

DRAFT

PROCEDURAL REQUIREMENTS TO NAME OR RENAME

CITY OF RENO FACILITIES

A. Purpose

- a. To establish a formal process and procedure for naming City facilities including but not limited to parklands, trails, buildings, streets, and other facilities. Monuments and art work are not addressed in this policy.

B. Objectives

- a. Provide name identification for individual facilities.
- b. Provide for citizen input in the process of naming/renaming facilities.
- c. Provide adequate process for the naming of facilities by the City Council with appropriate recommendations and input.

C. Applications - Filing of application required.

- a. All requests to name or rename a City of Reno facility, including, but not limited to all streets, parks, buildings, and trails requires an application to be submitted to the Office of the City Manager. The application form shall be made available at www.reno.gov
- b. All applications shall include a contact person(s) that will be available to represent the proposal.
- c. The application fee shall be established through the City of Reno fee resolution.
- d. At a minimum, applications shall contain:
 - i. For renaming - the existing name of the facility and the history of how the name was established.
 - ii. The proposed name and a detailed explanation of the reasoning behind the proposed name.
 - iii. Financial analysis of what the name change will cost and the funding source. Applicants should coordinate with City staff on this portion to determine what costs would be associated with the proposal. Cost should not be a determining factor in a proposal, but it could impact the implementation of any approved application.
- e. Any person, group, or agency may propose a change in or the addition of any name of a City of Reno facility through submittal of the application process and the associated fee.

D. Review

- a. A committee shall meet when applications are received. The committee shall be comprised of one member from each of the following:
 - i. Human Rights Commission
 - ii. Historical Resources Commission
 - iii. Recreation & Parks Commission
 - iv. Arts & Culture Commission

- v. Public Works Department staff
 - vi. Parks & Recreation Department staff
 - vii. Office of the City Manager staff
- b. Staff members will serve as advisors providing recommendations and comments while representing their respective departments and The City of Reno on a whole.
 - c. Each commission shall annually appoint a representative and one alternate for this purpose. An applicant shall not be a member of the committee. Should the applicant be the appointed committee member, the alternate shall serve in place.
 - d. It will be the responsibility of this committee to evaluate all proposals for changes in or additions to names of City facilities to assist in determining the most appropriate and acceptable names for use on signs, maps, and official documents.
 - e. The committee shall provide recommendations to City Council. Justification, explanation, and historical facts should accompany any recommendation which is forwarded to the City Council.
 - f. The committee shall, through outreach by City of Reno staff, solicit comments from the general public and those with knowledge of or expertise in local or state history, geography, or culture.
 - g. Renaming – When a request includes the renaming of a facility, notice shall be provided. This notice at a minimum shall include (1) postcards sent to all property owners within 750 feet of the subject site; (2) notice provided at www.reno.gov; and (3) posting of the notice on the subject site. All noticing shall take place a minimum of ten days prior to the second public meeting identified below.
 - h. The naming of new streets shall be decided through the Washoe County Street Naming Committee. The renaming of streets within the City of Reno shall follow the naming process outlined within this policy.

E. Public Involvement

- a. The committee shall hold the first of three public meetings within 45 days of receipt of an application. This initial public meeting will be the presentation of the proposal, preliminary consideration of the proposal, and request for comments.
- b. A second public meeting shall be held between 30 and 60 days following the initial meeting. This timeline may be extended by the City Manager or his/her designee. The purpose of this meeting shall be to receive public comment related to the proposal.
- c. A third public meeting shall be held between 30 and 90 days following the second meeting. The purpose of the third public meeting is for the committee to discuss the proposal and public comments; and determine a final recommendation to City Council.
- d. If a park or trail is the subject of a proposal, the Recreation and Parks Commission shall review the proposal and provide comments at one of their regular meetings a minimum of ten days prior to the third public meeting described in item “c” above.
- e. Naming - When a proposal includes the original naming of a facility, the second public meeting is not required and the final committee meeting shall be held between 30 and 45 days following the initial meeting. If a park or trail is the subject of the naming proposal, the Recreation and Parks Commission shall review the proposal and provide comments at one of their regular meetings a minimum of ten days prior to the final committee meeting.

F. City Council Decision

- a. The recommendation of the committee shall be forwarded to the City Council within 30 days of the third public meeting.
 - b. City Council may request additional information prior to any decision.
 - c. City Council will make the final decision on the naming of any City facility.
 - d. Whenever the City Council takes final action on a proposal, the City of Reno shall notify the person, group, or agency who submitted the proposal and anyone who submitted comments during the process, which were accompanied by a valid email address. The final decision shall also be published at www.reno.gov
- G. Qualifying Names – It is the intent of these procedures to recommend names for the identification of City facilities to the City Council. These names should provide some form of individual identity related to:
- a. The geographic location of the facility;
 - b. An outstanding feature of the facility;
 - c. The adjoining subdivision or major street;
 - d. Commonly recognized historical event, group, or individual;
 - e. A concept which respects the past and present which has compelling community support;
 - f. An individual or group who contributed significantly to the acquisition or development of the individual facility or provided a service in the interest of City facilities or services. It is strongly recommended that the name of any individual be considered posthumously. However, discretion may be given to consider a name of a living person under compelling circumstances.
 - g. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. A person providing volunteer work at a particular park would not typically be considered for naming unless the volunteer work was significant to the overall park system or the City as a whole.
 - h. The naming or renaming of a facility from or to the name of an individual must be accompanied by a biographical sketch which shall provide evidence of the contributions to the facility or overall city facilities and services.
 - i. Longevity in government service does not guarantee the naming of a facility after an individual.
- H. Facility Renaming
- a. The renaming of any facility should be considered with much deliberation. Any facility named through deed restriction shall be reviewed on case by case basis as all deeds are uniquely worded.
 - b. In order for a facility to be considered for renaming the following must occur:
 - i. The proposed name must qualify under this policy.
 - ii. The person, group, or agency proposing the name change shall enter into a written agreement with the City of Reno which outlines the responsibility of all costs associated with renaming including signage, brochures, publications, and administrative fees. City of Reno contribution to the associated costs may be approved by City Council but are not guaranteed. Timing of the changes may be delayed due to availability of funding.
 - c. Consideration of a proposed renaming will be subject to the review process stated above.

I. Other Naming Alternatives

- a. Facilities that are donated to the City of Reno can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council per NRS.