

Naming of Parks, Recreation Areas and Facilities

Reference Number PAR 01.00.01

Purpose

To establish requirements for naming or renaming of parks and recreational facilities.

Scope

This policy applies to all park facilities.

Definitions

City - City of Bellingham Parks and Recreation Department

Park Board - is the City of Bellingham Parks and Recreation Advisory Board

Park, Facility or Park Facility - includes all City of Bellingham Parks and Recreation Department managed buildings, shelters, gazebos, amphitheater, open space areas, trails, game fields, stadiums, courts, land or other areas.

Park Name - is the name of a park facility used in print, signs, Bellingham Municipal Code, electronic media, and any other official document of the City of Bellingham.

Policy/Conditions

1. City sets rules for park names

Parks shall not be named after a living person.

Duplication of park names shall be avoided.

Parks shall not be named after a deceased person or significant event unless there has been a lapse of at least ten years after the event occurred or person's deceased date.

Renaming of Parks shall follow the same process set forth in this policy.

2. Park Director or designee facilitates the public process for naming all parks

Park Director or designee solicits names from the general public by issuing a press release, posting a public sign at the Facility, or conducting a public meeting. City staff may also provide suggestions for park name.

Park Director or designee records all names and forwards to the Park Board for final recommendation.

3. Park Board recommends park name

Park Board considers all name suggestions received up to the time of voting. Park Board may also provide suggestions.

Park Board votes on the names. The name selected by majority is forwarded to City Council for final action.

4. City Council approves park name

City Council reviews recommendation by Park Board and approves the final park name.

5. City allows variation of park names

Approved park names may be abbreviated or varied if approved by the Park Director or designee.

Examples:

Little Squalicum Park: Little Squalicum, LSP, Little Squalicum Beach

Boulevard: Boulevard Park, Boulevard, Boulevard Park Upper, Boulevard Park Lower

6. City provides exceptions to this policy

Exceptions to this policy may include:

- Naming a facility after a living person, recently deceased person, or important event if that person has provided a significant donation or service to the city
- Naming a facility as a condition of accepting a donation
- Temporary names may be used for referencing a facility until a permanent name is selected and approved per this policy

Status	Active
Level	Departmental
Chapter	Parks, Recreation and Cemetery
Section	
Developed By	Byron Elmendorf, Parks & Recreation Director
Issued	7/24/1978
Revised By	Leslie Bryson, Park Director
Revised	11/16/2016
Approved By	Kelli Linville, Mayor
Reviewed	
Archived	
Create Copy	No