



NON-PARK CITY BUILDING NAMING POLICY

PURPOSE:

The purpose of this policy is to establish a formal process for naming non-park city facilities in honor of Coppell volunteers, former elected officials, and former employees who have demonstrated significant, sustained, and outstanding service to the City of Coppell. This policy ensures a fair, transparent, and consistent approach to facility naming while maintaining and honoring the history and integrity of City assets.

POLICY:

1. Definitions:

- a. *Non-Park City Buildings:* City-owned buildings, which are open to the public and used to conduct City business. Buildings may include, but are not limited to: Town Center, Service Center, 265 Parkway, Fire Stations, Justice Center, Life Safety Park, The Hangar, and the Animal Services Building.
- b. *Community Leader:* A Coppell volunteer, former elected official of the City, or former City employee that has made significant, sustained, and exceptional service to the community.

2. Eligibility

- a. Any individual under consideration must be of good moral character and must not have been convicted of any felonies, or crimes of moral turpitude.
- b. To be considered for the naming of a building under this Policy, the individual must be a Community Leader.
- c. Volunteers under consideration must be a Coppell resident for at least ten (10) years.
- d. A retired employee may be considered a Community Leader if he/she has completed at least 20 years of meritorious service to the City of Coppell.
- e. A retired Council member may be considered a Community Leader if he/she has completed 9 cumulative years of meritorious service as a Council member/Mayor.

3. Request Process:

- a. *Submission of Request:* All requests to name a Non-Park City Building shall be initiated by a sitting City Council member. The request will be submitted in writing to the City Manager's Office, where it will be reviewed to ensure that the individual meets the eligibility requirements outlined in Section 2. The request should include:
 - i. The name of the Community Leader
 - ii. A summary of the Community Leader's service and contributions
 - iii. Justification for the naming honor



- b. *Timing:* Once a complete application is validated by the City Manager's Office, the application will be forwarded to the City Council for their consideration within sixty (60) days.
- c. *Approval Process:* The Council may designate/appoint an ad hoc subcommittee to evaluate the application and make a recommendation to the full Council. Approval to name a Non-Park City Building must receive a super majority vote of the City Council (5 of 7 members).

4. Exclusions:

- a. All facilities, parks, and amenities that are currently in the Community Experiences Department are excluded from this policy. The naming of these facilities is covered in Section 9 of the City's Code of Ordinances.
- b. Currently sitting Council members and currently employed employees are not eligible to have any buildings named after them.
- c. Sponsorships by any business entity, organization, or community group are not applicable under this policy.
- d. Individuals that have a building, including any building under the Community Experiences umbrella, named for them are not eligible for additional building naming.
- e. Once a building covered by this Policy has been named for an individual, it is ineligible to be re-named for a period of 25 years from the completion of the project.

5. Miscellaneous Considerations:

- a. Re-Naming a Non-Park City Building: Extreme care and consideration should be given to request to re-name a building that already recognizes a Community Leader. Application must validate/certify via affidavit that no current descendants of the Community Leader are residing in the City of Coppell at the time of application.
- b. Revocation: The City Council retains the discretion to revoke or alter the name of a Non-Park City Building at any time for any reason.

6. Effective Date:

- a. This policy shall be effective on _____, 2026.