

City Of Johnson City

Public Park and Facility Naming Policy

**RECOMMENDED CHANGES**

Parks and Recreation Department

**I. Purpose**

To establish a formal policy and procedure for the consideration of the Johnson City Parks and Recreation Advisory Board to name public parklands and facilities in the City of Johnson City. An appropriate policy and sound procedures can add meaning and significance that embody the value and heritage of this Community. This policy does not imply or intend to imply that all parks and recreation facilities will be named for an individual, a group or organization. This policy simply puts a process in place by which potential naming may occur.

**II. Authorization**

The Johnson City Parks and Recreation and Advisory Board shall be responsible for recommending to the Johnson City Board of Commissioners the naming of all public parks and facilities in the City of Johnson City subject to the approval of the Johnson City Board of Commissioners.

**III. Objectives**

- A. Provide name identification for individual parks and specific areas within land designated as a City park.
- B. Provide name identification wherever appropriate for public buildings, structures, facilities and specific recreation facilities.
- C. Provide for citizen input into the process of potential naming of parks and facilities as enumerated within.
- D. Ensure control for the naming process of parks and facilities by the Johnson City Board of Commissioners through the recommendations of the Parks and Recreation Advisory Board and the Parks and Recreation Director.

#### **IV. Qualifying Names**

Potential names shall provide some form of individual identity to one or more of the following:

- A. The geographic location of the park or facility.
- B. An outstanding natural feature of the park or parkland facility.
- C. The adjoining residential area or development.
- D. Commonly recognized historical event, group or individual(s).
- E. An individual or group who contributed significantly to the acquisition or development of the individual park or facility.
- F. An individual who provided an exceptional service in the interest of the park system as a whole for a period of more than five (5) consecutive years.

#### **V. Naming Process**

- A. At the time parkland or a facility is acquired but before development occurs the Parks and Recreation Director will assign a nondescript temporary working name for the area or facility, in accordance to the Capital Improvement Program of the City.
- B. Once the development is initiated the Parks and Recreation Director may make a recommendation to the Parks and Recreation Advisory Board to open up by legal announcement process a thirty (30) day period to be announced by the Parks and Recreation Advisory Board at its regular monthly meeting to start receiving proposed names for the park or facility. The Parks and Recreation Advisory Board can approve or deny this request and recommendation to determine to make a recommendation to the City's Board of Commissioners based on the above criteria.
- C. After the thirty (30) period to receive names, the Parks and Recreation Advisory Board will hold two (2) public input forums to discuss those names received from the public. Public Notice of the recommended Qualifying Name(s) will occur twice during a fifteen (15) day period in the local media, other forms of publication and on the Government Access Channel, along with the dates, times and places of the Public Input Forums.

Citizen comments and recommendations must be in writing to the Parks and Recreation Director or designee and be postmarked within the thirty (30) day period to received proposed names for consideration.

- D. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the

park or facility or to the park system overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, or specific system or facilities or park system overall.

- E. After the thirty (30) day public notice period, the Parks and Recreation Director will meet with the Parks and Recreation Advisory Board, to set the two (2) public forums for discussion of names received. After the two (2) public input forums the Advisory Board shall meet to consider the names or determine not to name the facility or parkland. With the approval of the Parks and Recreation Advisory Board, the Parks and Recreation Director will submit the recommended name to the Johnson City Board of Commissioners through the City Manager's Office, to be placed on the Johnson City Board of Commissioners agenda for presentation, discussion and final approval.

## **VI. Renaming**

- A. The renaming of parks and facilities shall be discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discredit the value of the prior contributors or his/her family. Parks named by deed restriction shall not be considered for renaming.
- B. Only those parks and facilities named for geographic location, an outstanding feature, or civic group no longer chartered or recognized with a national charter or subdivision should be considered for renaming.
- C. Parks and facilities named after an individual or individuals shall not be changed unless it is found that the individual(s) personal character is better recognized at a facility associated with this individual in another parkland area of the City or that the individual's personal character is or was discovered to be such that the continued use of their name for a park or facility would not be in the best interest of the City.
- D. In order for a park or facility to be considered for renaming the following must occur:
- The recommended name must qualify according to Sections IV and V of this policy;
  - Be accompanied by a petition from the particular park or facility user group(s) or adjacent residential area(s) as to why the name should be changed;
  - Provide a complete detailed justification with the petition to request the renaming of a public park and/or facility. This process must pass the review of the Parks and Recreation Advisory Board by unanimous majority of all members present, before being sent to the Board of Commissioners.

## **VII. Other Naming Alternatives**

- A. 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 the recommended approval of the Parks and Recreation Advisory Board and the final adoption, acceptance and approval of the Board of Commissioners.
- B. Facilities within park, i.e. playgrounds, picnic shelters, etc. can be named separately from the parks and facilities they are in, subject to the general approval procedures in Section V of this policy. This policy recommends that naming a park structure or amenity or space in a facility be given careful and thorough thought.

## **VIII. Plaques, Markers, Memorials**

This section does not apply to the City's Tribute Tree Program.

- A. All plaques, markers and memorials are subject to the same naming criteria in Section V of this policy.
- B. Because of their proneness to vandalism and high maintenance; plaques, markers and memorials should be used sparingly, unless they are installed flush with the ground or inside a building structure.
- C. New memorial applicants are encouraged to utilize the Johnson City Tribute Tree Program, rather than placing plaques, markers and memorials in the park areas.
- D. The Parks and Recreation Advisory Board, subject to approval by the Johnson City Board of Commissioners, establishes a standardized style, size, and placement of all plaques, markers and memorials, in cooperation with the Parks and Recreation Director or designee for use in all public parks and/or facilities in the City of Johnson City.