

PARK/FACILITY NAMING POLICY

~~Amended~~DRAFT V32. Original policy adopted by City Council: February 13, 2023

Purpose: The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the City of Madison Heights. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming city parks, recreational areas and facilities lies with the City Council.

The City Council will rely on input, and recommendations made by ~~a City Board~~the Historical Commission, City Staff, and City Councilmembers for the naming city parks, recreational areas, fields, and facilities.

Policy Objectives:

- Assure the quality of the title/name, so that it will serve the purpose of the city in a permanent manner.
- ~~Encourage public participation, careful review, and input in order to fully represent the best interest of the area affected.~~
- Inspire historical awareness of the people, and actions taken, that moved our city forward - while providing recognition to those who made incredible contributions to our city.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

Criteria for areas that Qualify for Naming Parks, Facilities, and Amenities:

A. Nominee criteria (one or more of the following):

- An elected official who has contributed extraordinary service of no less than ten years to the betterment of the City. While volunteers, city staff, and elected officials with less than 10 years of service don't qualify here, they will still be considered for a separate recognition program that the Historical Commission is developing.
- ~~An outstanding feature of the area. (example: park, building, green space, pavilion)~~
- ~~Commonly recognized subjects of historical significance such as: events, group, event, group, culture or place.~~
- A person or group who significantly contributed to the acquisition or development of the park/facility.
- ~~A person, deceased who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.~~
- ~~A person, living that has contributed extraordinary service or no less than ten years to the services of the City.~~
- Naming may also be considered based on the Provision of significant funding (more than 50% total project cost) that underwrites the cost of renovation or construction of city property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable city projects such as parks, buildings or property acquisition to occur. This may include monetary gifts and/or grants that

leverage federal, state and local funding for such projects or complete donation of land. In the event that a significant amount of money is donated, the character of the deceased will be investigated as appropriate.

- Parks and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council.

B. Naming Criteria:

- An outstanding feature of the area. (example: park, building, green space, pavilion)
- Commonly recognized subjects of historical significance such as: event, group, culture or place.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

C. Exclusions:

- Cumbersome, -corrupted -or -modified -names, -profane, -discriminatory -or -derogatory names related to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation or other similar categories.
- Names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas.
- Names of companies whose business is substantially derived from the sale of alcohol, tobacco, ~~marijuana,~~ -firearms, -pornography,- and/or other practices considered unsuitable or inappropriate.
- Names of appointed or elected officials currently in office, or current City employees. The reuse of former facility names other than for a reconstruction of the same facility in the same location.
- Names that would result in the overt commercialization of City facility.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables can be dedicated to but not named.

D. Re-naming:

The intent of naming is for permanent recognition of deserving individuals. The renaming of parks and facilities ~~is strongly discouraged. should be considered only in cases where the individual's influence on the city matches that of those previously honored.~~ It is recommended that efforts to change a name be subject to the most crucial examination, so as not to diminish the original justification for the name, or discount the value of the prior contributors. ~~Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.~~

Procedure:

- ~~Staff, City Boards, city residents, community leaders and organizations interested in proposing a name for a park, recreational area, or facility must submit written~~

~~recommendations, petitions, etc. for presentation to the City Manager for consideration by the City Council.~~

- Once per year, the Historical Commission will formally nominate up to 3 qualified candidates for naming recognition to City Council.
 - Recommendations ~~need~~will describe in detail why the candidate merits such recognition. ~~All such recommendations shall be submitted no later than November of each year for Council consideration during upcoming council workshops (typically in March).~~
 - PreferredWhile special circumstances may warrant it, the preferred practice is to approve or consider ~~no more than~~only one naming a year, with other recommendations deferred for future consideration.
- ~~When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.~~
- The City Manager shall forward naming recommendations to the City Council for inclusion in a council meeting agenda with all provided backup and justification included.
- The City Council shall allow for public input and comment at a public hearingduring "Meeting Open to the Public" prior to taking formal action on the recommendation.
- The City Council will confirm park, recreation areas and facility names by resolution.
- ~~The City Council has final approval and may reject, or postpone, any naming or renaming request.~~