

# **GUIDELINES FOR THE NAMING OF PUBLIC FACILITIES**

## **City of Fort Pierce, Florida**

### **Purpose**

The purpose of these guidelines is to establish a systematic and consistent approach for the official naming of public facilities in the City of Fort Pierce, including parks, facilities, recreational areas, streets, municipal buildings, and specialized areas.

### **Objectives**

- Ensure that parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are easily identified and located.
- Ensure that given names to parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming, and dedication of parks, facilities, recreational areas, streets, municipal buildings, and specialized areas.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- Advance the reputation of the City as well as increase the understanding and public support for its programs.

### **Criteria**

The practice of the City of Fort Pierce is to name parks, recreation areas, facilities, streets, municipal buildings, and specialized areas through an adopted process utilizing the above objectives, emphasizing community values and character, local and national history, geography, the environment, civics, and service to the City of Fort Pierce. Therefore, the following criteria shall be used in determining the appropriateness of the naming designation:

- Neighborhood, geographic, or common usage identification;
- A historical figure, place, event, or other instance of historical or cultural significance;
- National, state, and local leaders or heroes, both past and present;
- Natural or geographical features, such as plant materials, streams, rivers, lakes, and creeks;
- An individual, living or deceased [a] who has made a significant land and/or monetary contribution to the park, recreation area, facility, or municipal building, or [b] who has had the contribution made "In Memoriam" and when the name has been stipulated as a condition of the donation;
- An individual, living or deceased, who has contributed outstanding civic service to the City;

Facilities, specialized areas, or amenities may have a name different from that of the larger park, recreation area, facility, or municipal building.

When feasible, the process to name parks, recreation areas, facilities, streets, municipal buildings, and specialized areas should begin within twelve (12) months after the City has acquired title to the land and/or formally accepted the dedication.

Names that are similar to existing parks, recreation areas, facilities, streets, municipal buildings, and specialized areas should not be considered in order to minimize confusion.

## **Renaming**

The City reserves the right to change the name of a park, recreation area, facility, street, municipal building, or specialized area to maintain consistency with these guidelines. However, renaming carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each request to rename must meet the criteria of this policy, but meeting all criteria does not ensure renaming.

## **Procedures**

The steps to name a public facility include but are not limited to:

1. An open call for submissions by the City of Fort Pierce including a deadline for submission;
2. A completed "City of Fort Pierce Nomination Form" submitted to the City Clerk for each nomination by any citizen, group, or organization;
3. Submissions vetted by the Parks Committee, including all facts and backgrounds listed on the nomination form plus any other research deemed appropriate;
4. All vetted submissions presented to the Commissioners for review with notes from the research;
5. Commissioners discuss these submissions during a Conference Agenda meeting. The Commission may accept or reject the Committee submissions. In the latter event, the Commission shall refer the call for submissions back to the Committee.
6. Commissioners select the name by vote at a Commission Meeting.

# City of Fort Pierce Naming of Public Facilities Nomination Form

This Nomination Form is to establish a systematic and consistent approach for the official naming of public facilities in the City of Fort Pierce including parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. The criteria for nomination are explained in the document "Guidelines for the Naming of Public Facilities".

## Nominator

Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Nomination

The nominator must answer the following questions and submit this form to the City Clerk by \_\_\_\_\_

Name being nominated \_\_\_\_\_

### If a person:

A. Address, City, State, Zip (or former if deceased) \_\_\_\_\_

B. Date of Death (if deceased) \_\_\_\_\_

C. List specific years of involvement (Example - 01/10-12/17) \_\_\_\_\_

D. Identify the general area of contribution made by the nominee.

a. (Example - Health, Education, Business, Environment, Civic, Other) \_\_\_\_\_

\_\_\_\_\_

E. Summarize the type of contribution (accomplishments and community involvement) that the nominee made. (more detail in #1 and #2) \_\_\_\_\_

a. (Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

### If other than a person:

A. Summarize the reason for this nomination (more detail in #3) \_\_\_\_\_

\_\_\_\_\_

1. Identify in detail the area of contribution made by the nominee and be specific – name either facilities or specialized areas. (Example - Health, Education, Business, Environment, Civic, Other).

2. Describe the type of contribution (accomplishments and community involvement) that the nominee made. (Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

3. Describe in detail why the name being nominated is related to this facility, including any background, details, or other relevant information.

Signature of Nominator \_\_\_\_\_

Return the completed forms by email or mail to:

**Email:** [lcox@cityoffortpierce.com](mailto:lcox@cityoffortpierce.com)

**Mail:** Linda Cox, City Clerk, City of Fort Pierce, 100 N US Highway 1, Fort Pierce, FL 34950