

**CITY OF LA HABRA**  
**NAMING OF PUBLIC FACILITIES**  
**POLICY AND PROCEDURES**

**POLICY:**

1. For business identification purposes, all City Administration Buildings are exempt from any renaming. Specifically, City Hall, Police Building, City Corporate Yard, Community Services Center, Fire Station 1 and 2, Civic Center East and Civic Center West.
2. Projects currently being developed (La Habra Hills Tract Homes and public park, Community Services Center and Civic Center West) are exempt from the policies because naming these features is an integral part of the planning process for these developments.
3. Other Considerations: In review of other cities' policies, some include that city owned land and buildings will not be named after living persons unless the City Council deems it appropriate or that city owned facilities named in honor of deceased persons will not be considered until at least one year after their deaths. The latter policy is not intended to reflect on the merits of any deceased person, but rather to establish a waiting period to ensure that an individual's accomplishments or contributions will stand the test of time; and that decisions shall not be made on an emotional basis immediately following a person's death.
4. If a hyphenation is used in the renaming of a park, the existing park's name shall be the first name on the hyphenation.
5. All costs associated with a request for the naming or renaming of City-owned land, buildings and facilities shall be borne by the applicant, NOT the City of La Habra, including, but not limited to the costs for identification and or signage.

**PROCEDURES:**

- a. Requests for naming or renaming of City-owned land, buildings and facilities should be filed with the City Clerk for transmittal to the City Council.
- b. Requests for dedication, naming or renaming of City-owned land, buildings and facilities shall be submitted in writing, accompanied by a statement summarizing the justification for the recommended name(s). (The appropriate application form may be obtained from the City Clerk.)
- c. The City Council shall refer all such requests to the City Manager's Office and to the appropriate advisory Commission for study and subsequent recommendation to the City Council.

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(1) Planning Commission: Because the Municipal Code authorizes the Planning Commission to review and approve/recommend improvements upon City owned land, requests for naming/renaming, dedications of City-owned land and buildings, including qualified parks, reservoirs, buildings, public right-of-ways (streets and sidewalks), shall also be referred to the Planning Commission for public hearing and recommendations to the City Council. Public hearing shall be held within 30 days following receipt of a request by the City Council. Upon completion of its deliberations at a public hearing, the Planning Commission will forward its recommendation to the City Council, accompanied by relevant testimony taken at the hearing as well as the reports and recommendations of the staff/City Manager's Office.

(2) Community Services Commission: Requests for naming/renaming, dedications of features on City-owned land, buildings, facilities which include landscape feature, plant material, garden, walk, statue or similar art feature shall be referred to the Community Services Commission for study and recommendation to the City Council. The Community Services Commission and the City Manager's Office will be expected to submit their evaluation and recommendation to the City Council within 30 days following receipt of a request by the City Council.

d. The City Council will make its determination as to the dedication, naming, renaming of City-owned land, buildings and facilities at a regularly scheduled meeting of the City Council. The City Council upon strong justification, may deviate from these policy guidelines by a majority vote of the City Council. The decision of the City Council is final.

This policy/procedure approved by the La Habra City Council on 11/11/93.

Edited 8/95.