

# CITY OF KYLE



## Notice of City Council Workshop Meeting

KYLE CITY HALL  
100 W. Center Street

Notice is hereby given that the governing body of the City of Kyle, Texas will meet at 7:00 PM on 1/8/2013, at Kyle City Hall, 100 West Center Street, Kyle, TX in the Minerva Falcon Community Room for the purpose of discussing the following agenda.

Posted this 4th day of January, 2013 prior to 7:00 p.m.

---

## Notice of City Council Workshop Meeting

### I. Call Meeting To Order

### II. Consider and Possible Action

1. Discuss and Consider Creating Policy for the Naming of Public Buildings and Places

 [Attachments](#)

### III. ADJOURN

*At any time during the Regular City Council Meeting, the City Council may adjourn into an Executive Session, as needed, on any item listed on the agenda for which state law authorizes Executive Session to be held*

\*Per Texas Attorney General Opinion No. JC-0169; Open Meeting & Agenda Requirements, Dated January 24, 2000: The permissible responses to a general member communication at the meeting are limited by 551.042, as follows: "SEC.551.042. Inquiry Made at Meeting. (a) If, at a meeting of a government body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the subchapter, the notice provisions of this subchapter, do not apply to:(1) a statement of specific factual information given in response to the inquiry; or (2) a recitation of existing policy in response to the inquiry. (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.



# CITY OF KYLE, TEXAS

## Discussion and Possible Action on Creating a Policy on Naming of Public Buildings and Places

**Meeting Date: 1/8/2013**  
**Date time: 7:00 PM**

**Subject/Recommendation:** Discuss and Consider Creating Policy for the Naming of Public Buildings and Places

**Other Information:** Please see attachments.

**Budget Information:** N/A

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

#### Attachments / click to download

- [City of Denver-Naming of Parks and Recreational Facilities](#)
  - [City of Gustavus-Naming of Public Places and Infrastructure](#)
  - [City of Portland-Naming Renaming of Parks and or Recreational Facilities](#)
  - [City of Portland-Renaming City Streets](#)
  - [City of Sumner-Policy Relating to Naming Renaming City Parks and Public Facilities](#)
  - [City of Tacoma-Policy on Place Names and Name Changes](#)
  - [City of Troy-Policy for Naming Public Places Specific to Parks and Recreation](#)
  - [City of Yelm-Policy for Naming of Public Parks, Public Facilities and or Streets](#)
  - [Municipal Research and Services Center of Washington-Policies Naming Public Facilities and Streets](#)
-

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

## Department Policy and Procedures

**Policy Name: Naming of Parks and Recreational Facilities**

Number:

Effective:

Supersedes: 1991

Approved by Parks and Recreation Advisory Board: 11.9.05

Approved by Manager:

Reviewed by City Council:

### Contents

#### Policy

#### 1.0 Purpose

#### 2.0 Definitions

#### 3.0 Authority

#### 4.0 Background and Principles

#### 5.0 Procedures for Community or Citizen Requests to Name or Rename a Park or Building.

#### 6.0 Procedures for Community Requests to Name or Rename Major Features.

#### 7.0 Procedures for the Naming and Renaming of Parks, Buildings, and Major Features associated with Major Gifts

#### 8.0 Sample Petition to the Advisory Board of Parks & Recreation

## Policy

**It is the policy of Denver Department Parks and Recreation (DPR) that the naming of new and renaming of existing parks and recreational facilities be reserved for exceptional circumstances and that the naming process comply with the guidelines and procedures set forth in this policy.**

### 1.0 Purpose

These policies and procedures are intended to guide a) any individual or community group that is interested in having a park, building, or major feature named for a significant person, event, or place, b) any individual, group, or business that is interested in having their significant donation (park, building, major feature) named, c) the Parks and Recreation Advisory Board that will be making a recommendation to the Manager in regard to these requests, d) City Council members that will be holding public hearings and approving any Ordinances associated with the names of parks and buildings, and e) the DPR Manager and his/her staff.

### 2.0 Definitions

**2.1 "Parks and Recreational Facilities"** will include the following:

**2.1.1 Parks.** All traditional designed parks, natural open spaces, historic sites, golf courses, specialized parks (e.g. Skate Park), and trails under the department's jurisdiction or management, including Mountain Parks.

**2.1.2 Buildings.** Significant park and recreation structures that house parks and

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

recreational programs (e.g. recreation centers, enclosed pavilions, lodges, etc.).

**2.1.3 Major Features.** Major, permanent components of park and recreational facilities, e.g. ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork or physical features (lakes). Rooms within Buildings are considered to be Major Features.

**2.2 Amenities.** Smaller furnishings and facilities in the parks and recreation system (e.g. benches, small fountains, tables, etc.) Amenities are not formally named. Recognition for donated amenities is covered under the *DPR Gift Policy*.

### 3.0 Authority

Under section 2.4.4(A) of the City Charter, the management, operation and control of all facilities owned by the City and County of Denver for park and recreational purposes are under the exclusive control of DPR and its Manager. Under section 2.4.3 of the City Charter, the Parks and Recreation Advisory Board reviews and advises the Manager with respect to the policy and operation of DPR.

### 4.0 Background and Principles

Naming or renaming parks and recreational facilities in the City and County of Denver (the City) is often complex and emotionally evocative since naming is a powerful and permanent identity for a public place. The names of Parks, Buildings, and Major Features tell the important stories of Denver's history. In addition, Denver has limited public resources for changing names on signs, maps, and literature, and excessive naming of individual features in parks and recreational facilities can be confusing to the public. Approval of naming requests is a prestigious, cautious process that typically involves the DPR Advisory Board, DPR Manager, and (for parks and buildings) Denver City Council. Consequently, the process for naming or renaming these public places needs to be carefully and thoughtfully undertaken and only when appropriate.

The policy of the department is to reserve the naming or renaming of parks and recreational facilities to those circumstances which tradition and practice have shown to best serve the interests of the City and assure a worthy and enduring legacy for the City's parks and recreation system. To this end, the department supports consideration of naming requests in the following three broad categories:

**Exceptional individuals.** Sometimes recognition of an exceptional City leader or a dedicated supporter of the City parks and recreation system can result in a community supported renaming of an existing or naming of a new park or recreational facility.

**Historic Events, Places, and Persons.** The history of a major event or place or historic persons can play an important role in the naming or renaming of parks and recreational facilities. The public often expresses a strong desire to preserve and honor the history of the City, its founders, pioneers, and other historical

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

figures, its Native American heritage, and its local landmarks and prominent geographical locations by giving certain parks and recreational facilities names of historic, social and cultural significance. Denver also has established ties to a number of international cities through the Denver Sister Cities Program.

**Major Gifts.** The City and the department have benefited from a rich legacy of community generosity. Over the decades Denver residents and businesses have given gifts of their time and skills, their resources and products, and their money. Public and private foundations, too, have invested deeply in the parks and recreation system. There are occasions when, upon the request of the donor, another party, or the department itself, an extraordinary gift may be acknowledged by permanent naming.

**4.1 General Principles.** In considering any proposal to name or rename a Park, Building, or Major Feature, the following questions should be considered individually and collectively:

- a) Will the name have historical, cultural and social significance for generations to come?
- b) Will the name engender a strong and positive image?
- c) Will the name memorialize or commemorate people, places or events that are of enduring importance to the community or the nation?
- d) Will the name engender significant ties of friendship and mutual recognition and support within the community or with those outside of the community?
- e) Will the name be identified with some major achievement or the advancement of the public good within the community or the nation?
- f) Will the name be particularly suitable for the park or recreational facility based on the location or history of the park, recreational facility or the surrounding neighborhood?
- g) Will the name have symbolic value that transcends its ordinary meaning or use and enhance the character and identity of the park or recreational facility?
- h) Will the naming request that accompanies a corporate gift result in the undue commercialization of the park or recreational facility?

**4.2 Renaming Parks and Recreational Facilities.** Proposals to *rename* parks and recreational facilities are not encouraged and should be entertained only after fully investigating and considering the potential impact of dropping the current name. Names that have become ingrained or widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so. Historical or commonly-used place names should be preserved wherever possible.

**4.3 Naming or Renaming for Exceptional Individuals.** The following guidelines apply to *naming or renaming* requests that result from either a community process or major gift.

4.3.1 Naming of parks and recreational facilities is encouraged only for persons

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

who are deceased. Typically, such naming after a person should not occur until the person has been deceased for at least seven (7) and that person's historical significance and good reputation have been secured in the history and lore of the community or the nation.

