

# **WORKING DRAFT**

## **GUIDE TO NAMING PUBLIC FACILITIES AND PARKS**

This guide is intended to create a consistent method where public parks, recreational facilities or public buildings can be named. This guide recognizes that the Village Board has given the responsibility to the Community Life, Infrastructure and Public Property Committee to propose a name(s) to the Village Board. It is understood that the Village Board has the final approval concerning any recommendation for the name of any park, recreational facility or public building.

### **DEFINITIONS:**

*Amenities:* Smaller furnishing or facilities in a park or public setting such as benches, drinking fountains, gazebos, tables, picnic areas, etc.

*Donation:* A gift of property, goods, cash or in-kind service that has no expectation of return. If the gift is contingent upon a special request it is made subject to approval based on that “condition” for receiving the gift.

*Major Feature:* Sports fields, tennis courts, playgrounds, shelters, fountains, artwork, public building or facility or other physical attraction or natural attraction with distinctive features.

*Naming Request:* A proposal from an individual or entity to name any of the amenities, parks or major features of the Village.

*Park:* Traditionally designed or existing parks, gardens or other natural open spaces that the Village maintains.

### **CRITERIA**

The purpose of naming a facility or park should be reserved for those names that ensure a worthy and enduring legacy for the Village and the facility being named.

### **IDEAS:**

The Committee will work to select names that are purposeful, suitable, symbolic, uncontroversial and comply with this guide.

If possible, name shall be adopted before dedication of a facility or before development begins of a new facility. (Cottage Grove, Marshfield)

Historic Events/People

Outstanding Individual – *most policies speak of after the individual’s death to “ensure the person’s significance and good reputation have been accepted.” They also speak to a person who has been part of the development, made contribution to or other – war veteran, Indian tribe, etc.*

**OR? WRITE YOUR IDEAS FOR OTHER CRITERIA HERE:**

### **TYPES OF DONATIONS**

#### **IDEAS:**

#### **A Major Donation is:**

Donation of land for park or facility is deeded to the Village.

Contribution of a minimum of 50% (?) of the capital construction costs associated with the development of the park and/or facility.

Establishment of an ongoing endowment for the continued maintenance and/or programming of the facility.

***OR? WRITE IN YOUR IDEAS HERE FOR WHAT YOU WOULD CONSIDER A MAJOR DONATION TO BE:***

**A Minor Donation is:**

Donation of smaller furnishings such as benches, tables, drinking fountains, picnic areas.

Contribution of a plaque to place on the donation.

Willingness to provide for future maintenance, not necessary for donation.

**OR? WRITE IN YOUR IDEAS HERE FOR WHAT YOU WOULD CONSIDER A MINOR DONATION TO BE: DOES IT NEED TO BE A FORMAL PROCESS FOR SMALL DONATIONS LIKE A BENCH OR CAN THAT BE APPROVED BY THE COMMITTEE?**

**NAMING OR RENAMING REQUESTS – MAJOR DONATIONS:**

- 1.) All requests for naming shall be submitting in writing to the Village Administrator to take to the Committee for consideration.
- 2.) The request shall include the following minimum information:
  - a.) A map or description showing the location and boundaries, if applicable, of the park or facility.
  - b.) The justification for wanting to name the facility or park.
  - c.) The proposed name and why this name would be suited for this facility or park.

**CONSIDERATIONS FOR THE COMMITTEE:**

- 1.) Is there support within the community to rename or name this facility or park?
- 2.) Is this name following the criteria set forth in the guide?

## **PUBLIC INFORMATION**

The Committee shall hold a public informational meeting to consider any naming or renaming request. A Class I Public Hearing notice shall be used to post the meeting along with the normal methods used by the Clerk. The meeting will be held to solicit input from the citizens regarding the request to rename or name a facility or park.

After the public information meeting the Committee shall consider the name as requested and provide a recommendation to the Village Board. The Village Board who, in its sole discretion, shall consider and take final action on any recommendation as brought forward by the Committee.

**ANY OTHER IDEAS OR COMMENTS?**