



# PARKS AND RECREATION DEPARTMENT

## POLICY NUMBER 9.4 PARK AND FACILITY NAMING POLICY

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Effective: 12/10/2012

Revised: 3/30/2014; 11/25/2020; 6/18/2021; 8/10/2021; 11/17/2023; 1/17/2024

Section: Section 9 - Facilities

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### **I. PURPOSE**

To establish a policy, procedure, and guideline for naming or renaming of public parks, facilities and associated amenities, owned and/or operated by the City of Glendale Parks and Recreation Department (PRD). The policy sets the criteria for name identification, the citizen input process, Parks and Recreation Advisory Commission recommendation, and City Council approval.

### **II. POLICY**

Suggestions or applications for names covered or contemplated by this policy could be initiated by Council, the public, or city staff. Regardless of how or by whom the name(s) are initially introduced, this policy will apply, and the Council will have the final decision on all names.

For parks, the Department Director will present all submissions to the Parks and Recreation Advisory Commission, subject to the general guidelines outlined in the policy, who upon review, will make recommendations to City Council for final approval and adoption at the next City Council Voting Meeting or when the City Council meeting schedule permits.

Facilities and amenities within a park can be named separately from the park in which they are located, subject to the general guidelines outlined in the policy. To add a plaque or name to an existing facility or park amenity, the Department Director or designee will review applications submitted, collect citizen input, and provide a recommendation to the Parks and Recreation Advisory Commission, who upon review, will make recommendations to City Council for final approval and adoption at the next City Council Voting Meeting or when the City Council meeting schedule permits.

Exceptions to this policy may be granted in writing by the City Manager.

### **III. GUIDELINES FOR NAMING OR RENAMING PARKS**

To name or rename a park site, the PRD shall solicit input from citizens in the service area of the new park. Methods of solicitation may include, but not be limited to, public meetings, public service announcements, social media, surveys, and web-based engagement opportunities.

Preference will be given to names submitted for consideration that provide some form of identity in relation to the following:

1. The geographic location of the facility.

2. An outstanding feature of the facility, whether it is natural, geographical, or man-made.
3. An adjoining subdivision, street, school, or natural feature.

Parks and facilities may be named after an individual, group, event, or organization if the land or facility is or has been donated or deeded to the City by the individual or group.

In addition, the duplication of other park or facility names in the City shall not be considered.

#### **IV. GUIDELINES FOR NAMING FACILITIES AND PARK AMENITIES, OR ADDING PLAQUES**

Areas within a city park or recreation facility may be named in honor of a deserving or outstanding individual, group, or organization. In selecting such individuals, groups, or organizations, the following guidelines shall be followed:

1. Names, plaques, or tributes should benefit the general public as a first priority, with the benefit to the donor or honoree as a secondary goal.
2. The name, plaque or tribute shall not detract from the visitor's experience or expectation, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.
3. All requests for names and plaques must be in writing and shall be referred to the Director of the PRD and/or their designee. An application will be made available to the applicant upon request.
4. Names of persons, groups, or organizations having a longstanding affiliation with the City of not less than ten (10) or more years of significant community service, involvement, or contributions beyond the ordinary interest level will be considered when their efforts have:
  - a. Enhanced the quality of life and well-being of city residents.
  - b. Made significant contributions to the city's history or culture.
  - c. Made exemplary or meritorious contributions to the city or its residents.
  - d. Contributed to the acquisition, development, or conveyance of park or recreational land, buildings, structures, or other such amenities to the city or community.
5. To be considered for placement of a memorial plaque or naming of a park amenity for a deceased person, an individual must have been deceased for at least five (5) years. Such individuals may include:
  - a. Historic persons.
  - b. National and/or local heroes. Those who have given outstanding service to mankind or who have worked over and above any ordinary interest level. A resident of Glendale, who has attained local, state, or national recognition for parks and recreation work or work in the areas of public safety or public health, as appropriate to the facility, would be highly acceptable.
6. An agreement will be consummated at the department level to include responsibilities related to a **plaque** including but not limited to:
  - a. Installation costs including on-going upkeep. Installation costs will be non-refundable.
  - b. Replacement or repair costs shall be borne by the applicant.

7. The Department reserves the right to terminate any contractual relationship if conditions arise during the life of the agreement that result in a conflict with this policy or if the agreement is no longer in the best interests of the Department. Decisions to terminate an agreement shall be made by the Director. Circumstances include, but may not be limited to the following:
  - a. The sponsor seeks to impose conditions that are inconsistent with the Department's mission, values, policies, and/or planning documents.
  - b. A conflict of interest or policy arises during the agreement period.
  - c. The potential sponsor is in litigation with the City of Glendale.
  
8. Nothing in these guidelines shall prevent the ability of the City to deny and/or relocate any installed plaques in the event of park redevelopment and/or other policy decisions of the City. Should this occur, every effort will be made to work with the impacted memorial sponsor to identify an appropriate alternate site. If no such suitable site can be identified, the Director shall have the discretion to permanently remove the memorial.

Authorized by:  \_\_\_\_\_ Date: 01/17/2024  
John Kennedy, Director