4.3.2 Priority for naming parks and recreational facilities after deceased persons should be given in the following order to those who have significant and lasting contributions 1) to the Denver parks and recreation system, 2) to the City; or 3) to the nation. Naming Parks and Buildings after national or international figures should be rare and only upon a substantial demonstration of the figure's connection to or special importance in the Denver community or the State of Colorado.

4.3.3 Naming of parks and recreational facilities after people or a group of people who perish in or survive a tragic event or war should be considered only well after the public shock generated by the tragic event or war has lessened. Potential sites for such memorials should be focused on parks or recreational facilities that are more known for their serene and contemplative nature rather than active recreational locations, such as playing fields and recreation centers. Emphasis should be placed on the contributions or heroic actions of these people during their lifetime, rather than the circumstances of their death or survivorship.

4.3.4 Exceptions for naming of Major Features for living persons may occur as described in section 4.5 on Major Gifts.

**4.4 Naming and Renaming for Historic Events, Places, and Persons.** When a park or recreational facility is located near or otherwise associated with events, places, and people of historic, cultural, or social significance, it is appropriate to consider naming such park or recreational facility after such events, places, and people. The relationship of the park or recreational facility to the events, places, and people of historic, cultural, or social significance should be demonstrated through research and documentation. The appropriateness of naming the park or recreational facility after such an event, place, or people is further supported if people of Denver or the surrounding neighborhood have already identified the park or recreational facility with the name of the event, place, or people.

**4.5 Naming and Renaming for Major Gifts.** Typically, the donation of gifts to the Denver parks and recreation system should be reward in itself, with recognition being given as set forth in the *DPR Gift Policy*. On a rare occasion, a gift will be made to the City of a parks and recreational facility that is of such magnitude and generosity that naming of such new park or recreational facility in honor of or at the request of the benefactor will be considered. Any request to rename an existing park or facility that associated with a major gift to expand or refurbish that park or facility must meet the guidelines in 4.2 and is discouraged.

**4.5.1 Threshold.** As a guideline but not a limitation, the threshold for naming

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

rights on Parks and Buildings would include one or preferably more of the following: 1) deeding to the City most if not all of the land on which the Park or Building to be named will be situated; 2) payment of one-half or more of the capital costs of constructing a Park or a Building to be named (depending on the availability of matching funds or grants); 3) some long-term endowment for the repair and maintenance of the donated Park or Building; and 4) the provision of significant program costs for facilities that will serve parks and recreation program needs.

Likewise, as a guideline but not a limitation, the threshold for naming rights on Major Features would include one or preferably more of the following:

1) payment of the capital costs for constructing and installing a Major Feature; 2) some long-term endowment for the repair and maintenance of the donated Major Feature; and 3) the provision of significant program costs for any Major Feature giving rise to or supporting a parks and recreation program.

**4.5.2 Other Requirements.** In no case shall naming or renaming be considered unless the major gift is deemed acceptable in accordance with the *DPR Gift Policy* and ultimately satisfies the Charter requirements of section 2.4.4(E).

**4.5.3 Naming for Persons.** Benefactors seeking naming rights for major gifts will be encouraged to follow the guidelines in section 4.3 on Persons with respect to naming of Parks and Buildings after persons. An exception will be considered on its own merits. A Major Feature that has been donated or refurbished may be named for a living person(s) provided that said person(s) is of good reputation. Whatever contract accompanies the gift and naming rights should address all conditions applying to the naming, including time limits for naming of features. However, in addition, DPR reserves the right to rename any Park, Building, or Major Feature if the person for whom it is named turns out to be disreputable or subsequently acts in a disreputable way.

**4.5.4 Naming for Entities.** A corporation, association, and other legally created entity making a major gift may request that the name of that entity be associated with the name of the Park, Building, or Major Feature which is the subject of the major gift. Each request is evaluated on its own merits and requires public input. In making a recommendation for a corporate name, the reputation of the company and community support should be considerations. No corporate logos, brands, insignias, or direct advertising text may be used as part of any name association or naming. As noted in 4.2, renaming of any existing Park or Building is discouraged even when associated with a major enhancement gift. The City reserves the right to remove an entity name association on a Park or Building or to rename a Major Feature if the entity turns out to be disreputable or subsequently acts in a disreputable way.

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

**4.6 Sister City Parks.** Ten parks have been named for the international cities associated with Denver's Sister Cities program. The department generally considers that an appropriate number of parks and at this time is not encouraging further proposals.

**4.7 Other Considerations.**

4.7.1 Typically, a Park should not be subdivided for the purposes of naming unless there are readily-identifiable physical divisions (major roads, waterways, etc.) in the Park and other compelling reasons for having more than one name for a Park. This limitation on naming a Park should not prevent giving a different name for a trail, Building, or Major Feature located in or near the Park. However, care should be taken in giving a name to a trail, Building, or Major Feature that is different from the name of the Park so that confusion is not caused for the users of said differently named facilities.

4.7.2 Facilities that are held by the department through a short-term lease or use agreement or improvements that have a limited life span or occupancy should not be named.

4.7.2 All signs on parks and recreational facilities must meet the department's graphic and signage standards. No specialized signage will be displayed.

4.7.4 If a new park or building is completed and no suggestion for a name has come from the community or in association with a gift, the DPR Advisory Board will recommend a name, using any organized public process (i.e. nominations, contest, etc.) that they decide upon.

**5.0 Procedures for Community or Citizen Requests to Name or Rename a Park or Building.**

**5.1 Applicant's Process.** An applicant must compile a petition and make a presentation to the Parks and Recreation Advisory Board (the "Board") to recommend naming or renaming a park or recreational facility. Applicants should refer to section 4.0 of this Policy to ensure that the request meets the criteria for proposed names. Details of the process include:

- Written notification to the DPR Manager's Office to start the process. It should include a condensed version of the reasons for the request. Those 2-3 sentences will be included in the petition language and template prepared by the department. The petitions can be picked up, mailed, or emailed.

*Board of Parks and Recreation  
 c/o Manager of Denver Parks and Recreation  
 201 West Colfax, Department 606  
 Denver, Colorado 80202  
 720-913-0696*



Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

- A request to the appropriate City Council member or the DPR Manager's Office (720-913-0696) for the name of his or her Parks and Recreation Advisory Board member. Citizens should work closely with their Advisory Board representative and keep the councilperson informed.
- A formal filing of the petitions with the Board at the above address as soon as necessary signatures have been gathered. Registered Neighborhood Associations (RNOs) will be notified of the proposed action. The following criteria for the petition must be met:
  - a) The petition should state the reasons for the proposed name.
  - b) The petition should show community support for the proposed name.
  - c) The petition should contain a description and/or map depiction of the boundaries of the Park or Building to be named or renamed.
  - d) The petition may only be signed by persons living in the City and County of Denver.
  - e) The petition should show the name, address and telephone number of each signer.
  - f) The number of signatures required should be a minimum of 300 for small neighborhood parks and their Major Features; 500 for community parks (generally over 20 acres) and their Major Features; and 1,000 for regional parks (over 50 acres or regional draw) and their Major Features. Major buildings must have a minimum of 500 signatures.
  - g) The person or group should file the petition with the DPR Manager within ninety (90) days of receipt of the forms from the Board, unless the Manager grants in writing additional time for submitting the completed petition.
- A formal request to the Manager's Office or Board representative that the proposal be put on the agenda for the next possible Advisory Board meeting. Notice to all Registered Neighborhood Associations (RNOs) of the meeting.
- A formal presentation to the Advisory Board of the naming or renaming proposal.

**5.2 DPR Advisory Board Action:**

- Within 45 days after the completed petitions are filed, the Board will determine whether or not to recommend the proposed new name to the DPR Manager and the Denver City Council.
- The Board will not recommend a proposed name to the DPR Manager and the Denver City Council unless the criteria set forth in section 4.0 are met. An affirmative vote of a majority of a quorum of the Board is necessary to recommend approval of a new name.
- No Naming Ordinance shall be drafted unless the DPR Manager accepts the recommendation of the Board. The DPR Manager may opt to send the

Denver Parks and Recreation Policy and Procedures  
 Naming of Parks and Recreational Facilities #

recommendation back to the Board for further consideration in light of concerns or issues the DPR Manager raises.

### 5.3 Naming Ordinance:

- After the Board takes action (if the vote is favorable) and the DPR Manager approves the action, the department will request an ordinance for the naming/renaming (the Naming Ordinance). The applicant should keep in contact with the department to track that process. RNOs will be notified.
- After the Naming Ordinance is written, the department will take it to the assigned City Council Committee (such as Public Amenities). The applicant should attend and be prepared to speak briefly about the request. Other interested persons can be invited to attend as well. The applicant should ensure that his or her Council representative can attend the meeting.
- If the Naming Ordinance is deemed acceptable, the Committee then sends the Naming Ordinance to City Council for introduction (1st Reading) and a vote (2nd Reading). A public hearing is strongly recommended and the councilperson should request it at the 1st reading and the applicant will need to coordinate speakers. After the 2<sup>nd</sup> reading and any public hearing, City Council will vote on the Ordinance.

### 6.0 Procedures for Community Requests to Name or Rename Major Features

- The same petition and Board procedures for Naming Parks and Buildings (section 5.0) apply to Major Features, except City Council action is not required. The DPR Manager may elect to make an informational presentation to the City Council Committee.

### 7.0 Procedures for the Naming and Renaming of Parks, Buildings, and Major Features Associated with Major Gifts

- The DPR Manager will submit a proposal to the Board for the naming or renaming of any Park, Building, or Major Feature that is associated with a major gift to the City and the department. A petition process is not necessary. Registered Neighborhood Associations (RNOs) will be notified of the proposed action and Board meeting.
- For naming or renaming a Park or a Building, City Council approval through a Naming Ordinance is required (as provided above) following a favorable recommendation by the Board and the DPR Manager's approval. A Public Hearing is strongly recommended.



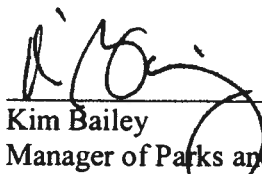
Denver Parks and Recreation Policy and Procedures  
Naming of Parks and Recreational Facilities #

Municipal Code and is in accordance with the authority of the Manager of the Denver Department of Parks and Recreation under section 2.4.4 of the Denver City Charter.

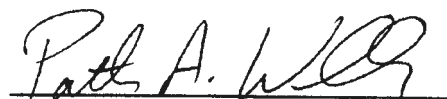
This ***Naming of Parks and Recreational Facilities Policy*** is effective this 16<sup>th</sup> day of August, 2006.

In accordance with section 39-2(e), D.R.M.C., copies of this ***Naming of Parks and Recreational Facilities Policy*** were filed with the Denver Clerk and Recorder and the Denver City Attorney within seven (7) days of the effective date set out above, and a notice of the adoption of this ***Naming of Parks and Recreational Facilities Policy*** was published in The Daily Journal on the 16<sup>th</sup> day of August, 2006. The notice included a statement that a copy of the ***Naming of Parks and Recreational Facilities Policy*** is on file with the Manager of Parks and Recreation and is available for public inspection.

APPROVED AND ADOPTED:

  
\_\_\_\_\_  
Kim Bailey  
Manager of Parks and Recreation

APPROVED FOR LEGALITY:

  
\_\_\_\_\_  
Cole Finegan  
City Attorney

## **2.40.030(c) Naming of Public Places and Infrastructure**

### **Policy regarding naming or rename public places and infrastructure**

#### **Policy:**

It is the policy of the Gustavus City Council to name public places and infrastructure (herein called “places”) by resolution after appropriate deliberation and public discourse. Recommendations on naming of places outside the City’s jurisdiction will be accomplished in a like way. Changes to existing place names will be considered only under truly compelling and exceptional reasons

#### **Procedure:**

##### **Special Committee for Place Naming:**

The Gustavus City Council will appoint a special committee of XXX members called the Place Naming Committee as needed to deliberate the naming or change of name to a place. The committee will be appointed from a reasonable cross section of the community. The committee will be appointed in the same manner as other committee members, having submitted an application to the City Clerk for discussion by the City Council.

The Place Naming Committee will take under consideration the naming and renaming of new and existing places and infrastructure as assigned by the City Council.

The Place Naming Committee will make recommendations on place names to the City Council after contacting adjacent land owners and other stakeholders and conducting public hearings according to City policy and procedure.

The naming of geographic features outside the boundaries or site control of the City of Gustavus is subject to approval by the U.S. Board of Geographic Names. The City of Gustavus shall convey a written recommendation to the U.S. Board of Geographic Names only after following the protocol set in this procedure.

The naming of features or facilities inside the boundaries of the City of Gustavus, but not controlled by the City of Gustavus, such as NPS or State of Alaska facilities or places, or on private property, is subject to approval by the particular agency or owner. The City of Gustavus shall convey a written recommendation to the appropriate owner or agency only after following the protocol set in this procedure.

##### **Criteria for Place Naming:**

Naming of new infrastructure or renaming existing places or infrastructure will be determined by the following criteria:

Item # 1

1. Places will not be given the same or a confusingly similar name to an existing public place, facility, nature feature, building or street.
2. Places may be named after a significant geographical location, historical or cultural event, or nature or geographical feature.
3. Facilities may be names for an individual (alive or deceased) if that individual has made a significant direct financial grant to the City of Gustavus for purposes of developing that facility.
4. Public places, facilities, natural features, buildings or streets may be named for an individual, either alive or deceased (at least one year), if that individual has significantly enhanced the quality of life in Gustavus in one of the following ways:
  - a. Held a leadership role accomplishing community improvements,
  - b. Assumed an active role in serving the community's social, health, and/or safety needs,
  - c. Assumed an active role in developing and improving community aesthetics,
  - d. Assumed an active role in preserving the natural or historical heritage of the community,
  - e. Other service of historical significance to the community.

#### **NOTES TO COUNCIL:**

The Planning Committee chose to not include the philosophical discussion about how the policy and procedure was arrived at, which was included in the City Council's draft. We thought it would be better to include that verbiage in a resolution that established the special committee on place naming.

It is unstated but assumed that people can ask the city to consider naming or renaming places at any time.

It is unstated but assumed that the city council can choose whether or not to act upon a request to name a place (Say the charter fishermen can ask to rename the dock to the Nipple and Dime. Yu can decline to ask if you choose.)

The committee decided that it wasn't necessary to state that replaced facilities would carry the name of the original facility, since naming or renaming are basically the same process. If there were an original structure the new one would have a vernacular name...

Planning committee members will be available to discuss this at your work sessions at your request.

Note: there is only one or two original members involved in creating this document at this time.

08.02.10

History:  
 Internal draft:7.17.08 Planning Committee Draft  
 Final draft presented at City Council meeting:  
 Adopted via resolution:  
 Reference to City of Gustavus Municipal Code:2.40.030  
 City of Gustavus, Alaska Policies and Procedures

[Log in to add comments](#)

Item # 1



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## POLICY NAME: Naming/Renaming of Parks and/or Recreational Facilities

Policy Category: Planning/Development/Construction

<b>Date Reviewed:</b> April 23, 2007	<b>Date Adopted:</b> May 2, 2007
<b>Contact Person:</b> Bob Schulz <b>Position:</b> Marketing & Business Dev. Manager	<b>Authorized By:</b> Zari Santner <b>Position:</b> PP&R Director
<p><b>Introduction</b> The naming or renaming of parks and recreational facilities is a complex and sometimes emotionally evocative since assigning a name is a powerful and permanent identity for a public place and/or facility. The naming and renaming of parks and/or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public. The purpose of this policy, which is designed to replace an existing naming policy, is to provide guidance to those that have an interest in the naming and or renaming of the City's parks and/or recreational facilities.</p>	
<p><b>Policy Statement</b> It is the policy of Portland Parks and Recreation to reserve the name or renaming of parks and/or recreational facilities for circumstances that will best serve the interests of the city and ensure a worthy and enduring legacy for the City's park and recreation system.</p> <p>To this end Portland Parks and Recreation supports consideration of naming requests within the following broad categories.</p> <p><b>Historic Events, People, and Places</b> The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a city, its founders, other historical figures, its Native American heritage, local landmarks and prominent geographical locations, and natural and geological features through the naming of parks.</p> <p><b>Outstanding Individuals</b> The City has benefited, through its evolution, from the contributions made by many outstanding individuals. This category is designed to acknowledge the sustained contribution that has been made by such individuals to the City and the development and management of the City's park and recreation system.</p> <p><b>Major Gifts</b> Over the years, the City and Portland Parks and Recreation have benefited from the generosity of some of its residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration being given to requests from either the donor or another party to acknowledge such a gift by naming.</p>	

## Definitions

**Naming:** the permanent name assigned by City Council via an ordinance to a given park or recreational facility.

**Parks:** all traditionally designed parks, gardens, natural open spaces, and specialized parks under the stewardship of Portland Parks and Recreation.

**Recreational facilities:** major structures such as community centers, swimming pools, pavilions, tennis courts, sports fields, and fountains located within lands under the stewardship of Portland Parks and Recreation.

**Donations:** a donation of property, goods or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to "condition."

## Guiding Principles

### General Principles

In considering proposals for the naming or renaming of a park and/or recreational facility, the following general principles will be taken into account either collectively or individually.

