Shoreline City Clerk Receiving Number 3968

PP-02-001

City of Shoreline		POLICY & PROCEDURE	
Subject: Parks and Facility Naming Policy		**Department: Parks, Recreation and Cultural Services** **Number:** 01-02	
Effective Date February 11, 2002	**Supersedes** Not applicable		**Approved By: City Council** 2/11/02

1.0 PURPOSE:

The purpose of this policy is to outline the procedures and criteria for the official naming of parks and recreation facilities.

2.0 POLICY:

It is the policy of the City of Shoreline for designation of names for park and recreation facilities to be in accordance with the following criteria:

a. The naming of parks and facilities should be approached with caution, patience, and deliberation.

b. A name, once adopted, should be permanent, and changes should be strongly resisted.

c. Existing facility names shall be reviewed in order to avoid duplication, confusing similarity and/or inappropriateness.

d. A prospective park or major facility name should be one likely to be widely accepted and used by the public.

e. Whenever possible, a facility shall be named prior to construction of the improvement. Timing is important in naming facilities, since temporary designations tend to be retained. In the development of facilities, a number designation shall be used until formal naming of the facility is complete.

f. A park's interior features and/or facilities may have names other than that of the entire park.

g. If a park or sub-element of a park is named after an individual, family or organization, the final recommendation shall include a narrative describing or quantifying in some detail, the contribution. The qualifying achievement should be the result of extraordinary dedication, significant donation or contribution to the City parks and recreation system, over and above the satisfactory performance of normal duties.

h. There should be a lapse of at least six months between the receipt of the name proposal and the final recommendation for its adoption.

i. In cases where the person is deceased, the person shall have been deceased for a minimum of two years.

j. Elected/appointed City of Shoreline officials and currently employed City staff shall not be eligible for consideration until they are no longer in office or have retired from city service.

k. Length of service, in and of itself, does not meet these criteria.

l. Names may reflect:

1. Neighborhood or geographical identification

2. Community name or widely accepted name,(e.g., North City Park, Richmond Beach Saltwater Park, Innis Arden Reserve, Meridian Park, Ballinger Open Space)

3. Natural or geological feature (e.g., Boeing Creek Park, Twin Ponds Park)

4. Historical or cultural significance

5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to the parks and recreation system justifying a permanent memorial.

3.0 PROCEDURES:

a. Suggestions for names for any park, or public facility may be solicited from individuals and/or organizations. All suggestions, solicited or not, shall be recorded and forwarded to the Parks, Recreation and Cultural Services Advisory Committee for review and consideration.

b. Staff may review suggestions for names and make a recommendation(s) to the Parks, Recreation and Cultural Services Advisory Committee for consideration.

c. The Parks, Recreation and Cultural Services Advisory Committee after review of public and staff input shall make a recommendation to the City Council for consideration.

d. Following adoption of the facility name by the City Council, the Parks, Recreation and Cultural Services Department shall develop facility signage using the name.