



City of Lake Elmo Policy and Procedure for Naming City Parks, Trails, Recreational Areas, and Facilities

Purpose:

The purpose of this policy is to establish a standard procedure for the naming and renaming of parks, trails, recreational areas and facilities owned and/or operated by the City of Lake Elmo. This policy will guide name recognition and establish a uniform process. The Parks Commission shall be responsible for providing a recommended name to the City Council. The City Council will have the final say for the approved name.

Objectives:

- To name City parks, trails, recreational areas and facilities with the intent of enhancing the community by provoking a sense of place.
- Ensure that parks and recreational areas are easily identified and located with names that are consistent with the values and characteristics of the City of Lake Elmo.
- Assure the quality of the title/name, so that it will serve the purpose of the City in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the community.

Criteria for Submitting a Name:

When a proposed name is presented for review, City Staff will first vet the name against the criteria listed below. If a name does not fall into one of the categories listed below or is deemed to be derogatory or offensive in nature, the consideration will be thrown out. It should also be known that the City will not consider names that are directly named after a specific neighborhood or subdivision.

The Park name shall not:

- Park Names shall not be duplicated.
- The City will not name parks directly after a development.
 - For example, the park within Wildflower shall not be called Wildflower Park. However, rose park, fox glove park, etc. would be acceptable.

Categories for potential park Names:

- An outstanding feature of the area. (example: hill, river, vegetation)
- Geographical location of the park such as a street name.
- Naming after an individual (living or non-living) or organization. The City may require additional information to further enforce that the individual has significantly contributed to the improvement of the Lake Elmo Parks system.
 - A person (living or non-living) or group who significantly contributed to the acquisition or development of park/facilities, who provided an exceptional service in the interest of the park system, or for the community as a whole. When naming after a person or persons, written documentation of approval by next of kin is required (if available/possible) as part of the proposal.
 - A standard for significant contribution shall consist of providing at least 50% of the cost to develop or acquire the land.
- The City understands there are other categories that a name could be pulled from and would not exclude its consideration.



Procedure:

The City has created a process that will provide consistency for naming or re-naming City Parks. In general a submission will come in, go through staff review and approval, undergo a Parks Commission review, and end with final approval or denial from the City Council. The City would like to encourage residents to stay interested and voice their opinions during the meetings when the name is being considered.

- Step 1) At the time that the City is ready to name or rename a park, notification will be put in the Fresh, City Facebook, and or use other measures as appropriate. The City will seek name suggestions from the City Council or Commissions, City residents, Community leaders or organizations interested in proposing a name for a park, trail, recreational area or facility. The applicant should either request a Naming Policy form from the City Clerk or download the form from the City Website on the Parks page. After the form has been filled out it will need to be submitted to the City Planner to review against the criteria. Once the timeframe for receiving names has closed, Staff will begin the review process.
- Step 2) Staff will notify the applicant if the proposed name has or has not met the requirements. After a proposed name has been approved by Staff, the applicant will be informed when the name is going to be discussed by the Parks Commission. After the Commission discussion, the recommendation(s) will move onto the City Council for final approval or denial.
- Step 3) Once the City Council votes to approve a name, the name of the park shall be confirmed by passing a resolution.

Renaming:

The intent of naming is for permanent recognition, the renaming of parks and facilities is discouraged. Though, the City understands that renaming a park, trail, or facility may be necessary to create more cohesiveness throughout the City. It is recommended that efforts to change a name become subject to crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming a park will follow the same procedure stated above.