

POLICY FOR NAMING/RENAMING CITY PARKS, OPEN SPACES, PUBLIC FACILITIES, AND ROOMS

INTENT OF POLICY

To provide a policy and guidelines for naming/renaming City parks, open spaces, public facilities, and rooms.

GENERAL GUIDELINES

This policy does not apply to naming/renaming of streets.

Staff may temporarily assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance for reference and identification purposes.

The chosen name shall not conflict with similar names in whole or in part.

Every effort shall be made to avoid conflicts with neighboring municipalities, especially where streets cross municipal boundaries.

The Coral Gables City Commission shall approve all names by Resolution. Any request to name/rename in honor of individuals or groups shall be submitted in writing to the City Manager's Office with referral to the appropriate board(s) as necessary with supporting explanation or justification. The Historic Preservation Board shall be consulted with regard to historically designated properties.

Generally, a facility will not be named after a person until after their death. An exception to naming/renaming a facility after a living person may only be made with a four/fifth (4/5) vote of approval by Commission.

The renaming of parks, open spaces and public facilities will be strongly discouraged.

Where the name of an individual is so used, approval shall be obtained from the individual or the next of kin for such naming.

CRITERIA/GUIDELINES FOR NAMES HONORING INDIVIDUALS OR GROUPS OR EVENTS

1. Where there has been a significant contribution to the quality of life, well-being of the City of Coral Gables; or
2. To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the City of Coral Gables; or

3. Where there is a significant historical or cultural connection to the City and has made a major contribution to the historical or cultural preservation of the City; or
4. Where there is a major contribution toward the environmental preservation conservation or enhancement of the City; or
5. Where there is a major contribution made to the acquisition, development or conveyance of land or building, in question and/or contribution toward acquisition and/or development of the facility; or
6. Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility or park to be named/renamed; or
7. Where there is a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification.

PROCEDURES FOR NAME/RENAME DESIGNATION

An individual, the City Commission, or group wishing to submit a request for a name/rename in honor of an individual or group or event must provide a written proposal to the City Manager's Office for referral to the appropriate City board(s) as necessary which contains the following minimum information:

1. name of the applicant
2. identification of the park, open space, facility or property to be named/renamed
3. proposed name
4. a brief biography of the person, persons or group, or account of the historical event, if appropriate, including all other data relevant to the commemorative naming/renaming
5. the association, if any, of the person, persons, group or event, if appropriate, with the park, site or facility to be named/renamed
6. background information which details the accomplishment and/or supporting the name designation
7. a letter of approval from the individual or next of kin for using such naming

Proposals must include at least three letters of endorsement supporting the application.

The City Manager's Office shall distribute the request to the Parks and Recreation Department, Historic Preservation Department, Planning Department, Building and Zoning Department, Public Works Department, Public Service Department, and Finance Department for their comments and information.

Following the receipt of comments from the various departments, the Parks and Recreation Advisory Board/Cultural Affairs Board shall review the request for a recommendation to the City Commission.

SIGNAGE

The City will be responsible for coordinating the public presentation of signage to acknowledge the name/rename designation.

The City Commission shall have final approval for the selection and location of any signage, including signage text.

Signage shall comply with the “Zoning Code” of Coral Gables.