

**CITY OF BOULDER  
DEPARTMENT OF PARKS AND RECREATION**

\*\*\*

**POLICIES AND PROCEDURES**

---

**Park and Plaza Naming and  
Dedication Policy**

**EFFECTIVE DATE:** September 2007



---

**Jan Geden, CPRP, Director of Parks and Recreation**

---

**I. POLICY**

It is the policy of the Parks and Recreation Department to provide community members with the opportunity to name and dedicate city parks and plazas owned and operated by the Parks and Recreation Department.

**II. PURPOSE**

The purpose of the park and plaza naming and dedication policy is to provide a clear process for naming and dedicating parks and plazas owned and managed by the Parks and Recreation Department.

**III. PROCEDURES**

**Park and Plaza Naming**

- Considerations for naming a park or plaza include one or more of the following:
  1. Historic names relevant to the park or plaza;
  2. Geographic names descriptive of the location or significant natural features (including flora, fauna and geography in or near the park or plaza);
  3. Cultural names relevant to the park or plaza;
  4. Person(s) or organizations who made significant contributions to the park or plaza being named;
  5. Persons (or organizations) who made a significant contribution to the community over an extended period of time; and/or
  6. Person(s) or organizations donating land to be used for park or plaza purpose(s).

- Considerations for park or plaza name changes must be made through the completion of a Park and Plaza Naming/Renaming Application (to be developed) to the Parks and Recreation Advisory Board (through the Parks and Planning Superintendent).
- Prior to the Board's consideration, the department will notify the impacted neighborhood of the proposed park name or name change to allow time for comments prior to the Board meeting. Staff will review the naming application and supporting documentation, along with the public input and make a recommendation to the PRAB.
- All proposed names for Parks and Recreation Department owned and managed parks and plazas must be considered and approved by a majority of the members of the Parks and Recreation Advisory Board (PRAB) at a regular business meeting.
- Upon approval by the Parks and Recreation Advisory Board, a Weekly Information Packet (WIP) item will be provided to City Council for their review and consideration (through a City Council call-up), of the recommended name.

### **Park and Plaza Dedications**

Areas within a named or unnamed park or plaza owned and managed by the Parks and Recreation Department may be dedicated according to the following criteria:

- Considerations for dedicating a park or plaza include one or more of the following:
  1. Persons (or organizations) who made significant contributions to the park or plaza being named
  2. Persons (or organizations) who donated the land for the park or plaza; and/or
  3. Persons (or organizations) who made a significant contribution to the community over an extended period of time.
- Considerations for park or plaza name changes must be made through the completion of a Park and Plaza Dedication Application (to be developed) to the Parks and Recreation Advisory Board (through the Parks and Planning Superintendent).
- Prior to the Board's consideration, the department will notify the impacted neighborhood of the proposed park name or name change to allow time for comments prior to the Board meeting. Staff will review the naming application and supporting documentation, along with the public input and make a recommendation to the PRAB.
- All proposed names for Parks and Recreation Department owned and managed parks and plazas must be considered and approved by a majority of the members of the Parks and Recreation Advisory Board (PRAB) at a regular business meeting.
- Upon approval by the Parks and Recreation Advisory Board, a Weekly Information Packet (WIP) item will be provided to City Council for their review and consideration (through a City Council call-up), of the recommended name.

## **Park and Plaza Naming and Dedication Policy Criteria**

1. Name of the person/organization submitting the application\_\_\_\_\_
  
2. Current or working name of the park under consideration \_\_\_\_\_
  
3. Physical location of the park under consideration \_\_\_\_\_
  
4. Proposed name for the park under consideration \_\_\_\_\_
  
5. Is this a new name for an existing park? \_\_\_\_\_
  
6. Rationale for the name being proposed for park under consideration (may be as long as applicant desires. Please provide supporting documentation if appropriate):