



NON-PARK CITY BUILDING 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 25 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 ___ years of meritorious service as a Council member/Mayor.

3. Request Process:

- a. *Submission of Request:* Any member of the community may submit a formal request for naming a Non-Park City Building after a Community Leader. This request must be submitted in writing to the City Council through the City Manager's Office. 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
 - iv. Proposed Contribution/Funding for Costs Associated with the Naming (See Miscellaneous Considerations 5.b)



- b. *Validation of Costs:* After receiving a naming request, City staff will investigate the estimated installation costs and convey the estimate to the applicant. If, after receiving the cost estimate, the applicant can still commit to the funding requirement, the application will be considered valid and ready for Council review.
- c. *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.
- d. *City Council Initiated Requests:* In the event the City Council initiates the naming, the Council may designate/appoint an ad hoc subcommittee to evaluate the request and make a recommendation to the full Council. A Council-initiated request must contain the same submission elements as community-initiated requests with the exception of the funding requirement.

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.

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. Applicant must validate/certify via affidavit that no current descendants of the Community Leader are residing in the City of Coppel at the time of application.
- b. *Installation Costs:* All costs, including staff time, labor, and materials associated with the installation of plaques, monuments, or exterior building signage resulting from this policy shall be borne by the individual, group, or organization sponsoring the request. These costs do not include changes to letterhead, business cards, or other ancillary internal signage.
- c. *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.