

**COUNTY OF TULARE  
OFFICE OF THE COUNTY ADMINISTRATOR**

**ADMINISTRATIVE REGULATION NO. 12, Revision #1  
(Resolution No. 96-0388 (as amended by 2010-0011))**

**SUBJECT: NAMING OF COUNTY PROPERTIES AND FACILITIES**

**EFFECTIVE DATE: January 12, 2010**

**SCOPE**

This regulation establishes the County policy and procedures for naming any and all public properties and facilities. The Board of Supervisors retains authority for naming public properties and facilities including buildings, streets and roads, portions of buildings, small outdoor areas and other properties, and dedicated public furnishings in public areas.

In order for the public to identify the functions performed in County owned, leased or rented buildings, rooms or offices and to ensure that signage does not have to be changed in future years, exterior wording on structures or other property is limited to the official name of the structure and/or information concerning its dedication per the following policy:

This regulation is to be used in conjunction with *AR-37 Gift and Donation Acceptance Policy*.

This regulation does not encompass plaques and forms of recognition relating to donations for specific fund-raising events, such as plaques containing the names of all who contributed over a certain dollar limit.

**GENERAL GUIDANCE**

That existing and new facilities shall be identified as the "Tulare County . . . Building" identifying the County functions housed. For example, the juvenile facility would be called the "Tulare County Juvenile Detention and Court Building."

**DESIGNATING A COUNTY PROPERTY OR FACILITY**

1. The Board of Supervisors of the County of Tulare shall designate County facilities in accordance with their function and/or geographic location. The Board may consider, according to criteria listed below, recognizing the significant efforts of individuals/organizations and notable events that have impacted the lives of the

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residents of this County by designating County facilities in the name of those individuals, organizations or events.

**2. Criteria for Selection**

- a. In memory or in honor of an individual who, while serving in a military capacity, has demonstrated high standards of conduct and has been killed in action, missing in action, honorably discharged, and/or has earned positive distinction for service to the nation.
- b. In memory or in honor of an individual who, while serving in elected or non-elected position in Tulare County in the performance of their job or in their administrative capacity, has rendered distinguished service which warrants recognition of the individual's exceptional contributions to the welfare and enhancement of social and moral values for Tulare County.
- c. In memory or in honor of an organization or event that has made a significant contribution to the overall welfare of the County as a whole or to a distinct local area within the County,
- d. In memory or in honor of an individual who has provided significant public service or has willingly given his/her life in the line of duty for the residents of Tulare County,
- e. In recognition of an organization which is no longer active, but which has contributed as a group to the general public welfare of the residents of Tulare County, or
- f. In recognition of events which have provided significant direction to the growth of Tulare County.

**3. Subcommittee**

- a. Proposals to name property or facilities or to place plaques or dedicated benches on public property will be reviewed by a Subcommittee on Naming, which will be coordinated by the Tulare County Resource Management Agency Director, or designee.
- b. In all instances, a recommendation is forwarded to the Board of Supervisors for consideration.

4. Guidelines

- a. No commitment regarding naming shall be made to a petitioner, donor or a non-donor honoree prior to approval of the related proposal for naming. Each proposal shall be made in writing in accordance with these guidelines. The proposal and record of the action taken shall be maintained in the Clerk of the Board archives.
- b. Each proposal for naming shall be considered on its merits and not because a financial gift meets a particular predetermined goal. In this regard, all due attention shall be given to both the long-term and short-term appropriateness of a naming.
- c. A proposal for naming shall include documentation of the following:
  - 1) A thorough analysis of the proposal in relation to naming policy and guidelines, as well as a financial review.
  - 2) A consultation process to provide the benefit of the collective institutional memory and a broad perspective with regard to naming activities. The process shall involve one or more of the following: (1) Sheriff or representative, (2) District Board member or representative, or (3) one of the following representative's specific to the facility: Assistant Director RMA - Roads Division or Support Facilities, and (4) County Administrative Officer or representative.
  - 3) A review by County Counsel as to the eminence, reputation and integrity of the individual or entity whose name is proposed, the relationship of the individual or entity to the County. Any costs incurred by Counsel, including the cost of an investigator, will be paid in advance by the petitioner, donor, or non-donor honoree, unless the Board of Supervisors approves payment of such costs by the County.
- d. When a facility or area is named in recognition of an individual, family, companies, groups, and others, that name will generally be effective for the useful life of the facility or the designated use of the area. In case of roads and related road facilities, the memorial sign shall be not more than 10 years unless extended by the Board. If a public facility must be replaced or substantially renovated, or the use of an area re-designated, it may be named for a new honoree.
- e. When the proposed naming of a property or facility would recognize an individual, policy requires the complete name of the individual be used. The last name of the individual so honored may be used in referring

informally to the facility and may be used on the name plaque affixed to the facility.

- f. A proposal may be made for naming in honor of an individual on the earlier of (a) five years after retirement or other separation from elected or appointed office or (b) five years after death.
- g. County Counsel for Tulare County shall review draft language for a gift agreement that includes the proposed naming of a property or facility in recognition of the gift. Consideration shall be given to:
  - 1) ~~The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to Tulare County,~~
  - 2) To avoid any appearance of commercial influence or conflict of interest, additional due diligence should be taken before recommending the naming of a major program or area, building, open space, or roadway that involves the name of a corporation or a corporate foundation. The naming for an individual associated with a corporation should be handled as any naming for an individual.
- h. Corporate names may be used on plaques in public spaces within buildings recognizing the contributions of corporations. The size, design, and wording of plaques and other signs that acknowledge corporate generosity and express Tulare County appreciation should be modest in size and exclude logos to avoid the appearance of advertising.
- i. A proposal to rename a facility or area or to add a second name shall adhere to the criteria outlined above. In addition,
  - 1) Any proposal to rename a facility or area or to add a second name in recognition of a gift shall be reviewed by Subcommittee on Naming. The review shall include any gift documents pertaining to the original gift and related naming, as well as the gift documents pertaining to the subsequent gift and proposed renaming.
  - 2) When a facility that has been named in recognition of a gift or an individual has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure may be renamed in recognition of another gift.

- 3) When an area named in recognition of a gift or in honor of an individual will be developed for another use, the new facilities may be named in recognition of new gifts.
- 4) When renaming a new or renovated property per Section 2 above, appropriate recognition of earlier donors and honorees may be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.
- 5) When a facility or area is proposed for renaming, Tulare County Subcommittee on Naming will make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

#### SIGNAGE

1. The Tulare County Resources Management Agency is authorized to expend reasonable sums for plaques. Bronze plaques should bear the name in one inch (1") letters. However, the plaque should be no larger than 30 inches X 30 inches.
2. The Board of Supervisors may request memorial named roadways and bridges open to vehicle traffic to be designated with signs instead of a plaque.
  - a. Bridges. One sign shall be placed at the approach ends of the bridge, underpass, tunnel or other structure with the name of the memorialized individual. Each sign will consist of an additional plate attached to the existing bridge sign – if existing. The plate shall have reflectorized legend and border only when combined with another reflectorized sign.
  - b. Roadways. One sign shall be placed at each terminal. Signs shall be white on green with a maximum letter size of eight inch (8") caps and six inch (6") lower case letters. Signs shall have reflectorized letters and borders on a opaque background.

