



Policy and Application for Naming City Facilities

- A. The City Council shall review and evaluate all requests for the naming or renaming of any buildings, facilities, trails, or any other property owned by the city.
 - B. City buildings, facilities, trails, or any other property owned by the city should not ordinarily be named after an individual except by the criteria below:
 - 1. The individual(s) must be from Prescott or the Prescott area and should have accomplished something that was significant or extraordinary in nature. The name should engender a positive image that is not controversial in the community.
 - 2. The individual(s) can be living or deceased.
 - 3. If living, permission for naming, and specifically which facility is being named, must be received from the individual. If deceased, permission must be received from a close surviving family member, if there is one.
 - 4. The naming must be accompanied by a public comment period of 30 days following a City Council study session before consideration during a voting meeting.
 - 5. At the voting meeting, a summary of the public comments received shall be shared with the City Council and public.
 - C. The following is the procedure to consider naming a city building, facility, trail or any other property owned by the city:
 - 1. The mayor, two councilmembers or a member of the public may request that a name be considered.
 - 2. The mayor or two councilmembers may place the item on a study session agenda for consideration; or a member of the public may request of the mayor or two councilmembers to have the item placed on an agenda for consideration at a study session.
 - 3. The request shall include the name of the individual(s), the significant or extraordinary accomplishment or contribution, and what building, facility, trail, or other property owned by the city is requested for naming as well as written permission from the individual or a close surviving family member. This should be done in writing and sent to the City Clerk to be properly placed on the agenda.
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Your First & Last Name: _____

Your Email: _____

Your Phone Number: _____

Name of individual being recommended: _____

Is the individual from Prescott or the Prescott area? (Circle one) **Yes** or **No**

