



# Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

NUMBER 48

## Designating County Facilities

Effective Date: December 17, 2002

Revision Date: August 6, 2019

### **POLICY STATEMENT**

The Board of Supervisors of the County of Fresno shall designate County facilities in accordance with their function and/or geographic location. The Board of Supervisors shall consider the Criteria for Designation as outlined in this Policy when designating County and Library facilities and Roads and Bridges.

Facilities listed in the National Register of Historic Places or any State or local listing, or are found eligible to be listed, will not be considered for designation.

Should the Board of Supervisors designate a facility, road, or bridge, the cost of fabricating and installing signs will be the responsibility of those who have nominated the individual, organization, or event.

### **Nomination Process**

A nomination to designate a facility, road, or bridge may be made by an individual member of the Board of Supervisors, a member of the public, or an organization working with the pertinent department. The request shall be made in writing and include a statement about the individual, organization, or event that would allow for an honorable designation by the Board. The request shall be sent to the County Administrative Officer (CAO) for review and consideration for placement on the Board of Supervisors agenda.

After review, the CAO shall notify each Member of the Board of Supervisors of the request for designation for placement on the Board's agenda. Upon the CAO's review and approval of the request for placement on the Board's agenda, the recommendation for designation shall be made through a resolution as an agenda item on the Board's Calendar. Designation requests for Library facilities and Roads and Bridges shall be subject to additional criteria as outlined below.

### **County Facilities: Criteria for Designation**

County facilities shall be designated by the locality they serve, except where the facility is in an area where a location name is not clearly identifiable. In such cases, the County facility and/or an area in a facility (community meeting room) may be named for an event that has made a significant impact/contribution to the County; or an inactive organization; or a deceased individual in the local community who has added significantly to County service and/or made a significant financial contribution.

### **Library Facilities: Criteria for Designation**

Library facilities shall be designated by the locality they serve, except where the facility is in an area where a location name is not clearly identifiable or the Board of Supervisors determines extenuating circumstances warrant a different designation. In such cases, the library facility and/or an area in a library facility (community meeting room or children's alcove) may be named for an event that has made a significant impact/contribution to the County; or an organization (active or inactive), or an individual (living or deceased) in the local community who has added significantly to County library service, made a significant financial contribution, and/or is a prominent literary figure.

### **Roads and Bridges: Criteria for Designation**

The designation of roads and bridges shall be considered for individuals, organizations, or events. When a road or bridge is being designated in honor of an individual or organization, the designee must be deceased and the organization must be inactive.

Roads that are eligible for consideration under this policy shall be classified as rural expressway, rural superarterial, or arterial. With Board approval, the name of the road will not change, but the specific section of road that has been identified will indicate that it has been designated in memory of a particular individual, organization, or event.

Bridges that are eligible for consideration under this policy must be located on a road classified as stated above. The designation of a bridge will not replace its identification in accordance with the County or State bridge numbering systems.

The designation of roads and bridges shall be based on Caltrans policy for naming freeways, highways, and structures, to include the following:

1. Any person being honored must have provided extraordinary public service or some exemplary contribution to the public good and have a connection to the community where the highway is located.
2. The segment of road must not exceed five miles in length.
3. The proposed designation must reflect a community consensus and be without local opposition.
4. The proposed designation may not supersede an existing designation unless the sponsor can document that a good faith effort has uncovered no opposition to rescinding the prior designation.

### **MANAGEMENT RESPONSIBILITY**

The CAO is responsible for reviewing requests for designation and notifying the Board of Supervisors of the requests.

Library Facilities - The County Librarian, with the Friends of the Library, shall establish guidelines for the selection of individuals or organizations to be recommended for recognition through the naming of Library facilities. In addition, the County Librarian, with the Friends of the Library, shall prepare the designation recommendation for the Board of Supervisors' review and approval through a resolution as an agenda item on the Board's Calendar.

Roads and Bridges - The Department of Public Works and Planning (PW&P) in conjunction with the Fresno County Historical Landmarks and Records Advisory Commission, shall review a

petition for designation of a road or bridge and make recommendations to the Board of Supervisors through a resolution as an agenda item on the Board's Calendar. A map showing the specific roadway segment or the location of the bridge shall be included with the Board agenda item. The PW&P staff costs associated with the development and presentation of the agenda item shall be funded by the sponsors of the requested designation. PW&P will annotate the Maintained Mileage Maps to indicate the designations and cause the information to be entered into the County's Geographic Information System. PW&P will also maintain a listing of the roads and bridges designated by the Board of Supervisors. PW&P shall determine the size and design of designation signs and their placement as well as the costs for fabrication, installation, and maintenance of signs, which shall be funded by the sponsors of the requested designation.