

CITY OF SANDY OAKS, TEXAS

RESOLUTION NO. 2026 - 242

**A RESOLUTION OF THE CITY OF SANDY OAKS, TEXAS
ESTABLISHING A NAMING POLICY FOR CITY BUILDINGS,
FACILITIES, LAND, OR ANY PORTION THEREOF TO INCLUDE
PROVISIONS FOR TEMPORARY NAMES, AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the City Council is authorized to assign names to streets, municipal buildings, parks, trails, lakes and other facilities under the municipality's jurisdiction; and

WHEREAS, the City Council of the City of Sandy Oaks ("City") recognizes the importance of a reliable, efficient and open process for creating new names that reinforce respect for the history of the City, foster appreciation for the various contributions of the people, groups and organization, establish a positive identity consistent with the City, promote civic pride in City, and communicate clearly to visitors and emergency response personnel; and

WHEREAS, the City Council desires to establish policy guidelines for naming City buildings, facilities, land, or any portion thereof; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
SANDY OAKS:**

SECTION 1. NAMING POLICY ADOPTED. The City of Sandy Oaks Naming Policy Guidelines for City Buildings, Facilities, Land or any Portion Thereof, which is attached hereto and made a part hereof for all purposes, is hereby approved and adopted.

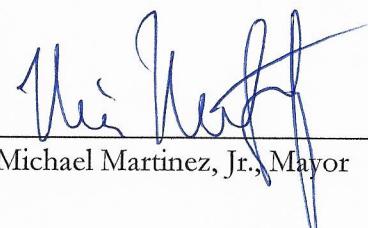
SECTION 2. EFFECT ON PUBLIC AND PRIVATE STREETS. This resolution shall not apply to the initial naming or renaming of public or private streets dedicated as part of the approval of a plat or replat of land.

SECTION 3. COUNCIL AUTHORITY. Nothing in this resolution or in the adopted policy shall be construed as limiting the City Council in the exercise of its legislative authority to name and rename City Buildings, Facilities, Land or any Portion Thereof in a manner without complying with the process established by this resolution under such circumstances as may be determined by the City Council, it being the intent of the City Council in the passage of this resolution to primarily establish a procedure to provide consistent guidelines in naming Buildings, Facilities, Land or any Portion Thereof and wherein City residents may petition the City Council to name and rename City Buildings, Facilities, Land or any Portion Thereof.

SECTION 4. EFFECTIVE DATE. This resolution shall become effective immediately upon its passage and approval.

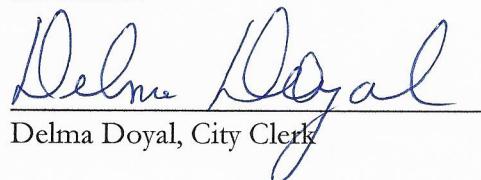
PASSED AND APPROVED on this 8th day of January, 2026.

CITY OF SANDY OAKS, TEXAS



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Clerk

CITY OF SANDY OAKS NAMING POLICY GUIDELINES FOR CITY BUILDINGS, FACILITIES, LAND, OR ANY PORTION THEREOF.

I. GENERAL

- A. These policy guidelines are intended to address naming opportunities when a citizen, group, or organization submits a nomination to name a City building, facility, land, or any portion thereof. The City Council may initiate the naming of any building, facility, land, or any portion thereof at its discretion and may apply the following guidelines in City Council initiated naming. The City Council may choose to waive any part of these guidelines by three-fourth's vote of the entire City Council. Any amendments to this policy require only a simple Council majority vote. These policy guidelines do not address the naming of streets, fire stations, or police stations, or naming based on advertising.
- B. Naming, whether after an individual, foundation, or organization will be on a case-by-case basis and assessed for potential conflict of interest and alignment with the City's mission and values.

II. DEFINITIONS

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, City Halls, civic/community centers, conference/convention centers, public libraries, and public utility buildings/structures.

City Facilities. City owned structures, amenities, or features, which are open to the public and used for City business, or public attractions of any kind, including, but not limited to, athletic fields, bridges, fountains, gymnasiums, library collections and/or department's interior and exterior spaces, meeting rooms, picnic shelters, playground equipment, recreation facilities, swimming pools, tennis courts, and basketball courts.

City Land. Real estate owned and/or managed by the City, including but not limited to park property and other open space areas.

Commemorative Name. A name given to recognize an individual, organization, or foundation who has made a significant contribution on a local, state, national or world level.

Temporary Name. A non-permanent name given by City staff to identify a City building, facility, land, or any portion thereof for a limited time pending a naming request.

III. NAMING DUE TO FEATURES OR SIGNIFICANCE

- A. Names of City buildings, facilities, land, or portions thereof should be familiar to the majority of citizens, easy to recall, unique and lasting.
- B. Naming may be named based on the following:

1. By referring to outstanding and/or dominant physical characteristics of the property or structure constituting the City building, facility, land or portion thereof such as:
2. Naturally occurring features, such as forested areas, streams, rivers, lakes and creeks;
3. Man-made features such as subdivisions, streets, office/industrial or commercial complexes in or adjacent to which the City building, facility, is located;
4. Landmark significance, such as an identifiable man-made or naturally occurring monument; and/or
5. Historical significance, such as the names of early residents or citizens and/or a significant event.

