

COMMISSION POLICY/PROCEDURE

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SUPERSEDES POLICY

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Subject: City Naming Guidelines for City Parks, Facilities and Buildings.**Adopted by the Deltona City Commission at the Regular City Commission meeting held on July 16, 2012.**Purpose:

The purpose of these Guidelines is to establish a consistent method for the official naming of City parks, facilities, and buildings.

Objectives:

- 1) Ensure that City parks, facilities, and buildings are easily identified and located.
- 2) Ensure that given names to City parks, facilities, and buildings are consistent with the values and character of the City or neighborhood served.
- 3) Encourage public participation in the naming, renaming and dedication of City parks, facilities, and buildings.
- 4) Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

Definitions:

“City parks”, “facilities”, and “buildings” – include all property assets under City of Deltona ownership and control, including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

“Unique contributions” – outstanding, invaluable civic service, actively involved in community groups, clubs or boards; received letters from clubs or organizations as to contributions, received public recognition.

Criteria:

The following criteria shall be used, as applicable in each given situation, in determining the appropriateness of the naming designation:

- a) Neighborhood or geographical identification;
- b) Natural or geological features;
- c) A place of historical, cultural or regional significance.

Facilities may be named after a deceased person provided that he/she made an unusually outstanding contribution to public service and the community at large, and that he/she resided in the City of Deltona for a minimum of ten (10) years.

The process to name City parks, facilities, and/or buildings should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication of the property.

Names that are similar to existing parks, facilities, and/or building systems (or other systems in neighborhood areas) should not be considered in order to minimize confusion.

Any resident of the City may submit a suggested name for a new park, facility, or building to the City Manager for research and ultimate consideration by the City Commission.

Procedure: Naming of City Parks, Facilities and/or Buildings:

A request for the naming of a City park, facility or building shall be submitted in writing to the City Commission through the City Manager.

- 1) The naming request should indicate how the proposed name is consistent with the criteria listed in these Guidelines.
 - a. When suggesting the name of a deceased person for the park, facility, or building, the nominator should describe the unique contributions to the City made by the nominee. Written documentation of approval of nominee's next of kin will be required prior to Commission action.
 - b. The City Manager or designee will conduct any applicable research regarding the nominee and schedule consideration of the nomination before the City Commission.