When naming a new park and/or recreational facility, the proposed name will:

- Engender a strong positive image
- Be appropriate having regard to the parks/recreational facility's location and/or history
- Have historical, cultural or social significance for future generations
- Commemorate places, people or events that are of continued importance to the city, region, state, and/or nation
- Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the park and/or recreational facility
- Have broad public support
- Shall not result in the undue commercialization of the park and/or recreational facility if it accompanies a corporate gift

### Renaming a park and/or recreational facility

Proposals to rename parks and/or recreational facilities whether for a major gift or community request are not encouraged. Likewise, names that have become widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.

### Naming/renaming parks and/or recreational facilities for Outstanding Individuals

Naming or renaming a park and/or recreational facility for an outstanding individual is encouraged only for those who have been deceased for at least three years (this provision can be waived at Council's directive) and where that person's significance and good reputation have been accepted in the City's, State's and/or Nation's history.

In considering the naming/renaming of a park and/or recreational facility after a deceased person, priority will be given to those who made a sustained and lasting contribution to

- Portland's park and recreation system
- The City of Portland
- The State of Oregon
- The Nation

The naming of a park and/or recreational facility after people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event has lessened within the community.



***Naming/renaming for Historic Events, People, and Places***

When a park and/or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park and/or recreational facility after such events, people, and places. In considering such proposals, the relationship of the event, person or place to the park and/or recreational facility must be demonstrated through research and documentation.

***Naming for Major Donations***

From time to time, a significant donation may be made to the City that will add considerable value to the City's park and recreation system. On such occasions, recognition of this donation by naming a new park and/or recreation facility in honor of or at the request of the donor will be considered.

As a guideline, the threshold for considering the naming of a park and/or recreational facility will include one or more of the following:

- Land for the majority of the park was deeded to the city.
- Contribution of a minimum of 60% of the capital construction costs associated with developing the park/recreational facility.
- Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park/recreational facility.

Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits. Portland Parks and Recreation reserves the right to rename any park and/or recreational facility if the person for whom it is named turns out to be disreputable or subsequently acts in a disreputable way. Naming parks and/or recreational facilities with a company name is not permitted by way of City Code. Corporate logos, insignias, brands or direct advertising text shall not be used in park and/or recreational facility naming text.

***Other Considerations***

To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted; under these circumstances such names should be different to the park name to avoid user confusion.

All signs that indicate the name of a park and/or recreational facility shall comply with Portland Parks and Recreation's graphic and design standards. Specialized naming signage will not be permitted.

***Naming Text***

As Portland Parks and Recreation operates a large and diverse park system, it is important that the naming text assist in communicating the type of development and use. Therefore, the following terms will be applied as part of the naming process:

- ***"Park"*** applies to all parks that have been or will be developed primarily for recreational purposes. Such parks usually involve a high degree of landscape and recreational facility development.
- ***"Nature Park"*** applies to all parks where the primary purpose is the conservation of the natural environment. Such parks generally will have little or no development.

***Procedures & Guidelines***

These procedures and guidelines have been established to ensure that the naming or renaming of parks and/or recreational facilities is approached in a consistent manner.

***Requests for naming/renaming of parks and/or recreational facilities***

All requests for the naming or renaming of a park and/or recreational facility shall be made in writing to the Director of Portland Parks and Recreation, attention: Marketing and Business Development

**Manager.**

Requests should contain the following minimum information:

- The proposed name
- Reasons for the proposed name
- Written documentation indicating community support for the proposed name
- Description/map showing location and boundaries of the park
- If proposing to name a facility within a park, include a description/map showing the location of the facility.
- If proposing to rename a park or facility, include justification for changing an established name.
- If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the City's, State's or Nation's history.

***Assessing and approving naming/renaming requests***

Upon receipt of a naming request by Portland Parks and Recreation, the relevant neighborhood association(s) shall be advised and their comments on the proposal will be invited.

The local neighborhood association will be notified of all naming/renaming proposals. Each proposal will then be considered by a standing committee that comprises the Director of Portland Parks and Recreation or his/her representative, a staff member from the office of the Parks Commissioner, a staff member from the Oregon Historical Society, a member of the Portland Parks and Recreation Board, and the Director of the Office of Neighborhood Involvement or his/her representative. This committee shall:

- Review the proposed request for its adherence to the policies of Portland Parks and Recreation
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed
- Take into consideration the comments of the relevant neighborhood association(s)

The standing committee will then present a recommendation to the Parks Commissioner who may either accept or reject any proposal. The Parks Commissioner may also seek to refer the matter to the Parks and Recreation Board for advice and/or convene a public meeting to gain additional information prior to making a decision prior to taking the matter to Council for a final decision.

***Communicating naming/renaming decisions***

The Marketing and Business Development Manager will be responsible for communicating the Park Commissioner's decision in relation to naming/renaming requests within two weeks of such a decision.

***Appeals***

Any person whose proposal to name/rename a park and/or recreational facility is denied by the Parks Commissioner may appeal to City Council by petition through the City Auditor.

**Related Policies, Procedures & Forms**

Sponsorship Policy

**Appendix****Additional Comments**

This policy updates Portland Parks and Receptions policy on the naming or renaming of parks facilities and features that was adopted in 1996.

POL → Government → Elected Officials → Auditor Griffin-Valade → Charter, Code & Policies → City Code & Charter → Online Code & Charter → Title 17 Public Improve → **Chapter 17.93 Renaming City Streets**

## Chapter 17.93 Renaming City Streets

**Table of Contents** ([Printable Version](#))

- Note

[17.93.010 Criteria For Renaming a City Street.](#)

[17.93.020 Selection of Street to be Renamed.](#)

[17.93.030 Application Procedure and Fees.](#)

[17.93.040 Review of Application and Public Hearings.](#)

[17.93.050 Council-Initiated Action to Rename a City Street.](#)

[17.93.060 Implementation.](#)

- Note

(Added by Ordinance No. 161897, effective June 4, 1989.)

### 17.93.010 Criteria For Renaming a City Street.

A. Any individual or organization may apply to the City to rename a City street. City streets may only be renamed after a prominent person. Such prominent person must be:

1. a person who has achieved prominence as a result of his or her significant, positive contribution to the United States of America and/or the local community;

2. a real person; and

3. a person who has been deceased for at least five years.

B. Only one street renaming application shall be processed at a time, and only one street name change shall be implemented per year for a major traffic or district collector street. Additional applications shall be placed on a waiting list and processed in order of submission when this criteria can be met.

### 17.93.020 Selection of Street to be Renamed.

A. The name of the street proposed for renaming shall not be changed if the existing name is of historic significance, or the street is significant in its own right.

B. The street proposed for renaming must start and terminate entirely within City boundaries.

C. The name of any street shall be the same for its entire length. Renaming only portions of a street shall not be permitted.

### 17.93.030 Application Procedure and Fees.

(Amended by Ordinance No. 183829, effective July 1, 2010.) The applicant must conform to the following procedure in applying to rename a City street:

A. The applicant shall submit evidence to the City Engineer that the street renaming proposal is in compliance with Section 17.93.010 A. 2. and A. 3., and Section 17.93.020 B. and C. If the City Engineer determines the submittal does not comply with these sections, the applicant will be so advised and the City shall take no further action. If the submittal is in compliance with the above referenced sections, the City Engineer shall issue the application materials described in Subsection B.

B. The applicant shall obtain from the City Engineer:

1. official petition forms;
2. instructions as to fees and required procedures; and
3. the application form.

