



Park Naming Process

Parks, Recreation & Libraries

On January 18, 2017, 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.

Annual Advertisement Period

On the first working day in July, a press release would be sent out notifying the public and interested individuals that name suggestions are being sought for new parks and new facilities within parks 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.

Annual List

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

1. 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;
2. 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;
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 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.

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.

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 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.

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. he 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 I 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



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:
