

# City of Menlo Park

City Council Policy

<b>Department</b> City Council	<b>Page 1 of 1</b>	<b>Effective Date</b> February 25, 1986
	<b>Approved by</b>	<b>Procedure #</b> CC-86-
	Department Head	
	City Manager	
<b>Subject</b> Naming and/or Changing the Name of Facilities		

## PURPOSE AND SCOPE

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City or National interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:  
A deceased person (no sooner than five years after death, ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

(Council took a look at this policy again on Jan. 27, 1998 with no changes)