

RECREATION AND PARK COMMISSION

**POLICY ON NAMING AND/OR CHANGING
THE DESIGNATION OF FACILITIES**

**RESOLUTION NO. 12470
Adopted May 14, 1981**

Amended August 18, 1988 by Resolution No. 15147; Amended January 17, 1991 by Resolution No. 15904; Amended June 17, 1993, by Resolution No. 16671; Amended January 20, 1994 by Resolution No. 16822.

RESOLVED, that this Commission does hereby approve a policy for the naming and/or changing the designation of facilities; and

FURTHER RESOLVED, The policy reads as follows:

From time to time the Recreation and Park Commission has the opportunity to name a new facility or is requested to change the name of a previously designated park, playground, building or other unit under the Commission's jurisdiction.

In order to formalize the Commission's consideration of these requests, and to provide better guidelines for the public, the Commission does hereby adopt the following policy guidelines for the naming of facilities:

- ① It shall be the policy of the Commission not to change the name of any existing recreation and park facility, particularly one whose name has City or National significance, unless there are the most extraordinary circumstances of City or National interest and no other new facility can so be designated.

The existing place names shall be deemed to have historic significance. The Commission will modify existing park names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the park, and whose distinctions are as yet unrecognized. Except in an extraordinary case of overwhelming City-wide civic importance, the person so honored shall have been deceased for a minimum of two years.

- ② The Commission will name a new park, playground, baseball diamond, path, tennis court, flower bed, or miscellaneous facility to recognize:
 - a. A deceased person who has made significant contributions to the City and/or the Recreation and Park Department and has not been previously honored in a meaningful way by the City.
 - b. Living people for whom an area has some particular significance to the park or park system and where there is broad community support for such a designation.
 - c. Ethnic or other national or community groups not yet honored in some fashion when there are organizations and individuals prepared to contribute to the maintenance of the designated facility or provide money for its upkeep.
- ③ Individuals who have contributed significantly to Recreation and Park Department programs may be appropriately recognized. Priority should be given to having an appropriate activity (such as a marathon, a unique athletic event, or a cultural presentation) named in honor of the individual. However, the Commission may decide, at its own initiative or as a result of a petition by the public, to name a subsection of a facility in honor or memory of an individual. In unique circumstances where no other method of honoring an individual is deemed appropriate, a garden, room, ball diamond or tennis court may be dedicated to commemorate and/or honor an individual for a ten (10) year period. After the ten (10) year period has ended, the subsection of the facility would be eligible to be renamed under these same terms and conditions. In the event of a name change the prior honoree's name will be entered on the facility's "Wall of Fame" described hereinafter. Such gardens,

rooms, ball diamonds, tennis courts, etc. shall be so designated only if there is no other appropriate way to honor the individual.

Each facility with a building would more appropriately contain a "Wall of Fame" indicating the important contributions that individual or groups have made to that particular facility. In parks where no indoor facility would lend itself to a "Wall of Fame," materials should be submitted to be contained in historic files of McLaren Lodge. Where appropriate, duplicate information shall be made available to the appropriate neighborhood library.

- ④ When an individual or a group is proposed for recognition by naming a facility, sufficient information shall be presented to justify the action of the Commission. Biographical information, press clippings, letters from individuals providing background to connect the person with the facility shall be submitted for review by the Department staff. No proposal shall be submitted to the Commission for review until adequate information has been received.

Parties interested shall submit a letter of proposal. It shall contain a detailed summary of the service or support that the honoree has contributed to the city or community as it relates to the service of the facility. The summary shall include: length of service or direct support and dates thereof; nature of service or support; factual data or impact or support and a petition supporting the naming of the facility after the particular individual. The petition shall contain enough signatures to indicate substantial support for the proposal and a good cross-section of the community involved, including recognized community leaders.

- ⑤ It shall be the policy of the Commission generally to discourage plaques commemorating donations, including tree memorials, horticultural collections or plant materials.
- ⑥ Where appropriate to the facility, the Commission encourages the donation of memorial benches.
- ⑦ It is the policy of the Commission to designate mini-parks on a geographic base to better assist in identifying location. Designation shall include the nearest cross street.
- ⑧ At those facilities having recreation buildings, the Commission from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the Commission is to retain the historic name of the facility.
- ⑨ In those cases where a memorial will add to the ongoing maintenance costs of the Department, a suitably sized endowment must be received by the Department to offset the increased maintenance costs.
- ⑩ For other than naming a new facility, it is the policy of the Commission to take no action until six months from the time the suggested name change is accepted or rejected by the Parks and Planning Committee. The suggested name change will be calendared for informational purposes only at the subsequent Commission meeting. After six months has lapsed, the name change will be finally calendared for approval and/or denial by the Recreation and Park Commission.