

MANUAL OF POLICIES AND PROCEDURES
Auburn Parks, Arts and Recreation Board
Auburn, Washington
Number 1130

Effective: October 15, 2013 (supercedes November 2, 2004)
Section 1000 Administration
Subject 100 Authority and Objectives
Title 30 Naming Parks

PURPOSE: To establish policy for the City of Auburn Parks, Arts and Recreation to name newly acquired or developed or as-yet unnamed parks and recreation facilities, after following the procedures outlined here and in compliance with Resolution No. 2555.

1. Responsibility

- 1.1 The Auburn Parks and Recreation Board shall make a recommendation to the council. The Board shall solicit public input from individuals and organizations.
- 1.2 The City Council has the final authority for naming City public facilities.

2. Procedures

- 2.1 The Parks and Recreation Board will meet on their normal schedule, unless a special meeting is called. The Parks and Recreation Director, or his designee, will provide staff support.
- 2.2 The Parks and Recreation Board will use public input to solicit suggestions for names from organizations and individuals. The Board will acknowledge, and record for consideration, all suggestions, solicited or not.
- 2.3 After considering the submitted names and applying the criteria set forth in 3 below, the Board will recommend names to the Mayor and City Council, and provide the historical or other supportive information as appropriate to justify the recommendation.
- 2.4 The Parks and Recreation Director, with the advice of the Parks and Recreation Board, will take all necessary steps to submit the recommendation to the Mayor and City Council at their next scheduled meeting.

3. Criteria

- 3.1 To avoid duplication, confusing similarity, or inappropriateness, the Board, in considering name suggestions, will review existing park and facility names in the park system

- 3.2 In naming a park or facility, the Board will consider geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.
- 3.3 In naming community centers and other facilities, the Board will give considerable weight to names that reflect the geographic location that gives identity to the community.
- 3.4 Selection of names to be used to designate public facilities shall be based on the relationship of that parcel of land or facility based on the following criteria: (a) neighborhood, geographic, or common usage or referral identification; historical figure, place, event, or other instance of historical or cultural significance; (b) natural or geological feature; (c) an individual, living or deceased, who has made a significant land and/or monetary contribution to the park system or who has had such contribution made “in memoriam” with the name stipulated as a condition of donation; (d) an individual, living or deceased, who contributed outstanding civic service to the City, community, or City government. A period of at least one year shall expire before naming of a park or facility honoring a deceased person.
- 3.5 As a general rule, portions of a park or recreation facility will not have a name other than that of the entire facility; the Board may consider exceptions in cases where, as a revenue or fundraising opportunity, a nomination is submitted to name a room within a community center after a corporate sponsor, or in cases where an area within a park is distinctive enough, in the view of the Board, to merit its own name.
- 3.6 Because temporary “working” designations tend to be retained, the Director will carry out the naming process for a new park facility as early as possible after its acquisition or development. Facilities will bear number designations until the naming process results in adoption of a name.
- 3.7 Recommendations of the Board will be taken to the Mayor and City Council for final approval.
- 3.8 A name, once bestowed, should be so named with the intent that it is permanent.
- 3.9 City signage shall identify the specific park or facility by placing appropriate signage specifying the name.