IV. COMMEMORATIVE NAMING AFTER AN INDIVIDUAL

- A. *Criteria for Commemorative Naming After an Individual.* It is intended that all the criteria in this section be satisfied when considering the naming of a City facility, building, land, or any portion thereof after an individual:
 1. The individual must have been a resident of the City of Sandy Oaks; and
 2. The individual must be of good moral character and must not have been convicted of any felonies, or crimes of moral turpitude; and
 3. The individual should have made exceptional contributions on a local, state, national, or world level and the individual's achievements should represent a lasting legacy to the mission of the City building, facility, land, or any portion thereof.
- B. *Naming After an Individual Who Performed Outstanding or Heroic Service.* Buildings, facilities, land, or any portion thereof may also be named in memory of individuals who died in the line of duty serving the City of Sandy Oaks, the State of Texas, or the United States of America; or died performing a heroic act, such as saving the life of another person; or a deceased individual who has made a significant and lasting contribution to humanitarian causes on a world or national level. In these instances as appropriate, the City may elect to obtain or attempt to make contact for approval from living family members of the individual recommended for having a City building, facility, land, or any portion thereof named in their honor.
- C. *Renaming After an Individual.* In order to honor the decisions of previous City Councils and descendants of individuals after whom a City building, facility, land, or any portion thereof is named, renaming shall typically not occur. However, if it is determined that circumstances have changed such that the criteria set forth in section I.B and III is no longer met, the City Council may elect to remove the name from the City building, facility, land, or any portion thereof.

V. COMMEMORATIVE NAMING AFTER A FOUNDATION OR ORGANIZATION

- A. *Criteria for Commemorative Naming After a Foundation or Organization.*

1. If consideration is given to naming a City building, facility, land, or any portion thereof after a foundation or organization, the foundation or organization

considered should have made exceptional local, state, national, or world contributions; and their achievements should represent a lasting legacy to the mission of the City building, facility, land, or any portion thereof.

2. In selected instances, a City building, facility, land, or any portion thereof may be named after a foundation or organization that makes a unique and extraordinary contribution to the development and/or usage of the City building, facility, land, or any portion thereof being named. The merits and value of each such naming shall be evaluated on a case-by-case basis.

B. *Renaming After a Foundation or Organization.* In order to honor the decisions of previous City Councils and foundations or organizations after which a City building, facility, land, or any portion thereof are named, renaming shall typically not occur. However, if it is determined that circumstances have changed such that the criteria set forth in section I.B and IV is no longer met the City Council may elect to remove the name from the City building, facility, land, or any portion thereof.

VI. PLAQUES, MARKERS, AND MEMORIALS

A. Plaques, markers, and memorials that are requested to be located on a City building, facility, land, or any portion thereof must be reviewed and approved by the City Administrator or his/her designee, as to design and maintenance requirements.

B. Total costs for purchasing plaques, markers, and memorials involved in the naming of a new City building, facility, land, or any portion thereof, as well as up to five (5) years of maintenance costs, shall be paid by the nominating individual or organization, unless City Council waives such funding. This provision has no application in those instances where the costs of plaques, markers, or memorials are included in the design and construction costs of a project.

VII. CITY PARKS

A. City parks shall be named in their entirety; provided, however, a City Building or City Facility located within a City park which is clearly identifiable (e.g. a playing field, pavilion, concession stand, trail segment, etc.) may bear a different name than the park within which it is located.

B. Trail segments which are named shall, to the extent possible, begin and end at identifiable geographic landmarks or features such as intersections with streets or other roadways.

VIII. TEMPORARY NAME PROCEDURES

A. A temporary name will be designated by the City staff for identification during acquisition and/or development of the City building, facility, land or any portion thereof.

B. The following criteria and factors shall be used in determining the appropriateness of the temporary name:

1. Geographic location such as street name, frontage road, major intersection, or subdivision.
2. Each temporary name will end with an identifier such as property or building. For example: Main Street Property
- C. Because temporary designations tend to be retained, the naming process for a City building, facility, land or any portion thereof should be carried out as quickly as possible after its acquisition or development. Citizens, groups, or organizations are encouraged to submit nominations for naming a City building, facility, land, or any portion thereof once the temporary name has been identified.

IX. PROCEDURES FOR NAMING CITY BUILDINGS, FACILITIES, LAND, OR ANY PORTION THEREOF

- A. Groups or individuals may submit nominations for naming a City building, facility, land, or any portion thereof by submitting a nomination to the City Administrator on the City of Sandy Oaks Naming Application. The application must include a petition of no less than fifteen (15) signatures and addresses of City residents in support of the application.
- B. The City Administrator, upon the receipt of the Naming Application, shall refer such naming request to the City Council.
- C. The City Council may elect to appoint a five-member ad hoc Naming Committee to review the naming request submitted by a citizen or organization. Such committee shall be nominated by individual City Council members. In the event of a City Council initiated naming, the Council may, if it desires, appoint an ad hoc committee as outlined herein to investigate and recommend one or more names for Council consideration.
- D. The name or names submitted will be considered by the members of the ad hoc Naming Committee. The committee shall be guided by the provisions of this policy and shall provide a recommendation to the City Council for consideration.
- E. The final decision for naming a City building, facility, land, or any portion thereof shall rest with the City Council. In lieu of appointing an ad hoc Naming Committee, the Council may waive sections VII.C and VII.D and review the naming request submitted by a citizen or organization and determine the final decision for naming a City building, facility, land, or any portion thereof by Resolution of the City Council.
- F. Compliance with the provisions of any deed, grant agreement, or gift agreement approved by the City Council which include requirements for naming of a City building, facility, land, or portion thereof shall take precedence over these guidelines including any restrictions relating to the future renaming of such City building, facilities, land, or portion thereof.