

# VILLAGE OF ELM GROVE RECREATION DEPARTMENT

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## VILLAGE OF ELM GROVE RECREATION COMMITTEE POLICY STATEMENT REGARDING PARK NAMING

### **PURPOSE**

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parklands owned and/or operated by the Village of Elm Grove.

### **AUTHORIZATION**

The naming of sites shall be the function of the Village Board of Trustees, following a recommendation of the Recreation Committee. Diversity, balance and creativity will be sought during the review and recommendation of any adoption of names.

All requests for the proposed naming of a facility must be reviewed by the Recreation Committee. Only approved recommendations will be forwarded to the Village Trustees.

### **OBJECTIVES**

- A. Provide name identification for individual parks, park area or park facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas, or facilities.
- C. Insure that the naming of parks, park areas, or park facilities is approved by the Elm Grove Board of Trustees after receiving recommendations from the Recreation Committee.

### **SELECTION CRITERIA**

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. The outstanding feature of the facility.
- C. An adjoining subdivision, street, school, or natural feature.
- D. To honor a person or group:
  1. When a major donation has been made to the Village for a park wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for recreational purposes, the Recreation Committee shall have the prerogative of accepting or rejecting such an offer.
  2. An organization, business, or group for whom a park is to be named should meet the following criteria:
    - a) It should not be political or religious in nature unless it has had a unique and important place in the area's history.
    - b) It should be a local organization, business, or group, unless if a nonlocal group, it has performed some outstanding service for the area.
- E. To show gratitude to an individual:
  1. When it seems appropriate to name a park in honor of a person, it should be one who has made a major contribution to the community and/or has been instrumental in acquiring the area, and will be subject to the discretion of the Recreation Committee. The person shall be one or more of the following:
    - a) An individual who has performed an outstanding service for the community (preferably in the area of parks and recreation).
    - b) A local citizen who has become nationally famous for his or her contributions and/or accomplishments.
    - c) A historical figure reflecting the area's history.

## **NAMING PROCESS**

- A. A temporary name will be designated by the Village staff for identification during acquisition and/or development of the park area or facility.
- B. Working in cooperation with the Recreation Department, individuals, groups or organizations interested in proposing a name for a new, un-named park area or facility must do so in writing. This proposal shall be presented to the Recreation Director for consideration by the Recreation Committee.
- C. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information of an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- D. The Recreation Committee receives the request for naming and provides a recommendation of a proposed name for a facility to the Village Board.
- E. The proposal and recommendation for naming a facility will be posted in the Elm Leaves newspaper and comments from the public are requested within 60 days of the Recreation Committee recommendation.
- F. Following the conclusion of the 60 day period for public comment, the recommendation and any public comments will be forwarded to the Village Board of Trustees for action.
- G. This policy will allow naming of park contests to be held through various means that have prior approval of the Recreation Committee and Village Board.

## **RENAMING A PARK**

- A. A park named for an individual should never be changed unless it is found that the individual's personal character is or was such that continued use of the name for a park would not be in the best interest of the community.
- B. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffective or inappropriate.
- C. The new name must follow the criteria allowed herein and will be subject to the discretion of the Recreation Committee and Village Board.

## **POLICY REVIEW**

This policy shall be reviewed periodically, at the direction of the Committee, and, if necessary, revised to provide for a more practical, up-to-date, and responsible guideline for the selection of appropriate public park names in Elm Grove.