

**CITY OF CASA GRANDE
HERITAGE COMMISSION
NAMING OF CITY FACILITIES**



CITY OF CASA GRANDE

Heritage Commission Naming of City Facilities Nomination Process and Instructions

Nomination Process

All naming proposals, except for naming of new streets, must follow the nomination process set by the Heritage Commission. Nomination form must be sent to the City Clerk's Office at 510 E. Florence Boulevard, Casa Grande. City Staff will forward the nomination form and supporting documentation to the Heritage Commission, which meets as needed to review naming proposals.

Throughout the Nomination Process and Instructions form, Nomination form, and City Facility Naming Criteria form, references to **City Facility (ies)** shall mean everything except naming of new streets.

Categories for Naming Opportunities

Proposals for naming of city facilities should comply with at least one of the following categories:

- Commemorative Naming – Honoring a Person
- Descriptive Naming – Describing a place or function
- Naming Based on a Financial Contribution – One time contribution or over a period of time toward the development of a city facility.
- Land Donation – Donating land for construction of a city facility.
- Facility Donation – Donation of a building for city use.

Process for reviewing Proposals by the Heritage Commission

The below process has been established for reviewing proposals:

- The Commission determines if the proposal meets the criteria established by the Commission for naming opportunities.
- If the proposal meets the criteria, the Commission holds a public hearing on the proposal to solicit public opinion.
- At the public hearing, the Commission votes to send a recommendation to the City Council.

Public Hearing Rules

In order to conduct the public hearing in an effective and efficient manner, the Casa Grande Heritage Commission will follow these meeting guidelines:

- One speaker at a time.
- Discussion is between the person at the podium and the commission members.
- Three minutes comment period (exception, those officially representing a group of citizens).
- Focus remarks on the issue.
- Avoid repetition of previous remarks.
- Demonstrate courtesy.
- Cell Phones/Pagers (off or on vibrate).

It's the Commission's intent to provide each attendee with the opportunity to speak, and to be heard, in an orderly fashion.

General Information

- Any existing or future facility that has been formally named by the commission, shall be considered to be named in perpetuity; therefore, not eligible for renaming. Facilities not originally named by the Commission are eligible for renaming.
- A commemorative plaque noting the accomplishments of the person for whom it is named will be placed at the facility to ensure future recognition of the honoree's efforts.

Instructions for Submitting Naming Proposals

1. Complete Naming of City-Owned Facilities Nomination Form.
2. Attach any supporting documentation.
3. Mail Nomination Form to: Remilie S. Miller
City Clerk
510 E. Florence Boulevard
Casa Grande, AZ 85122

The Heritage Commission meets on as needed basis to review naming proposals. Staff will keep you informed as to the progress of your proposal.

Should you have any questions regarding the application, please call the City Clerk's Office at (520) 421-8600.

CITY OF CASA GRANDE

Naming of City Facilities Nomination Form

Select category for naming proposal:

Commemorative Naming – Honoring a Person

- A. Facilities may be named after an individual whether living or deceased.
- B. If a facility is proposed to be named after a person who is deceased, an appropriate time (6-12 months) should pass before the naming process is initiated.
- C. When honoring a person by naming a facility after that person, he/she should be someone who had a significant association with the facility being named or the geographic area in which it's located or an outstanding citizen of either local, state, or national prominence. The Commission will consider the following questions in reviewing the naming proposals:
 - 1. What was the individual's extraordinary contribution(s) as a community leader, volunteer, business leader, or public servant?
 - 2. How do these contributions relate to the mission/purpose of the facility?
 - 3. How will the naming of the facility after the individual reflect its history, purpose, and diversity?
 - 4. How is the individual being nominated related to the facility or its geographic area (e.g., early or long term resident, developer of the feature, donor of the land, or protector of the land for public benefit)?

Descriptive Naming – Describing a place or function

- A. A facility can also be named after a geographic landmark or area. The Commission will consider the following questions in reviewing the naming proposals:
 - 1. Why is the geographic landmark or area significant?
 - 2. Why should the facility be named after the geographic landmark or area?
 - 3. Is the proposed name culturally sensitive?

Naming Based on a Financial Contribution – One time contribution or over a period of time toward the development of a city facility

Land Donation – Donating land for construction of a city facility

Facility Donation – Donation of a building for city use

An individual or family may make a substantial financial contribution at one time or over a period of time toward the development of a city facility, or may donate land or an existing building for public use and benefit. In such instances, consideration may be given to naming the facility after the donor. A standard benchmark for naming a facility after a donor will be a donation that equates to a substantial portion of the cost involved in the project cost of constructing, renovation, or replacing an existing facility. This criterion applies to naming of facilities after individuals and families and will be in the perpetuity, therefore, not eligible to be renamed.

Proposed Name:
Current Facility Name (if applicable):
Applicant's Name, Address, and Phone Number:
Name, Address, and Phone of Sponsoring Organization, if any:
Attach supporting information for naming proposal to the application.
Indicate if any known cost factors are associated with the naming proposal:
Attach petition(s) containing not less than twenty-five (25) signatures of qualified electors of the City of Casa Grande supporting the nomination.

Signature of Applicant

Date

