

Shawn Pfaff, Mayor
Introduced by

Drafted by
Park Department

Park Commission
Referred to

November 26, 2013
Date

RESOLUTION R-101-13

POLICY FOR NAMING PUBLIC PARK AND OPEN SPACE LAND

WHEREAS, the Park Commission wishes to establish standard procedures and guidelines for the naming of Public Park and open space land owned and/or operated by the City of Fitchburg; and

WHEREAS, this policy will provide name identification for individual parks, park areas or park facilities, along with criteria for citizen input into the process of naming parks, park areas, open space, or park facilities; and

WHEREAS, the Parks Commission shall be responsible for recommending to the Common Council the naming or change in name for all assigned public Park areas in the City of Fitchburg; and

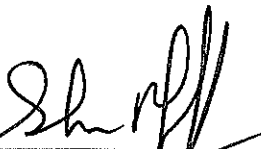
WHEREAS, names submitted for consideration should provide some form of individual identity in relation to geographical location of the facility, outstanding feature of the facility, adjoining subdivision, street, school, natural feature, or in honor of a person or group or to show gratitude to an individual; and

WHEREAS, this policy allows for a 60 day public comment period on suggested names for public space and open land after a City of Fitchburg Public Notice;

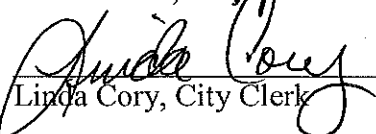
NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Fitchburg Common Council approves the Policy for Naming Public Park and Open Space Land attached.

Adopted this 10th day of December, 2013.

Approved:



Shawn Pfaff, Mayor



Linda Cory, City Clerk



POLICY FOR NAMING PUBLIC PARK AND OPEN SPACE LAND

PURPOSE

The purpose of the policy is to establish standard procedures and guidelines for the naming of Public Park and open space land owned and/or operated by the City of Fitchburg.

OBJECTIVES

- A. Provide name identification for individual parks, park areas or park facilities.
- B. Provide criteria for citizen input into the process of naming parks, park areas, open space, or park facilities.
- C. Insure that the naming of parks, park areas, open space, or park facilities is approved by the Common Council after receiving recommendations from the Park Commission.

AUTHORIZATION

The Parks Commission shall be responsible for recommending to the Common Council the naming or change in name for all assigned public Park and Recreation areas in the City of Fitchburg. However, notwithstanding this provision, the Common Council shall not be precluded from naming a Park or Facility.

SELECTION CRITERIA

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. The outstanding feature of the facility.
- C. A commonly recognized historical event, group, organization or individual (living or deceased).
- D. An adjoining subdivision, street, school, or natural feature.
- E. To honor a person or group:
 1. When a major donation, offer has been made to the City for a park wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for park and recreational purposes, the Park Commission shall have the prerogative of accepting or rejecting such an offer with final approval by the Common Council.
 2. An organization, business, or group for whom a park is to be named should meet the following criteria:
 - a) It should not be political or religious in nature unless it has had a unique and important place in the area's history.
 - b) It should be a local organization, business, or group, unless if a nonlocal group, it has performed some outstanding service for the area.

F. To show gratitude to an individual:

1. When it seems appropriate to name a park in honor of a person, it should be one who has made a major contribution to the community and/or has been instrumental in acquiring the area, and will be subject to the discretion of the Park Commission with final approval by the Common Council.
2. The person shall be one or more of the following:
 - a) An individual who has performed an outstanding service for the community (preferably in the area of parks and recreation).
 - b) A local citizen who has become nationally famous for his or her contributions and/or accomplishments.
 - c) A historical figure reflecting the area's history.

Naming Process – Existing Un-named Facilities

- A. Working in cooperation with the Parks Department, individuals, groups and organizations interested in proposing a name for an existing un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks, Recreation & Forestry for consideration by the Park Commission.
- B. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- C. The Park Commission will seek input on a name request at their regular monthly meetings and will allow 60 days following their meeting for public comment.
- D. A notice of naming a facility will be published in the City Newsletter to offer a chance for citizen comment.
- E. The Park Commission will act on each request made and will make a recommendation to the Common Council for action on the request following the 60 days for public comment.

Naming Process – New Facilities

- A. A temporary name will be designated by PRF staff for identification during acquisition and/or development of the park area or facility.
- B. Working in cooperation with the PRF Department, individuals, groups or organizations interested in proposing a name for a new, un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks, Recreation & Forestry for consideration by the PRF Commission.
- C. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- D. A Public Notice of naming a facility will be published by the City of Fitchburg in the City Newsletter to offer a chance for, and request, citizen comments.

- E. The Park Commission will act on each request made and will make a recommendation to the Common Council for action on the request following 60 days for public comment.

This policy will still allow naming of the park contests to be held through various means that have prior approval of the Park Commission.

The renaming of parks and facilities will be strongly discouraged. Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park, but must also be accompanied by a petition from the park or facility users as well as the residents surrounding the area.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for re-naming. Parks that have been named by deed restriction shall not be considered for re-naming.
- B. Parks and facilities named after individuals shall never be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

POLICY REVIEW

This policy shall be reviewed periodically, at the direction of the Park Commission or Common Council, and, if necessary, revised to provide for a more practical, up-to-date, and responsible guideline for the selection of appropriate Public Park names in Fitchburg.