

EL PASO COUNTY PROPERTY NAMING POLICY

County-owned properties, buildings, facilities, designated areas of a building or facility, structures, parks, land, bodies of water, fixtures or artifacts of historical or significant importance, and other physical property as appropriate (hereafter referred to as “Property” or “Properties”) shall bear names as approved by El Paso County Commissioners Court pursuant to this policy adopted this day of November 19, 2012.

- 1.1 **Purpose:** This policy shall establish El Paso County Commissioners Court as the responsible authority for naming County Properties.
- 2.1 **Guidelines:** The naming of public Properties shall be approved by the El Paso County Commissioners Court by majority vote.
 - 2.1.1 Property to be given names or titles shall be either owned by El Paso County or leased by El Paso County for its use.
 - 2.1.2 Properties to be named or given a title include, but is not limited to, properties, buildings, facilities, designated areas of a building or facility, structures, parks, land, bodies of water, fixtures or artifacts of historical or significant importance, and other physical property as appropriate.
 - 2.1.3 Official names or titles for Properties shall only be changed by order of El Paso County Commissioners Court.
 - 2.1.4 Current names for Property belonging to the County shall remain the same unless changed by El Paso County Commissioners Court upon relocation or change in function of the Property.
 - 2.1.5 No Property belonging to El Paso County shall be named for living persons with the following exceptions:
 - a. A County Property may be named for a living individual if the property resides on a street, zoning area, or other geographical identification that is already named for a living individual by another government entity, i.e. a County Property may be named “John Smith County Annex” if it resides on “John Smith Boulevard”.
 - b. A County Property may be named for a living person who makes a significant monetary contribution to the development of a public Property when such contribution is made with the *intent and prior agreement* of Commissioners Court to name such Property for the living person.
 - 2.1.6 Preferentially, official names or titles of Properties belonging to or leased by the County shall be based upon geographical, historical, cultural, ecological, functional, or other such factors as determined by El Paso County Commissioners Court as appropriate.
 - a. A public Property under construction/renovation or land purchased for park development or conservation/preservation will be given a “working title” which will only become the official title of the property when formally approved by El Paso County Commissioners Court.
 - b. Memorial naming of a public Property in addition to the official title of the Property is bestowed in accordance with Section 2.1 of this policy.

c. Leased Property naming will respect historical names that may already be attached to the Property or as may be negotiated with the owner of the Property.

2.1.7 Exceptions to this policy of naming Property belonging to the County shall be made by El Paso County Commissioners Court as deemed appropriate.

2.1.8 This policy does not apply to the naming of public streets, roads, alleys, right of ways, and other similar thoroughfares.

2.1.9 This policy shall not be construed as the mechanism for selling the naming rights to County Property.

2.2 **Memorial Naming of a Public Property:** In the event that El Paso County Commissioners Court wishes to honor a deceased individual by naming a County Property after such individual, the following shall apply:

2.2.1 The person who is being honored by a memorial shall have made a significant contribution to the well-being and betterment of El Paso County.

2.2.2 The party requesting a memorial naming shall submit a brief biography of the person to El Paso County Commissioners Court for recording purposes.

2.2.3 The memorial naming of a public Property shall be in addition to the official name as defined in Section 2.1.6 of this policy.

2.2.4 It is prohibited to rename a public Property which has previously been named in honor of or in memorial to an individual except in extraordinary circumstances with El Paso County Commissioners Court deems it appropriate.

2.3 **Procedures**

2.3.1 A public Property under construction/renovation, or land purchased for a park or land development or conservation/preservation shall be given a “working title” by the County department that is in charge of the construction project, for identification of the Property. The working title shall be for reference purposes, such as Northwest Annex, and will not require the approval of Commissioners Court.

2.3.2 The proposed naming of a public Property may be generated in the following manner:

a. County department head, elected official, or staff shall recommend to the Public Works Director an official title of the Property in accordance with Section 2.1.6 of this policy. Such recommendation by staff will be made prior to the completion of any project to construct, renovate, or develop the property.

b. Any person, firm, or association may propose a name for a County Property by submitting the proposal in writing to Public Works Director.

2.3.3 The Public Works Director shall prepare a report with recommendations for the proposed naming of the public Property and present it to El Paso County Commissioners Court for consideration at a regularly scheduled public meeting.

2.3.4 The Public Works Director shall place an item on Commissioners Court agenda to formally name or rename a property, and will make recommendations in accordance with this policy. Commissioners Court shall approve the naming of County properties, which shall be effective immediately. All necessary

signage, directories, and references shall be updated to reflect the official name approved by Commissioners Court.

- 2.3.5 El Paso County Commissioners Court may determine the public Property is of significant public interest and direct a notice to be published informing the public of El Paso County Commissioners Court's intent to consider the naming or re-naming of a public Property and fix a time and place for a public hearing on the question.
- 2.3.6 Upon approval of the resolution by El Paso County Commissioners Court, the public Property shall bear the name assigned to it from and after the date of El Paso County Commissioners Court action or such subsequent date as prescribed.