

<b>CITY OF MENIFEE</b> City Council Policy	Policy Number: <b>CC-17</b>  Approving Authority: <b>City Council</b>
<b>Subject</b> <b>Park and Recreation Facility Naming Policy</b>	Effective Date: 12/6/2017 Last Modified: 5/1/2019
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**1. PURPOSE**

To provide a formal naming policy for City-owned parks and recreation facilities that will ensure the culture and history of Menifee, function, geographical location, and historic significance or geologic features of the park and recreation facility are considered.

**2. SCOPE / BACKGROUND**

As the City continues to grow and new parks and recreation facilities come on board the City will need a formal and consistent method for naming its parks and recreation facilities.

**3. POLICY**

In determining the names to be given to City-owned parks and recreation facilities, the City Council may receive recommendations from the public and related advisory body such as the Parks, Recreation and Trails Commission.

**4. PROCEDURE**

This policy establishes formal guidelines and procedures for considering naming requests by the public for City-owned parks and recreation facilities or portions thereof.

**5. GUIDELINES**

In naming City-owned parks and recreation facilities, the City Council and the Parks, Recreation and Trails Commission shall consider the following criteria:

- A. Each park and community center building will be designated a name. Naming of specific areas within a park (garden, ballfield, etc.) should be kept at a minimum to avoid confusion.
- B. The proposed policy will give priority to naming parks and recreation facilities, or portions thereof, based on geographical location, residency in the City, historic significance or geologic features.
- C. Naming a park or recreation facility after a person should only be considered if and when an individual has made a significant financial contribution toward the

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acquisition and/or development of the park or facility, the individual has been an outstanding long-time community leader who has supported open space and recreational activities, or the individual has a historical significance at the location of the park or recreation facility.

- D. Naming a park or recreation facility after an elected or appointed official or public employee shall be considered if the person has been deceased for five (5) or more years or after a minimum of eight (8) years from the time they left all public service or elected or appointed offices.
- E. Park or recreation facility names should not be considered controversial by the community and will be supported by a recommended and preferred 4/5 Council vote.
- F. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.
- G. Renaming:

The intent of naming is for permanent recognition. The renaming of parks and recreation facilities should be strongly discouraged. Efforts to change a name should be subject to the most thorough examination to prevent the diminishing of the original justification for the name or discount the value of the prior contributors. Renaming after an individual shall meet the same criteria as naming a park and facility and applicant shall provide thorough justification for renaming park or facility, pay an application fee and bear 50% cost of renaming of the park or facility, including any cost of physically replacing signs/structures and City staff time.

**6. ROLES AND RESPONSIBILITIES****A. Requestor:**

- i. Completes a Parks/Recreation Facility Naming Request Application with a minimum two hundred (200) word justification summary and submits to Community Services Department with application fee.
- ii. Those submitting a naming request application should show how the proposed name is consistent with the City's policy.

**B. Community Services Department:**

- i. Responsible for communication of this policy to the public.
- ii. Receives naming request from the public and reviews proposal for adherence to City Policy.
- iii. Evaluates request for naming/renaming to ensure that applicant has provided sufficient documentation/evidence that all criteria has been met.
- iv. Determines the potential cost of renaming the park/facility including replacing

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signs/structures and approximate cost of staff time to complete request. Cost is communicated to the applicant and applicant must agree to cover 50% of costs before application can continue to be considered.

- v. Forwards suggested names to the Parks, Recreation and Trails Commission for consideration at the next regularly scheduled meeting.

C. Parks, Recreation & Trails Commission:

- i. Receives proposed names for parks or recreation facilities and any additional input from the community during a meeting.
- ii. Selects name for the new park or recreation facility and recommends to City Council for consideration.
- iii. In the absence of any naming requests, the Parks, Recreation and Trails Commission shall consider names that adhere to the City's Policy and forward their recommendation to the City Council.

D. Community Services Department:

- i. Posts for public hearing at least ten (10) days prior to City Council meeting.
- ii. Mails public hearing notice mailings with the next City Council meeting information to property owners within 300' of the proposed naming/renaming area.

E. City Council:

- i. Approves/Denies the recommendation from the Parks, Recreation and Trails Commission.

F. Community Services Department:

- i. Coordinates installation of signs or plaques for the park or recreation facility with the developer if park is part of a new residential development, or handles installation of signs/plaques in-house.

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## Revision History

Revision No.	Date Approved	Approved By:	Comments
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1	5/1/2019	City Council	

  
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Bill Zimmerman, Mayor