

# CITY OF MARQUETTE, MICHIGAN

## CITY COMMISSION POLICY

Policy Number: <b>2005-01</b>	Revision Date:
Date Adopted: 03-28-05	
Department: Parks & Recreation	

**SUBJECT: NAMING PARKS & RECREATION FACILITIES**

**PURPOSE:** To provide a formal process for the City of Marquette to name or rename Parks & Recreational facilities

**POLICY:**

It is the intent of the Parks and Recreation Advisory Board to review all requests for naming or renaming facilities, evaluate each request in accordance with the following guidelines, and provide insight and recommendations to the City Commission for consideration. The City Commission shall make all final decisions naming or renaming facilities. The Parks and Recreation Advisory Board shall follow the naming guidelines adopted by the City Commission.

**I. Process**

To request a name for a specific park, facility, or a major feature within a park such as a street, lake, building or athletic field, an applicant shall submit a written request to the Parks and Recreation Advisory Board via the Parks and Recreation Department staff.

The applicant may obtain a copy of the Park Naming Guidelines from the Office of the Director of the Parks and Recreation Department. The request shall clearly state the name of the requesting organization along with the name, address and phone number of a contact person. The request must include all information as stated in the guidelines below. Verification of the facts in the request by Parks and Recreation Department staff shall be required.

Upon receipt of all information, the Parks and Recreation Advisory Board will review the application and request any clarification as needed. The Board will have no more than 60 days to review and evaluate any and all naming requests from applicants once all

information has been received. Upon completion of review by the Parks and Recreation Advisory Board, the Board chair will place the request with a recommendation on the City Commission agenda for presentation to the City Commission. The City Commission will then have no less than one month to reflect and consider the naming request before the item will be placed on the commission agenda for voting purposes and public comment. The Parks and Recreation Advisory Board and the City Commission reserve the right not to endorse a request.

## **II. Guidelines for Naming or Renaming**

Proposed naming of a Park or facility shall identify all of the following which apply:

1. An adjacent street to the park or facility;
2. Predominant physical features (such as lakes, rivers, creeks, etc.) in or adjacent to the park;
3. The subdivision in which the park property or facility is located;
4. A significant historic feature or event;
5. An individual or group who has made exceptional contributions to the City of Marquette with preference being given for contributions to parks and recreation services. Exceptional contributions include, but are not limited to;
  - i. Donating or contributing a significant amount of money for the acquisition and/or development of the park facility;
  - ii. Providing direct and significant volunteer services benefiting the public as a local or community leader;

Persons currently serving on the City Commission or holding a local elected office or serving on the Parks and Recreation Advisory Board may not be considered for naming, but may be considered for naming when said person no longer serves in such capacity.

## **III. Procedures for Naming or Renaming**

- A. Individuals or organizations shall submit a written nomination for naming city parks and facilities along with justification to the Park and Recreation Advisory Board. The request shall include:

1. Reasons for the proposed name;
2. Proposed name;
3. Evidence of community support for the proposed name;
4. All of the above must be submitted to the Parks and Recreation Advisory Board for review;

The applicant may submit petitions, which state the intent and include printed names, signatures, addresses, zip codes and telephone numbers of each signer as proof of residency;

**B. The Parks and Recreation Advisory Board shall:**

1. Review the nomination in accordance with Section III of the guidelines;
2. Research, review and study the supporting documentation;
3. Forward recommendations to the City Commission for review;
4. The City Commission shall make the final decisions;

**VI. Responsibilities of the Parks and Recreation Advisory Board**

Once the appropriate nomination material for naming a city park or facility is submitted to the Parks and Recreation Advisory Board for review, the Park and Recreation Advisory Board will:

1. Review the nomination in accordance with Section III of the guidelines;
2. Research, review and study the supporting documentation;
3. Forward recommendations to the City Commission for review.