



Park Naming Process

Parks, Recreation & Libraries

Revised May 2021

On ~~January 18, 2021~~¹⁴⁷, City Council approved changes to the park naming process. ~~These changes apply to parks and facilities within parks only. The naming process for City buildings and other City facilities remains unchanged.~~ This process applies to parks and Parks, Recreation & Libraries (PRL) facilities only. "PRL facilities" are defined as recreation facilities, rooms within PRL buildings, and amenities within parks including, but not limited to, sports fields, groves of trees, walkways and trails. There is a separate naming process for City buildings and other City facilities.

Annual Advertisement Period

~~On the first working day in~~ July, ~~a press release would be sent out~~ notification is made ~~to~~^{ying} the public and interested individuals that name suggestions are being sought for new parks and new facilities within parks ~~that will be~~ under construction during that fiscal year period (July 1 to June 30). This suggestion period is open for three weeks. Names should be submitted to the City Clerk and forwarded to appropriate staff.

At the conclusion of the suggestion period, the names received will be considered as follows:

1. The Park Naming Subcommittee shall review the list and make recommendations for park and/or facility names, using the criteria outlined below, to the Parks & Recreation Commission. The Park Naming Subcommittee shall consist of the following staff:
 - a. Parks, Recreation & Libraries Director
 - b. Park Planning and Development Superintendent
 - c. Park Development Project Manager (one representative serving a two-year term, to be rotated among Park Development Project Managers)
 - d. PRL Superintendent from the Parks Division (one representative serving a two-year term, to be rotated among PRL Superintendents from the Parks Division)
 - e. PRL staff member chosen "at-large", who shall serve a two-year term
 - f. Staff member from the Development Services Department (one representative serving a two-year term, to be rotated among Development Services staff)Two-year terms shall be staggered to provide continuity in the rotational representation.
2. Names received shall be considered "active" for both the current and following fiscal years, and will be considered for those parks and facilities scheduled for construction during those same fiscal years.
3. A name suggestion cannot be submitted more than three consecutive years.
4. The Park Naming Subcommittee maintains the right to select a name not included on the "active" list, due to special circumstances such as historical significance, the passing of an active contributor(s) to the community, or other considerations.

Annual List

~~The names received during this open advertisement period would be compiled into a list with the following provisions:~~

- ~~4. The list will be maintained as "active" for a one (1) year period and will be reviewed for name considerations for park projects and facilities within parks scheduled for construction during the same time period of the advertisement;~~
- ~~5. The Park Naming Subcommittee maintains the right to select a name appropriate for the park based on geographical location, such as street names, subdivision name, or adjacent school name;~~
- ~~6. A name suggestion cannot be submitted more than three consecutive years;~~
- ~~7. 1. The Park Naming Subcommittee maintains the right to select a name not on the "active" list due to special circumstances, such as historical significance; the passing of an active contributor(s) to the community; or other.~~

Criteria for Naming a Park Facility

~~Names must:~~

- ~~1. reflect geographical location;~~

- ~~2. reflect significant natural features;~~
- ~~3. honor a significant individual (See below)~~

Individuals must have made a significant contribution to the Roseville community, including, but not limited to:

- ~~A. Donation of land or large financial contribution to a specific facility;~~
- ~~B. Contributed substantially and improved the quality of life in Roseville. This could relate to involvement with Parks and Recreation or other volunteer community involvement activities towards the betterment of life in Roseville.~~
- ~~C. Died or disabled in the line of duty as part of City service.~~

The act of naming is significant and meaningful. A name can invoke powerful emotions, create images and help to recall history. The naming of a park or facility is intended to be a permanent act, and therefore should be approached in a thoughtful manner. The name of a park or facility may take into consideration the past, present and future history of the land, its use, and our relationship to it. The following criteria and factors shall be considered when naming or renaming a park or facility:

- Recognition of nearby prominent geographical locations (e.g., street names, subdivision names, or adjacent school names)
- Recognition of significant natural and geological features of the area
- Recognition of outstanding features of the park or facility
- Recognition of historical or cultural significance in the area
- Recognition of significant individuals within the community, as follows:
 - o The person contributed a significant amount of land or funding for the park or facility (typically amounting to 50% or more of development costs).
 - o The person has made significant volunteer contributions to the Roseville community and its residents' quality of life.
 - o The person is deceased and is being recognized for substantial volunteer contributions to the quality of life in Roseville.
 - o The person died in the line of duty as part of City service.

