



Policy and Procedure for the Naming of City Owned Areas and Facilities



Purpose:

The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of City wide areas and facilities owned and/or operated by the City of Mt. Pleasant. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming all city owned areas and facilities lies with the City Commission. The City Commission will rely on City related boards and commissions for input and recommendation for the naming of city owned areas and facilities.

Objectives:

- Naming of city owned areas and facilities enhances a sense of community within the city.
- Ensure that city owned areas and facilities are easily identified and located.
- Ensure that names given are consistent with the values and characteristics of the City of Mt. Pleasant.
- 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 area and or facility affected.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

Qualifying Names and/or Criteria:

- Geographical location of the area or facility including descriptive names.
- An outstanding feature of the area. (example: hill, river, vegetation)
- Commonly recognized subjects of historical significance such as; event, person (non-living), group, culture, or place.
- A person (non-living) or group who significantly contributed to the acquisition or development of the city area or facility.
- An individual (non-living) who provided an exceptional service in the interest of the specific City area or facility or for the community as a whole.
- A person (living) whose contribution or significant gift is of a most extraordinary nature.
- Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of city property or facility. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable city projects such as parks, buildings, roads or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.

- Unless otherwise restricted; areas and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Commission.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Exclusions:

- Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
- The dedication of small amenities with an identifiable lifespan and not intended to be permanent such as fixed benches or tables shall be addressed under a separate city policy.

Renaming:

The intent of naming is for permanent recognition. The renaming of city area or facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. City areas or facilities named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

Procedure:

- Staff, city residents, community leaders and organizations interested in proposing a name for a City area or facility must submit written recommendations, petitions, etc. for presentation to the appropriate Department Director for consideration by the appropriate city board or commission. Recommendations must describe in detail why the candidate merits such recognition.
- When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- The Department Director with budgetary responsibility for the proposed area or facility to be named shall forward naming recommendations to the appropriate city board or commission as applicable.
- The appropriate board or Commission shall consider all requests and submit a formal recommendation for names deemed worthy of consideration to the Mayor and City Commission.
- The City Commission will allow for public input and comment.
- The City Commission will confirm all City area and facility names by resolution.
- The City Commission has final approval and may reject any naming or renaming request.