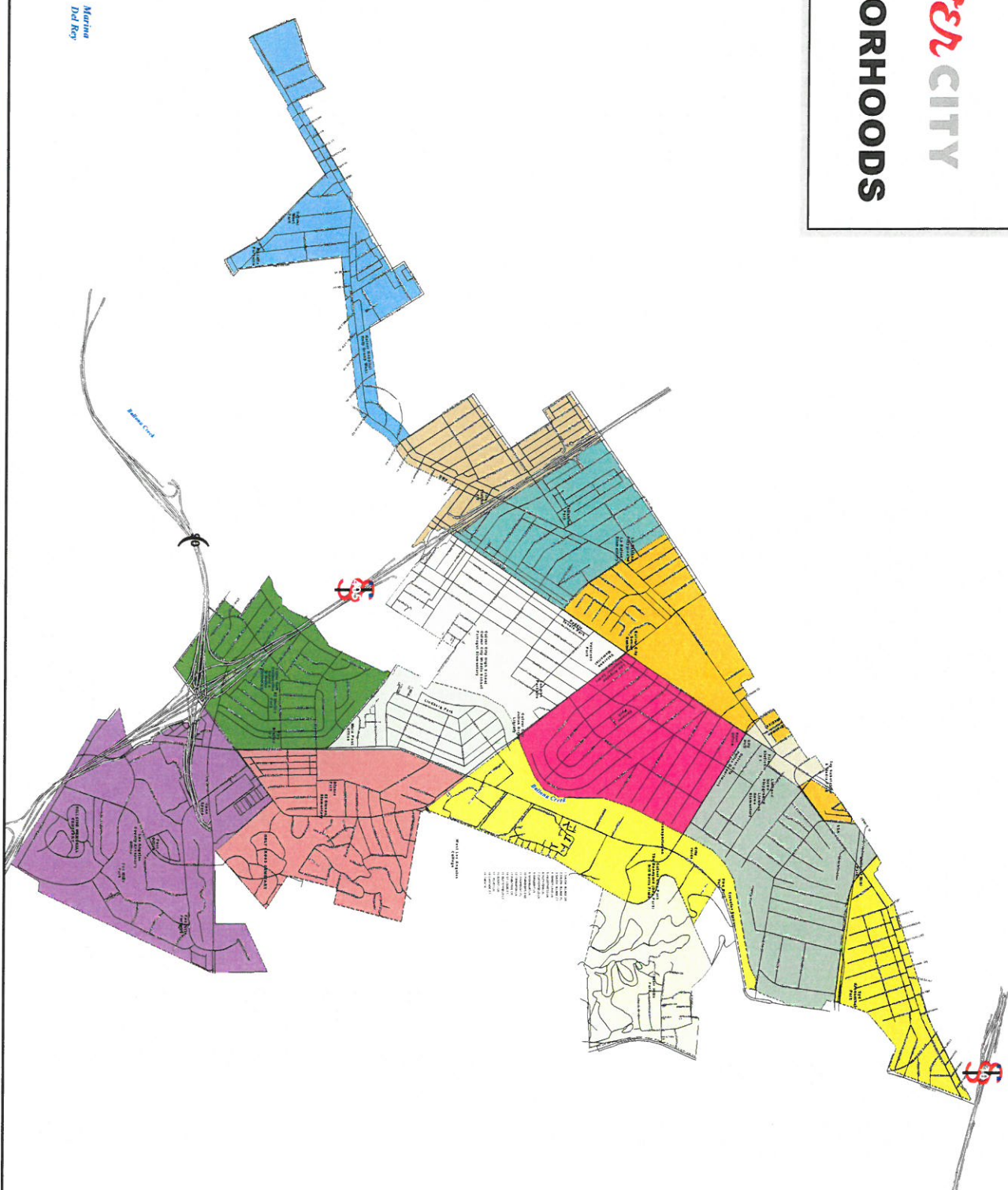
1. A Naming Request may be made by a member of the public, or may be initiated by a majority vote of the City Council. If a Naming Request is made by a member of the public, an Application for Commemorative Naming of City Property and Facilities shall be submitted to the City Manager's Office, and shall include the following: (a) the Level of Recognition being requested; (b) the proposed City Property or Facility; (c) visual examples of the proposed signage, including name of honoree and/or inscription; and (d) all required documentation and information set forth in this Policy to be considered in support of the Application.
2. Upon receipt of the Application, or Naming Request initiated by City Council, the City Council shall appoint an Ad Hoc Naming Policy Subcommittee ("Subcommittee") to review and make recommendations on the specific Application submitted. The City Council's creation of the Subcommittee is procedural in nature and should not, in any way, be construed to be an action by the City Council to approve or support the Application or Naming Request.
3. City staff shall post a public notification regarding the proposed Naming Request, allowing public review and comment of the request for a minimum 30-day period.
4. The City Council Ad Hoc Naming Policy Subcommittee ("Subcommittee") shall make every effort to conduct an initial review of the application within 60 days of the City's receipt.
5. The Subcommittee may seek advisory information from other Culver City organizations (e.g. Historical Society, Chamber of Commerce, Downtown Business Association, etc.).
6. The Subcommittee may request to meet with applicant to discuss the Application.
7. The Subcommittee may take into consideration recognitions that have already been given to the proposed honoree.
8. The Subcommittee, in its discretion, may request a recommendation from an appropriate Commission or Committee prior to making its own recommendation to the City Council.

9. The Subcommittee may recommend, and the City Council may approve, a different recognition than what has been requested (including a different Level of Recognition and a different City Property or Facility).
10. The Subcommittee shall make a recommendation on the Application at a City Council meeting, at which time members of the public will have an opportunity to comment on the Application and Subcommittee recommendation.
11. The City Council shall have the final decision on the Application, including approval of the proposed name and the content of all related signage.
12. The City Council, in its sole discretion, may deny any Application.

****This Policy supersedes City Council Policy 2006-01 issued on December 11, 2006 by Resolution No. 2006-R089 and revised on November 6, 2017 by Resolution No. 2017-R088 and on March 13, 2018 by Resolution No. 2018-R021.***






City of
Culver
CITY

ATTACHMENT 1



*Marina
Del Rey*

Neighborhoods

	Blair Hills
	Blanco/Culver Crest
	Clarkdale
	Culver/Mead
	Downtown

FOX MILKS

	Lucerne-Figueroa
	McLaughlin
	McManus

Park East

☐ Studio Village
☒ Sunset Park
☐ Washington Heights

— freeways

—— **cntrline**



THE CITY OF CULVER CITY
INFORMATION TECHNOLOGY DEPARTMENT
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February 5, 2007



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