Naming of new parks or recreation facilities should also consider:

- Including "Roseville" for regional or city-wide parks and recreation facilities;
- Avoidance of duplication of surnames in order to ease confusion of sites and locations for the general public;

The Subcommittee reserves the right to consider exceptions due to extraordinary circumstances which inspire vision and civic engagement. Exceptions can be made when the actions or contributions of an individual not normally meeting the established criteria are so significant and profound that this person deserves consideration.

~~Each park or facility within a park, such as ball-playing fields, groves of trees, walkways, trails and buildings, or special rooms in a building could be named after selected individuals in their honor as desired and as appropriate.~~

It is noted that the City of Roseville is grateful for the sacrifices of our fallen soldiers and veterans who served our country. With limited parks and recreation facilities available, it is difficult to place a higher value or honor of one life over another. Therefore, honoring our fallen soldiers and veterans shall be directed to existing veteran-related programs within the City.

~~R~~Additionally, re-naming of an existing park due to costs, potential loss of neighborhood identity and other considerations shall be discouraged. The City Council reserves the right to add to the name of an existing park not named after a person or family, consider park sites, not associated with a specific individual(s), to add onto an existing established park name due to special circumstances. In such cases, the original park name shall not be replaced. Under these special circumstances, community contributions towards the offset of costs incurred to change signage shall be a component of the approval process. ~~To ensure geographically named parks remain a part of the process, an effort shall be made to balance the naming of parks in the range of 20% of the parks within the park system inventory shall be geographically based at any given time.~~

Name Selection Process

~~The Park Naming subcommittee is made up of the three officers of the Parks and Recreation Commission; the Mayor and one City Council member.~~

- ~~1. The Subcommittee shall review all names and recommend a short list of up to three name for each new park or recreation facility scheduled for construction during the same fiscal year;~~

- ~~2. The short list of selected names shall be reviewed by the Parks and Recreation Commission for consideration at a formal meeting;~~
- ~~3. Thereafter, the Parks and Recreation Commission shall forward the short list of recommendations to the City Council for formal approval. The Commission may elect to recommend a name per park or facility for Council consideration along with the short list; All names submitted during the submission period shall be forwarded to the City Council with the recommendations. This shall include the "active list" of names from the previous year;~~
- ~~4. Potential namesakes will be contacted by Staff prior to the Parks & Recreation Commission meeting~~
 1. The Subcommittee shall review all names and recommend up to three names for each new park or facility to the Parks & Recreation Commission.
 2. The recommended names, along with the full list of submissions (including the "active" names from the previous year), shall be reviewed by the Parks and Recreation Commission for consideration at a formal meeting. The Parks and Recreation Commission shall recommend up to three names for each new park or facility to the City Council.
 3. The recommended names, along with the full list of submissions (including the "active" names from the previous year), shall be reviewed by the City Council for approval at a formal meeting.
 4. Family members of any potential namesakes shall be contacted by PRL staff prior to final approval by City Council, to ensure their support of the recommendation.
 5. The Annual Park Naming Process shall conclude upon City Council's final approval of the park or facility name.



Suggested Name For a Park or Facility Within a Park

Suggested Name _____

(Print or type the suggested name **exactly** how you would like it to read)

Park Preference: ☐ Any park site ☐ _____ (Specify park)

of years as a Roseville Resident _____

Reason for Suggestion (Must be completed for further consideration):

Attach a second sheet if necessary.

☐ Attachment included

Name _____

(of individual submitting request)

Address _____

Phone Number/Email Address _____

Please submit this form to the City Clerk's office for name consideration. All names must be in accordance with the established City criteria. Submit one name per form.

FOR CITY USE ONLY:

For FY _____ Has this name been submitted before? ☐ Yes ☐ No

If yes, when? _____

Subcommittee Review Comments:
