

**CITY OF MONROVIA**  
*Administrative Policy Manual*

Policy Number: 7.00

Date Established: September 20, 2016

Date Revised: September 7, 2021

City Manager Approval: \_\_\_\_\_

**SUBJECT: 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 Monrovia.**

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**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<sup>1</sup>.

**PROVISIONS**

**A. General Guidelines**

1. This policy shall establish the guidelines, criteria and process for naming or renaming of City facilities and streets.
2. The City Council shall have the final authority to name and rename all City facilities and streets.
3. The City Council shall have the final authority to designate commemorative street names and plaques.
4. 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 City facility or street owned by the City.
5. 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.
6. The authority for street naming and renaming shall reside with the City Council or as a result of an approval and recordation of a subdivision map.

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

1. Qualifying criteria include the following:

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<sup>1</sup> This policy governs the naming of any portion of a City facility and street.

- a. City controlled facilities / properties may be renamed in honor of a person who died in the line of service (military, police or fire) or made significant contributions to the community.
  - i. There shall be a required three (3) year waiting period following the death of an individual prior to consideration of renaming any City controlled facility / property after that person. However, this requirement may be waived through an affirmative vote of at least four (4) City Council members.
- b. When determining whether to rename a City controlled facility / property, 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 / which the City controlled facility / property 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 Monrovia; or
  - ii. The person or organization made substantial\* contributions to the betterment of a specific facility or park 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 Monrovia; 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 Monrovia's residents; or
  - vi. The person or organization volunteered for ten (10) or more years of service to the community.
- c. Upon the naming or renaming of a street, site, facility, field, etc., the name shall not be used for any other dedication or renaming.

### **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 Monrovia community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Monrovia.

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

- 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 City Council members and written approval of a majority of impacted property owners.

## 2. City Facilities

- a. City facilities are defined as a park, building, or recreational facility.
- b. For new facilities, the naming process shall begin as early in the project as possible.
- c. Facility names shall be selected to either recognize natural features related to the Monrovia community or to recognize a person or organization that made a lasting and significant contribution to the betterment of the City of Monrovia.
- d. Areas within City facilities that can also be recognized 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.
  - i. Names for the commemorative street name signs shall be selected to either recognize natural features related to the Monrovia community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Monrovia.
- b. Commemorative plaques shall be placed in public facilities.
  - i. 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 Monrovia.

### **D. Facility and Street Naming Procedure**

1. Requests for naming and / or changing the name of a City facility or street shall be submitted to the City Manager's Office in writing on the City's Facility Naming Application Form.
  - a. If the proposed facility or street name 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 Monrovia.
2. Upon receipt of the application, the City Manager or his / her designee shall review the application.
  - a. If the proposed facility to be named / renamed is connected or associated with a park or the Community Center, the City Manager or his / her designee shall place the Facility Naming Application Form on a future Community Services Commission agenda for review and consideration. The Community Services Commission shall then consider the application and render a recommendation to the City Council regarding the proposed name / rename.
3. 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.