

DES PLAINES PARK DISTRICT ADMINISTRATIVE POLICY

SUBJECT: NAMING/RE-NAMING A PARK SITE OR FACILITY

DATE: July 18, 2006

TO: All Park District Staff

FROM: John Hecker, Executive Director

POLICY #: A-41

Purpose: To establish a formal policy and process for naming/renaming park sites and facilities in the Des Plaines Park District.

Authorization: The Des Plaines Park District Board of Commissioners has the authority to name/rename a park site or recreational facility. The Des Plaines Park District staff is responsible to implement the procedures and recommendations relative to the policy.

Objectives:

- Ensure name identification for individual parks and facilities;
- Provide name identification wherever appropriate for public buildings, structures, facilities and specified areas;
- Provide for citizen input into the process of naming/renaming parks and facilities;
- Ensure control for the naming/renaming of parks and facilities by the Board of Commissioners;

Qualifications: Names should provide some form of individual identity related to:

- The geographic location of the facility;
- An outstanding feature of the facility;
- The adjoining neighborhood/area;
- Commonly recognized historical event, group, organization or individual;
- An individual, organization or group who contributed significantly to the acquisition or development of the park, facility or structure;
- An individual, organization or group who provided an exceptional service in the interest of the Des Plaines Park District;

Naming Process:

- At the time the park or facility is acquired but before development occurs, the Executive Director will assign a nondescript temporary working name for the park or facility;
- Once the development is initiated, the Executive Director will receive naming applications for review by the Des Plaines Park District Board of Commissioners;

- After a name is decided upon by the Board of Commissioners, public notice of the proposed park/facility name shall be posted once in the Journal and Topics Newspaper and on the Des Plaines Park District website and Des Plaines Cable television station for a period of 60 days. Citizen comments and recommendations must be in writing or email and sent to the Executive Director within the 60 day period;
- For an individual, organization or group (excluding historically significant individuals, organizations or groups) to be considered, that person, individual or group must have contributed significantly to the acquisition or development of the park/facility or to the Des Plaines Park District overall. The recommended name must be accompanied by a biographical narrative which shall provide evidence of the significant nature of the contributions to the park, facility of the Des Plaines Park District overall;
- After the 60 day public notice period, the Executive Director shall submit the recommended name to the Board of Commissioners for final approval

Renaming a Park or Facility

- Renaming a park or facility should be closely scrutinized and discouraged unless extraordinary circumstances warrant the justification to change the name;
- Careful examination needs to be undertaken in regard to parks named by previous deed restriction;
- Parks and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name would not be in the best interest of the Des Plaines Park District;
- In order for a park/facility to be considered for renaming the recommended name must not contradict with any of the criteria listed previously in regard to the Objective, Qualifications and Naming Process;

Adopted by the Des Plaines Park District Board of Commissioners July 18, 2006