

Resolution No. 89-304 N.C.S.  
of the City of Petaluma, California

RESOLUTION ESTABLISHING FACILITIES NAMING  
POLICY AND PROCEDURE

WHEREAS, from time to time specific naming recommendations are presented to the city for the naming of public facilities; and

WHEREAS, the City of Petaluma has determined a written policy for such requests is in the best interest of the city as a whole; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma hereby adopts the Facilities Naming Policy and Procedures as outlined in Exhibit "A".

Under the power and authority conferred upon this Council by the Charter of said City.

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a (Regular) (~~Adjourned~~) (~~Special~~) meeting on the 2nd day of October, 1989, by the following vote:

Approved as to  
form

City Attorney

AYES: Tencer, Balsahw, Davis, Vice Mayor Sobel, . . .

NOES: Cavanagh, Mayor Hilligoss

ABSENT: Woolsey

ATTEST: Patricia Leonard  
City Clerk

M. Patricia Hilligoss  
Mayor

Council File.....

Res. No. 89-304 N.C.S.

CITY OF PETALUMA

FACILITIES NAMING POLICY AND PROCEDURE

The City of Petaluma wishes to adopt a uniform policy regarding the naming of existing and future facilities. The following policy is designed to provide guidance to the City with the subject matter contained herein.

I. POLICY

The City Council shall exercise final authority in naming all public facilities within its jurisdiction.

Objectives

- A. To name public facilities so that they will be easily identified as to geographical location and/or function.
- B. To encourage the dedication of land or funds for public use by individuals/groups, in recognition of their achievements or community contribution.

Newly acquired and/or developed park or recreation facilities be named immediately after acquisition or development in order to be identified from the onset.

A public facility may be named for a person when the site or facility has been donated by an individual, or a substantial donation has been made by an individual or organization to acquire or develop a park site or other public facility.

When appropriate, a public facility can be named in honor of a person when such person has made major contributions to the community.

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2 That historical names be considered, when the name is  
3 conducive to the site.  
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5 When a park site and/or recreation facility is carrying out  
6 a particular theme, that the theme may be considered for the  
7 park and/or recreation facility name.  
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9 II. CRITERIA FOR NAMING PUBLIC FACILITIES  
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11 A. Service Recognition  
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13 1. Recognition of individuals, groups and  
14 organizations for important service contributions  
15 which have:  
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17 a. had a recognized direct positive effect on  
18 the community.  
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20 b. contribution by a profit making organization  
21 shall have been outside the normal function  
22 of the organization.  
23

24 B. Monetary, Capital, or Material Contribution  
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26 1. A person, group, or organization may stipulate the  
27 naming of park or other public facility under the  
28 following conditions:  
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30 a. contribution exceeds fifty percent (50%) of  
31 the capital cost of the park or other public  
32 facility.  
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34 b. the honoree has a record of outstanding  
35 citizenship.  
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1 c. the request for specific name is made at the  
2 time of donation.

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4 2. When certain stipulations are connected with the  
5 naming of a facility, these stipulations should be  
6 part of an agreement or deed. Stipulations and  
7 agreements of this nature must be approved by the  
8 City Council, after review and recommendation of  
9 the City Attorney.

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11 3. Recommendations for a name may be submitted in  
12 writing by groups or individuals. Recommendations  
13 may also come directly from City boards or  
14 commissions. All recommendations or suggestions  
15 will be given the same consideration without  
16 regard to the nomination source, as long as the  
17 established criteria of this policy is observed.

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19 III. PROCEDURE FOR NAMING PARKS OR RECREATION FACILITIES

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21 The City Council shall direct the Recreation, Music and  
22 Parks Commission to review and make recommendations on the  
23 naming of a City park or recreation facility. The  
24 Recreation, Music and Parks Commission shall use the  
25 established criteria in assisting in their analysis of  
26 recommending a name for the site or facility under  
27 consideration. The Commission's recommendation will be  
28 forwarded to the City Council for final approval.

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30 IV. DONATIONS

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32 The City Council and the Recreation, Music and Parks  
33 Commission encourages individuals, groups, or organizations  
34 to have the ability to donate funds for the purchase of an  
35 item within a park or recreation facility in memory of, in  
36 honor of, or in name of . . . an individual, group, or

1 organization. Types of items might include trees, park  
2 furniture, play equipment, facility rooms, etc.

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4 Items purchased as specified above will be identified by a  
5 plaque or marker separately from other items in the park or  
6 recreation facility. The use of any plaque or marker will  
7 be regulated, styled, and handled in a tasteful manner by  
8 the Department of Parks, Music and Recreation.

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24 policy