C. The applicant shall, after filing a completed City Engineer's application form and paying any applicable fees:

1. Obtain a minimum of 2500 signatures in support of the proposal from legal residents of the City at large or signatures of at least 75% of the abutting property owners along the street proposed for renaming on the petition forms supplied by the City Engineer.
2. Make a good faith effort to obtain a letter of concurrence to the proposed street renaming from the honoree's surviving spouse, children, or parents, in that order. The City Engineer shall accept registered mail receipts and copies of all letters as evidence of compliance with this provision.
3. Provide to the City Engineer supporting information including a complete biography of the proposed honoree with references of substantiation, honors received, contributions to the national and/or local

## Title 17 Public Improve

[Chapter 17.04 Definitions](#)

[Chapter 17.06 Administration of Public Works Permitting](#)

[Chapter 17.08 Local Improvement Procedure](#)

[Chapter 17.12 Assessments](#)

[Chapter 17.13 Parks and Recreation System Development Charge](#)

[Chapter 17.14 Financing Systems Development Charges](#)

[Chapter 17.15 Transportation System Development Charge](#)

[Chapter 17.16 General Provisions](#)

[Chapter 17.18 General Obligation Improvement Warrants](#)

[Chapter 17.19 Northwest Transportation Fund](#)

[Chapter 17.20 \(Repealed\)](#)

[Chapter 17.23 Special Traffic Control District](#)

[Chapter 17.24 Permits](#)

[Chapter 17.25 Sidewalk Cafes](#)

[Chapter 17.26 Sidewalk Vendors](#)

[Chapter 17.27 Structural Driveways](#)

[Chapter 17.28 Sidewalks, Curbs and Driveways](#)

[Chapter 17.30 \(Repealed\)](#)

[Chapter 17.32 Public Sewer and Drainage System](#)

[Chapter 17.33 Required Public Sewer Connection](#)

[Chapter 17.34 Sanitary Discharges](#)

[Chapter 17.35 Septage Discharge](#)

[Chapter 17.36 Sewer User Charges](#)

[Chapter 17.37 Downspout Disconnection](#)

[Chapter 17.38 Drainage and Water Quality](#)

[Chapter 17.39 Storm System Discharges](#)

[Chapter 17.40 Protection of Public Right-of-Way](#)

[Chapter 17.41 Landslide Abatement](#)

[Chapter 17.42 Property Owner Responsibility for Streets](#)

[Chapter 17.44 Street Obstructions](#)

[Chapter 17.45 Advertising on Bus Benches](#)

[Chapter 17.46 New Tracks](#)

[Chapter 17.48 Moving Buildings](#)

[Chapter 17.52 Trees](#)

Item # 1

2/27/12

## Chapter 17.93 Renaming City Streets

community, et cetera, which will be reviewed by a historian panel appointed pursuant to Section 17.93.040 A. This submission shall contain sufficient information to allow the historian panel to accurately assess the appropriateness of renaming a street after the proposed honoree.

D. The applicant shall have 180 calendar days to complete and submit the information required by Subsection C. to the City Engineer's office. If the completed application has not been submitted to the City Engineer within 180 calendar days after the application has been received by the applicant, the application shall be invalid. No time extension shall be granted. At the time of submission, the City Engineer shall check the applicant's application and accept it only if it is complete and appears to comply with the requirements of Sections 17.93.010 through 17.93.030.

1. If the City Engineer accepts the submission, the applicant shall make a fee deposit to cover the full cost of printing and mailing postcards and public notices as determined by the City Auditor. The minimum fee deposit shall be as established in the Transportation Fee Schedule if the street proposed for renaming is ten City blocks (½ mile) or less in length. If the street proposed for renaming is more than ten City blocks (½ mile), the minimum deposit shall be as established in the Transportation Fee Schedule. The Auditor shall refund any unused portion of the deposit to the applicant, or the applicant shall be required to pay for any cost of printing, mailings, and public notices in excess of the fee deposit.

### 17.93.040 Review of Application and Public Hearings.

(Amended by Ordinance Nos. 182389 and 184046, effective September 10, 2010.) Upon receipt of the applicant's packet, the City shall process the application as follows:

A. The City Engineer shall, within 14 calendar days after submission of the completed application, refer the street renaming application to a panel of three historians or persons with appropriate expertise appointed by the Commissioner in charge of the Bureau of Transportation for review and determination as to appropriateness of the proposed name and its compliance with criteria for selecting a new street name, and determination as to historic significance of the street.

B. The City Engineer shall notify all neighborhood and business associations recognized by the City which encompass or represent owners of property or businesses located on property abutting the street proposed for renaming of the proposed renaming and request that they submit in writing to the City Engineer their support or opposition to the proposed name change within 45 days.

C. The Historian Panel shall have 45 calendar days from the date of receipt to review the application and advise the City Planning and Sustainability Commission as to its recommendations. If the panel does not provide a recommendation within the 45-day period, the Planning and Sustainability Commission shall review the application with no recommendation unless the Planning and Sustainability Commission grants a time extension to the Historian Panel, which shall not exceed 14 calendar days.

D. Concurrent with the Historian Panel review under Subsection C. of this Section, the Auditor shall conduct a postcard mailing survey of each legal owner and each legal address abutting the street in question, notifying them that there will be public hearings by the Planning and Sustainability Commission and City Council regarding the proposed street renaming and requesting the occupant and owner's input within 30 calendar days, as to the proposed name change. The Auditor shall also receive and tabulate all responses to the postcard survey and forward the results to the City Planning and Sustainability Commission.

E. The City Engineer shall prepare and submit to the Planning and Sustainability Commission a budget impact statement as to the direct cost of production and installation of new street name signs and related City costs.

F. The City Planning and Sustainability Commission shall conduct a public hearing on the matter and make a recommendation to the City Council as to the best interest of the City and the area within six miles of the City limits in accordance with ORS 227.120.

G. The Auditor shall schedule a public hearing before City Council on the matter. Notice of the hearing shall be published in a newspaper of general circulation not less than once within the week prior to the week within which the hearing is to be held.

H. A public hearing shall be held before City Council on the proposed street name change.

I. The Council may approve or deny application for a street name change upon determination of the best interests of the City and the area within six miles of the City limits. If Council denies the application, it is filed with no further consideration, and the subject name and street shall not be considered again under this Policy for a period of at least two years. If Council approves the application, certified copies of the enabling Ordinance shall be filed with the County Recorder, County Assessor, and County Surveyor.

### 17.93.050 Council-Initiated Action to Rename a City Street.

The Council may rename a street in order to correct errors in street names, or to eliminate confusion. Such action may be taken if it is determined that insignificant impact will result and it is desirable for the convenience of the general public. Renaming of a street by the City under provisions of this paragraph shall not be undertaken to rename a street after a person as provided for in other sections of the Chapter. Therefore, City-initiated actions to rename a street under provisions of this paragraph shall be exempt from compliance with Sections 17.93.010 through 17.93.030 and Section 17.93.040 A. through D. Section 17.93.040 E. through I. shall continue to be applicable.

### 17.93.060 Implementation.

A. After Council approval of the name change, the Bureau of Maintenance shall install the new name signs adjacent to the existing street name sign. Both signs shall be in place for a period of five years, unless a petition is submitted to City Council from a majority of abutting property occupants requesting that the dual signage period be shortened. Both street name signs shall be maintained for the five-year period at the same level of maintenance approved for street name sign maintenance Citywide, after which time the old name shall be removed.

B. The Auditor shall also notify the following organizations and individuals of the street name change through public notice, inter-office correspondence, or other appropriate means within 30 days after approval of the enabling Ordinance:

1. The applicant.

[Chapter 17.56 Public Utilities](#)
[Chapter 17.60 Underground Wiring Districts](#)
[Chapter 17.64 Protection of City Owned Telecommunications Line and Equipment, Street Lighting and Traffic Signal Systems](#)
[Chapter 17.68 Street Lights](#)
[Chapter 17.72 \(Repealed\)](#)
[Chapter 17.76 Fuel Tanks](#)
[Chapter 17.80 Plats and Dedications](#)
[Chapter 17.82 Land Divisions](#)
[Chapter 17.84 Street Vacations](#)
[Chapter 17.88 Street Access](#)
[Chapter 17.92 Street Designation](#)
**Chapter 17.93 Renaming City Streets**
[Chapter 17.96 Surveys, Elevations and Monuments](#)
[Chapter 17.100 Remedies and Penalties](#)
[Chapter 17.102 Solid Waste & Recycling Collection](#)
[Chapter 17.103 Single-Use Plastic Checkout Bags](#)

Item # 1

2/27/12

**Chapter 17.93 Renaming City Streets**

as the applicant,

- 2. Affected City, County, State, and Federal Agencies;**
- 3. General public;**
- 4. Emergency service organizations;**
- 5. Owners and occupants of all property abutting the street being renamed; and**
- 6. United States Postal Service.**

© 2012 City of Portland, Oregon  
Privacy Policy - Accessibility

Auditor LaVonne Griffin-Valade - Services - Calendar - Publications - Charter Code & Policies - Divisions

Item # 1

**RESOLUTION NO. 1035****CITY OF SUMNER, WASHINGTON**

A **RESOLUTION** of the City of Sumner, Washington relating to parks and public facilities and creating a policy and procedure for naming/renaming City parks and facilities.

**WHEREAS**, the City Council may have occasion to name or rename City parks and other facilities; and,

**WHEREAS**, it is appropriate to establish criteria and procedures for the official naming/renaming of City parks and other facilities; **NOW THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

**Section 1.**

- A. The naming/renaming of City parks and other City facilities shall be in accordance with the procedures and criteria set forth below. Once adopted, name changes should occur on an exceptional basis only.
- B. The following criteria shall be considered:
1. Neighborhood or geographical identification;
  2. Natural or geological features;
  3. Historical or cultural significance;
  4. The articulated preference of residents of the neighborhood surrounding the public facility.
  5. Facilities may be named for living persons provided they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donation; or when the individual has made an unusually outstanding public service contribution.
- C. The following procedures shall be followed for naming/renaming of City parks and other City facilities.
1. If the City Council determines that a City park or other City facility should be named or renamed, the City shall solicit suggestions for names. All suggestions, whether solicited or independently offered, shall be acknowledged and recorded by the City. The City Council may authorize

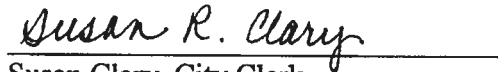
the Board of Park Commissioners to take public input and make a recommendation.

2. Following a review of recommendations, suggestions, and public comments, the City Council shall determine the name for City parks and other City facilities.
- D. The provisions of this procedure shall not apply to the application of donor recognition for such minor items as benches, trees, refuse cans, flagpoles, water fountains, or similar items.

ADOPTED this 4th day of June, 2001.

  
Barbara Skinner, Mayor

Attest:

  
Susan Clary, City Clerk

Req. #12661

## **RESOLUTION NO. 38091**

A RESOLUTION relating to community development; authorizing the adoption of the City's revised *Policy on Place Names and Name Changes*.

WHEREAS, on July 25, 1989, the City Council adopted Resolution No. 30525, establishing the City's official *Policy on Place Names and Name Changes* ("Policy"), which Policy designated the Landmarks Preservation Commission ("Commission") as the City Council designee for evaluating proposals for naming public property and for considering name changes to public property, and

WHEREAS, in fall 2008, the City Council requested that the Commission review the existing Policy regarding place names, including the review process, ways to improve public outreach, better criteria and process for considering street name change requests, and improved definitions of historical significance, and

WHEREAS, on July 22, 2009, the Commission voted to recommend the proposed changes to the City Council and made revisions to the recommendation by motion on April 14, 2010, in response to the City Council's feedback, and

WHEREAS, on March 1, 2010, and May 19, 2010, the Neighborhoods and Housing Committee considered the proposed revisions, and

WHEREAS, on June 21, 2010, this was presented to the Neighborhoods and Housing Committee, which gave it a "do pass"; Now, Therefore,



BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

That the proposed revised *Policy on Place Names and Name Changes* is adopted, said document to be substantially in the form of the proposed *Policy on Place Names and Name Changes* on file in the office of the City Clerk.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Deputy City Attorney

## **City of Tacoma Policy on Place Names and Name Changes**

### **SECTION 1: PURPOSE OF THIS POLICY**

1. In the event that the City of Tacoma wishes to confer a specific name on a municipally owned property or street, the following policy is adopted.
2. The criteria contained within this policy should also be followed in reviewing or preparing the City of Tacoma's official comments or recommendations to State, Federal, and/or intergovernmental boards taking actions regarding geographic names, naming, or renaming.

### **SECTION 2: SCOPE OF THIS POLICY**

1. This policy affects municipally owned property only.
2. The following types of municipally owned property are included within the scope of this policy (referred to hereafter as "property"):
  - a. Buildings and structures, including overpasses, bridges and viaducts
  - b. Real Property, including open spaces and parks
  - c. Rights of Way, including under certain circumstances, streets
3. The process and criteria for naming or renaming municipally owned properties described in this policy do not apply to the following types property:
  - a. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register, including property on the Tacoma, Washington State, or National Registers of Historic Places

Public art installations that have been commissioned and/or accessioned with a title that serves as the name of the piece.

### **SECTION 3: INITIAL PROCEDURES FOR CONSIDERING NAME CHANGE REQUESTS**

1. Requests for name changes to existing property may be submitted by any Tacoma resident, property owner, or City official. Such a proposal shall be made in writing to the Landmarks Preservation Commission and include:
  - a. Map illustrating the area affected by the proposal
  - b. Any existing place, street or facility names that would be affected
  - c. Any common usage names or nicknames for the area or its elements, including topographical landmarks
  - d. Representative photographs of the area
  - e. An overview of any public outreach or support received for the proposal to date, including media coverage and meetings; and
  - f. A statement of the criteria in this policy that apply to the request, and how the proposal meets these criteria.
  - g. A summary of any public outreach conducted to date, including to neighborhood associations, Neighborhood Councils, Business District Associations, and commercial property owners' groups. This may include any statements of support or endorsement received. Applicants are encouraged to seek public support prior to submitting a request for name changes.
  - h. A description of any plans for interpretive measures to be taken by

the sponsor if the naming request is approved, including signs, interpretive panels, or markers.

2. The Landmarks Preservation Commission, upon receiving such a request, shall review the proposal for completeness at its next available Commission agenda.
3. If the request is considered complete, the Commission may take action to schedule the request for a public hearing following its normal public hearing procedures.
4. If more information is required, the Commission shall defer scheduling of the request and describe to the proponent what information is needed to complete the request.
5. If no action is taken to schedule the request for a public hearing within 60 days of the first consideration of the request, it is considered denied. The Commission may also vote to deny the request.
6. If the Commission denies the application by vote or by failure to act, the Commission shall not consider the request for the period of one calendar year.
7. If the Commission denies a request, the Mayor may, for any reason, direct the Commission to reconsider its action.
8. Following its public hearing, there shall be a mandatory 30 comment period.
9. After the close of the comment period, the Commission shall review the testimony and written comments, and the criteria contained within this policy, and forward a recommendation to the appropriate City Council Committee for further consideration.

#### **SECTION 4: INITIAL PROCEDURES FOR CONSIDERING NAMING REQUESTS FOR NEW NAMES**

1. For new or unnamed City-owned properties, the City Council may make a new naming request directly to the Landmarks Preservation Commission.
2. When so directed, the Landmarks Preservation Commission shall publicly solicit ideas for naming new facilities, except where otherwise indicated in this policy.
3. Such a call for proposals shall minimally take the form of a press release, website posting, and distribution of an announcement to the Commission's mail and electronic distribution lists. The call for proposals shall state a timeline for submission and review, as well as the criteria for naming contained in this policy.
4. The purpose of the solicitation is to develop a broad array of ideas, and to encourage community participation in the naming process.
5. While an individual may directly propose to the Landmarks Preservation Commission consideration of a particular name for a property, such a request is not required to initiate the naming process for new facilities, nor is the Commission's consideration of names limited to that proposed by an individual.
6. The naming process shall be initiated as soon as practical in the development process.

#### **SECTION 5: PUBLIC HEARING REQUIRED**

1. For both renaming requests, and names for new facilities, the Commission shall hold a minimum of one public hearing to receive comments on all naming requests.

2. Notice shall be published in the newspaper as well as sent via regular mail and electronic mail to interested stakeholders no less than 14 days ahead of the scheduled hearing.
  3. Interested stakeholders include property owners and occupants within a 400' radius of the subject property, recognized neighborhood and business groups, and parties included on the Landmarks Preservation Commission's contact lists. Other groups or individuals may be contacted as well.
  4. Following the public hearing, the Commission shall keep the public record open for 30 days minimum to allow for additional comment.
  5. Following the close of the comment period, the comments received shall be compiled by the Commission and findings made relative to the proposal and the applicable criteria, and a recommendation made to the Council via the appropriate Council Committee.
- a sponsor, incorporating the Commission's recommendation.
4. Otherwise, if the Commission recommendation is modified or rejected, the Council Committee may send an alternative proposal to full Council as a sponsored resolution.
  5. In all cases, the City Council will have the prerogative of accepting or rejecting the proposal.
  6. The City Council shall approve or disapprove of any naming or renaming action by resolution.
  7. Once a name has been officially approved by the City Council, changes should be strongly discouraged.

#### **SECTION 6: RECOMMENDATION TO CITY COUNCIL**

1. Based on the findings and recommendation of the Commission, the City Council Committee, at its discretion, may accept, modify, reject or remand the recommendation of the Commission, or may recommend to the full Council that an additional public hearing should be held.
2. If the Council Committee finds that the Commission should reconsider the proposal due to errors in application of criteria or procedure, or if relevant factors were not considered, the Council Committee may remand the decision for further consideration.
3. If the Commission recommendation is accepted, a resolution will be prepared with

#### **SECTION 7: CRITERIA FOR THE CITY COUNCIL AND LANDMARKS PRESERVATION COMMISSION TO CONSIDER**

The City Council and Landmarks Preservation Commission shall use the following criteria when considering proposals to name or change the name of a public facility or building.

1. To avoid duplication, confusing similarity or inappropriateness, the Commission, in considering name changes, shall review existing building and facility names.
2. Context and geographical location. Sites and facilities should be given names that directly reflect or are contextually related to the history of the site.
  - a. Common usage names that have developed over time shall be favored. Facilities may be given official designations based on common usage by residents of an area, such as topographical features, nearby schools, or historical plat names.

- b. Names of features indicated on general usage maps for fifty years or more (National Register age criteria) should only be changed under exceptional circumstances.
- 3. Natural or Geological Features. Names may be based on distinctive, predominant and defining natural or geological features of an area.
- 4. Historical Significance. A facility may be given a name based on historical significance if it meets one of the following criteria:
  - a. The name is associated with a historically significant event or for events reflecting broad patterns of Tacoma's history
  - b. The name is associated with the lives of persons of citywide significance in Tacoma's past; or
  - c. The name reflects a distinctive architectural or engineering achievement
  - d. The name is related to an existing or proposed registered historic property or district.
- 5. Contributions. New facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the City of Tacoma, consistent with the City's relevant acceptance policies, a for purposes of developing that particular building or facility, and the naming is a stipulation of the donation.
- 6. Portions of a facility may have another name than that of the entire facility or features may be dedicated to or in honor of a person such as "Tide Pool – Cecil Brosseau" and "Owen Beach" at Point Defiance.

## **SECTION 8: SPECIAL CRITERIA CONSIDERATIONS**

- 1. Individuals. Except where otherwise indicated, facilities and public property ordinarily shall not be named for living individuals.
- 2. Streets. Official renaming of existing streets, in general, is discouraged except when:
  - a. A naming effort is part of a larger, coordinated and planned effort involving multiple streets or blocks; or
  - b. Proposals to rename existing streets for individuals may be considered for those persons that have a broad, regional or national significance that is generally recognized by Tacoma residents
- 3. Street Renaming Requirements.
  - a. Renaming of existing streets shall only occur at existing shifts in the street grid or where there are clear topographical or geographical shifts in the grid.
  - b. The City Real Property Services Division, Public Works Traffic Engineering, Community and Economic Development Buildings and Land Use Service Division, and the Law Enforcement Support Agency shall be given a copy of any street naming request prior to the scheduling of a public hearing on the matter.
  - c. A signed petition of 51% by linear frontage of the affected property owners in support of the renaming must be solicited and submitted by the proponents of the renaming prior to consideration by the City. Such a petition shall be implemented at the sole expense of the proponent(s); however, the City may provide a list of affected taxpayers of record.

4. Street Renaming Alternatives.

- a. Organizations are encouraged to consider alternatives to street renaming requests for the commemoration of individuals or organizations. For example, interpretive plaques at key locations on buildings or sites, or where appropriate, in sidewalks or other visible pedestrian areas.
- b. In some cases, an "Honorary Street" designation may be given to certain sections of existing streets to commemorate the lives of important community members. A commemorative street blade sign may be mounted below the official street name for a defined length of the street, if approved, at the expense of the applicants. "Honorary designations" of streets may be considered as requests for renaming of facilities.
- c. For "Honorary Street" designations, the City shall develop and provide a standard sign specification for approved requests.

Adopted 8-2009 Resolution #2009-08-248

**POLICY FOR NAMING PUBLIC PLACES SPECIFIC TO PARKS AND RECREATION**

The following criteria is established for proposed names of parks and/or public places.

1. Parks and recreational facilities can be named for any of the following: a deceased person, a group, the function of the park or facility, neighborhood, location or other appropriate name.
2. All Troy Parks and Recreational facilities should ultimately be named. The City Council of the City of Troy reserves unto itself the authority and responsibility of naming public places including, but not limited to, public grounds and buildings.
3. Park names are permanent and shall not be changed unless the name is deemed inappropriate or reflects poorly on the image of the City.
4. Parks shall carry the name of the original property owner, if such was specified in the deed or purchase agreement.
5. Parks shall not be referred to as "Memorial" in that such term generally becomes the common name and therefore would detract from the intent of naming the park after the individual being honored.
6. Naming a park after a group or organization may be considered if that group contributes 60% or more of the cost of development of that park and demonstrates significant dedication and/or contributes to the improvement, advancement and furtherance of the facility and/or the Troy community.
7. Parks may be named for the neighborhood, abutting streets, schools or other well-known landmark.
8. Names featuring, representing, or including alcohol or tobacco products, or other places or products deemed unsuitable shall be rejected.

Adopted 8-2009 Resolution #2009-08-248

**Procedure For Naming Parks**

The City of Troy will publicly post a request for Troy citizens to name parks and recreational facilities as the need arises. This public request for names should reach as many Troy citizens as possible and be made through multiple forms of communication. A special effort should be made to notify those neighborhoods or citizens that would most likely use the park or facility.

Names will be submitted to the Parks and Recreation department and submissions will be accepted for a minimum of sixty (60) days.

**Persons or groups recommending a park name shall follow this procedure:**

1. Submit a letter outlining the request and reasons for the name.
  - a. If the name proposed is for an individual, any or all of the following should be submitted: a biographical sketch, proof of significant contribution to Parks and Recreation or the Troy community, photo journal of family, projects, community contributions, awards, media articles, testimonial letters, etc. Parks may be named after a person (and only after death) when such person has made an outstanding, generally recognized contribution to the community.
  - b. Organizations/Groups recommending a park name must submit excerpts of organization's minutes approving the request and an assurance that they would pay at least 60% of the park development costs. Communications suggesting an organizational name must be accompanied by background information on the organization, its affiliation with the community, its contributions to the community and evidence of same including its charter, and any other appropriate information.
  - c. Proposed names for the neighborhood, landmark, streets, school, etc. should be submitted in writing by any resident with reasons the name is appropriate.

**The City Council shall follow the procedure below:**

1. Upon receipt of a request and accompanying background information the City Council will cause same to be on display and available for public inspection at public places selected by the city council for not less than 60 days during which time the public will be given the opportunity to submit written comments regarding the proposed name.
  - a. During its consideration, the City Council shall refer the request, all supporting material and public comments to the Parks and Recreation Advisory Board.



Adopted 8-2009 Resolution #2009-08-248

2. A public hearing shall be held by the Parks and Recreation Advisory Board prior to any recommendation. The Parks and Recreation Advisory Board will review proposed names and public comments, and recommend a name to the City Council, together with reasons for the recommendation.
3. After expiration of the 60 day period for public review and comment, the City Council will reserve an additional 30 days for public review of comments received after which time the matter will be available for consideration by the City Council.
4. The City Council may approve the name or, at its discretion, postpone a final decision.
5. All records, documents, photographs and papers emanating from this process shall be forever retained in the records of the City of Troy and its archives.

Naming Park Amenities

A facility, amenity or section of a park within an existing park may be named after an individual, group or organization, if the purchase and installation of the facility, amenity or equipment proposed for the section of the park is fully funded. Any request of this type shall be submitted to the Parks and Recreation Advisory Board. The board will determine if the proposed facility conforms to or meets the intentions of the master park plan as defined by the Parks and Recreation department.

Where an amenity is named after a living person, that person must remain a citizen in good standing for the name to remain.

The names will be reviewed by the Parks and Recreation Advisory Board after five years. Should the effort and contribution of the group and the conditions of the amenity be satisfactory, the name will be renewed.

Any amenity/facility donated by a group, organization or individual may have a recognition sign, funded by the group/organization. All signs must conform to the City of Troy's sign ordinance. City management will approve signage location, size and type, etc.

Revised 5-2009

PP 30025d

## Property Naming

CITY OF YELM  
ORDINANCE NO. 786

AN ORDINANCE of the City of Yelm implementing a Community Memorial/Recognition Program.

WHEREAS, Yelm's elected officials have expressed a desire to honor individuals with dedications and or naming of certain public facilities, and

WHEREAS, there is a need to establish criteria and a process for selection of names for certain public facilities,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YELM, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Selection of name – Criteria. It is the policy of the city to choose names for public parks, public facilities and/or streets based upon the site's relationship to the following criteria:

- A. Neighborhood, geographic or common usage identification;
- B. A historical figure, place, event or other instance of historical or cultural significance;
- C. Natural or geological features;
- D. An individual (living or deceased) who has made a significant land and/or monetary contribution to the community or who has had the contribution made "in memoriam" and when the name has been stipulated as a condition of the donation; or
- E. An individual who has contributed outstanding civic service to the city.

Section 2. Designation of name by city council. The city council shall designate the names of public parks, public facilities and/or streets. The city council may choose to make its selection after receiving a written recommendation from any one of the city's advisory boards, or a specially appointed committee, based upon public input from individuals and organizations. Such written recommendation shall state how the proposed name(s) meet(s) the criteria in Section 1. If a contest or competition is to be held to determine the name of a public park, public facility and/or street, the advisory board/committee shall establish guidelines and rules for the contest. No city funds shall be used for any contest prizes.

Section 3. Naming of interior features. The interior features of a public park or public facility may be named separately from the main park or facility; and should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this section.

SEP 12 2000 Item # 1

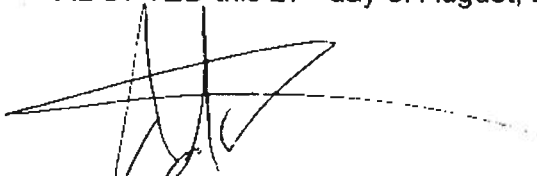
**Section 4. Renaming procedure.** A name once selected for a public park, public facility and/or street should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this section.

**Section 5. Signing.** Following selection of a public park, public facility and/or street name by the city council, the public works department will identify the specific park, facility or street by appropriate signing specifying the name.

**Section 6. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provisions to other persons or circumstances is not affected.

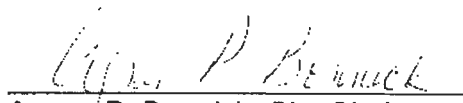
**Section 7. Effective Date.** This Ordinance shall take effect five days after its passage, approval and publication.

ADOPTED this 27<sup>th</sup> day of August, 2003.



\_\_\_\_\_  
Adam Rivas, Mayor

AUTHENTICATED:



\_\_\_\_\_  
Agnes P. Bennick, City Clerk

Passed and Approved: August 27, 2003  
Published: Nisqually Valley News: September 5, 2003  
Effective Date: September 10, 2003



**Municipal Research and Services Center of Washington**  
**Working Together for Excellence in Local Government**

Updated 09/2012

## **Policies Naming Public Facilities and Streets**

### **Contents**

- [Introduction](#)
- [Naming of Public Facilities - General Policies](#)
- [Naming of Parks and Recreation Facilities](#)
- [Street Naming and Numbering Policies](#)
  - [Regulations](#)
  - [Policies](#)
  - [Honorary Street Names](#)
- [Additional References](#)
- Related MRSC Page
  - [Corporate Sponsorship and Naming Rights](#)

### **Introduction**

---

This page provides examples of naming policies for public facilities and streets. Some street naming policies also include addressing systems and requirements to display addresses. Having a naming policy based on a set of criteria can prevent conflict. It can provide a historical context for future generations in your community, especially if the name was intended as a tribute to someone from the community's past. In the case of street names, some jurisdictions provide honorary street names, but retain the official street name. A few honorary street naming policies are provided from outside Washington. If your Washington municipality has a honorary street naming policy, MRSC would appreciate receiving a copy.

### **Naming of Public Facilities - General Policies**

---

- Sumner [Resolution No. 1035](#) - Naming parks and other facilities, passed 06/2001
- Tacoma [Resolution No. 38091](#) (📄) - Adopts revised official Policy on Place Names and Name Changes, passed 08/2010 - Includes section on street naming alternatives for the commemoration of individuals or organizations
- Yelm [Ordinance No. 786](#) (📄) - Implements a Community Memorial Recognition Program for public parks, public facilities, and streets, passed 08/27/2003

### **Naming of Parks and Recreation Facilities**

---

- Bothell [Resolution No. 1258](#) (📄) - Establishes policies and procedures for the naming of public parks and parks and recreation facilities, passed 07/27/2010
- Edmonds
  - Edmonds [Park Naming Policy](#) (📄), adopted 03/2009
  - Edmonds [Park Naming Contest](#) (📄), 11/2009
- Lynnwood Public Parks & Park and Recreation Facilities Guidelines for Naming, adopted 02/05/2002
- Olympia Municipal Code [Ch. 12.62](#) - Naming Public Parks and Facilities
- Seattle Municipal Code [Ch. 18.08](#) - Park Naming Procedures - Includes parks and park related facilities
  - [Seattle Park Department Policy and Procedure No. 060-P 1.41](#) (📄)

Item # 1

- Spokane Parks and Recreation [Policy and Procedure, ADM 1400-11-07](#), Sponsorships, Donations, Naming Recognition or Parks and Recreation Areas or Facilities, 07/14/2011
- Snohomish County [Ordinance No. 09-109](#) (PDF) - Establishes procedures for naming county parks and recreation facilities, passed 10/28/2009
- Snoqualmie Municipal Code [Sec. 12.12.035](#) - Naming of parks, public open spaces, sensitive areas, and park facilities and features

## Street Naming and Numbering Policies

---

### Regulations

- International Fire Code, 2009 Edition, excerpt from Section 505 Premises Identification
 

**Sec. 505.1 Address Identification.** New and existing buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

**Sec. 505.2 Street or road signs.** Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs.
- [Manual of Uniform Traffic Control Devices](#), Washington State Department of Transportation - Provides link to MUTCD and WAC amendments. The manual contains regulations for the placement of street name signs and memorials. Two examples appear below from the 2009 edition.
  - [Chapter 2d. Guide Signs - Conventional Roads](#) (PDF) - See Sec. 2D.43 Street Name Signs (D3-1 or D3-1a)
  - [Chapter 2M. Recreational and Cultural Interest Area Signs](#) - See Sec. 2M.10 Memorial or Dedication Signing

### Policies

- Bainbridge Island Municipal Code [Ch. 12.16](#) - Street and House Numbering - Requires display of address
- Bellingham [Street Name Application](#) (PDF)
- Des Moines Municipal Code [Ch. 14.48](#) - Street Names and Building Addresses
- Lacey Municipal Code [Ch. 12.04](#) - Uniform Street Naming and House Numbering - Requires display of address
- Lacey Municipal Code [Ch. 12.05](#) - Street Name Adoption
- King County Department of Development and Environmental Services, Information Bulletin 11, [Street Addresses and Road Names](#) (PDF) - Requires display of address
- Ocean Shores Municipal Code [Ch. 12.16](#) - Street Names and House and Building Numbers - Requires display of address
- Richland Municipal Code [Ch. 12.01](#) - Addressing and Street Naming - See Sec. 12.01.080 - Street Naming Policy
- SeaTac Municipal Code [Ch. 11.40](#) - Designation of Street Names and Numbers - See Sec. 11.40.070 - Council designation or redesignation of streets
- Walla Walla Municipal Code [Ch. 12.64.030](#) - Street Name Review
- Woodinville Municipal Code [Ch. 12.15](#) - Procedure for Assigning Names and Numbers to City Streets - See Sec. 12.15.060 - Council Redesignation of Streets
- Jefferson County
  - [Instructions for Petitions to Name or Change the Name of a Road in Jefferson County](#) (PDF)
  - [Petition to Change the Name of a Road in Jefferson County](#) (PDF)
- Spokane
  - Municipal Code [Ch.17D.050](#) - Roadway Naming - See Sec. 17D.050.070 - Decision Criteria

Item # 1

### Roadway Name Change

- Spokane Planning Department [Street Name Change Application Form](#) (📄)
- Whatcom County Code [Ch. 12.60](#) - Road Naming System - See Sec. 12.60.060 - Criteria for Road Name Selection

## Honorary Street Names

Honorary street names allow citizens the opportunity to honor people who have made significant contributions to the community. MRSC has many samples of street naming policies, but none contain policies for honorary street naming. Below are a few suggestions from policies found outside Washington.

- Denver, CO Department of Public Works [Entrance Requirements for Honorary & Official Street Renaming](#) - Summarizes the key issues related to renaming a street, whether a Honorary or Official Street Renaming.
- Evanston, IL [Honorary Street Name Sign Program](#) - Honorary street name signs are displayed for a period of ten-years and the portion of a street so designated is one block long. The program is administered by the Citizen's Advisory Committee on Public Place Names through the Department of Parks, Recreation and Community Services.
- Peoria, IL [Honorary Street Signs](#) - Program is administered by the Public Works Department. Street names are displayed for a one year period. The sign will then be turned over to the respected party. Street designations will be determined on a case by case basis. The portion of a street so designated is one block long.
- Tulsa OK, Public Works/Traffic Operations [Honorary Street Name Sign Policy](#)

## Additional References

---

- [Name that Street!](#) (📄), by Lynne De Merritt, Heads Up, p.8 of *Municipal Research News*, Fall 2012
- [Street Names - Where Policy and History Meet](#), by Lynn K. Nordby, *MRSC In Focus*, July 2010
- *Street-Naming and Property-Numbering Systems*, by Margaret A. Corwin, American Planning Association, *Planning Advisory Service Report 332*, 1978 - [APA Publisher Description](#) (Available through [MRSC Library Loan](#)) - Dated, but still of use
- *Uniform House Numbering, Basic Grid System, Street Names and Signs*, BGRS *Information Bulletin* No. 250, 1963 (Available through [MRSC Library Loan](#)) - Dated, but parts still useful