



Policy

1. The City Council shall designate the names of city buildings, streets, public places, facilities and natural features by resolution. At the request of the City Council and prior to any final action by the Council, the Landmarks Preservation Commission shall consider a name or the consideration of a name change for a specific building, street, public place, facility or natural feature at a regularly scheduled and advertised meetings and formally adopt a recommendation to the City Council.

Procedure

1. The Mayor, a City Council member, the City Manager or any citizen or interested group may request the naming or renaming of a public building, street, place, facility or natural feature. Requests shall be made in writing to the Office of the Mayor.  
  
The Mayor, in consultation with the City Council, shall accept requests for naming or name changes to the Tacoma Landmarks Preservation Commission for review and recommendation at a regularly scheduled public meeting of the Landmarks Commission.  
  
Suggestions for names may be solicited from organizations, individuals, and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration by the Commission.
4. If a contest or competition is to be held, the Commission shall provide guidelines and rules for the contest.
5. The Commission will make every effort to contact and solicit comments from surrounding property owners, residents, and affected parties before taking action on any naming or renaming of a public building, street, place, facility or natural feature.
6. The Commission shall provide appropriate public notice on any naming actions in conjunction with other agenda items for regularly scheduled Landmarks Preservation Commission meetings. A period of 30 days shall be provided for any written public comment on any naming action and the Landmarks Preservation Commission shall provide an opportunity for public comment on any naming action.
7. Following a public hearing at a regular meeting and the 30 day comment period, the Landmarks Preservation Commission shall forward all naming or renaming actions to the City Council with a recommendation for approval or denial. The Landmarks Preservation Commission will also forward any historical and/or supportive information to the City Council appropriate to justify the recommendation.
8. The City Council, upon receipt of a recommendation from the Landmarks Preservation Commission may hold a public hearing prior to any final action.
9. The City Council shall approve or disapprove any naming or renaming action by resolution.
10. The City Manager, upon approval of the naming or renaming action by the City Council, shall implement names or name changes of public buildings, streets, places, facilities, and/or natural features. The City Manager shall notify those who have submitted the suggestion as well as the Metropolitan Park District (MPD) and other appropriate offices and agencies. Upon City Council denial of a name or name change, the City Manager shall notify those who sponsored the name change.

11. The City Manager will notify the Landmarks Preservation Commission of any approval or denial action taken.

#### Criteria

Recognizing that the naming or renaming of a public building, street, place, facility or natural feature should be approached cautiously with forethought and deliberation, the following criteria are established.

1. To avoid duplication, confusing similarity or inappropriateness, the Commission, in considering name suggestions, shall review existing building and facility names.
2. Consideration in naming buildings and facilities shall be given to geographical location, historical or cultural significance, and natural or geological features.
3. Buildings or facilities may be named for an individual if that individual has enhanced the quality of life within the city. Such buildings or facilities may be named for a person provided two or more years have lapsed between the consideration for naming and the time of death. Outstanding service shall be performed in one or more of the following categories:
  - A. Involvement, in a leadership role in civic organizations which are devoted to community improvement.
  - B. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.
  - C. Actively promoted and directed community events and activities which have clearly added to the enrichment of the quality and quantity of cultural life within the community.
  - D. Actively promoted and implemented effective youth programs and activities within the community for the City's young people.
  - E. Actively promoted and implemented effective programs and activities within the community for the senior citizens of the community.
  - F. Assumed an active leadership role in developing and implementing programs directed to the improvement of the visual aesthetic appearance of the community at the commercial, public or residential level.
  - G. Assumed an active leadership role in developing programs and/or facilities for collecting, promoting and remaining the many aspects of the natural or historical heritage of the community.
  - H. Assumed an active leadership role in developing programs and facilities directed toward the improvement of community social and health needs as well as programs directed toward humanitarian purposes.
4. Facilities may be named for an individual (alive or deceased) if that individual has made a significant direct financial grant to the City of Tacoma for purposes of developing a particular building or facility.
5. Facilities may be named after research reveals that the area around the facility has been commonly, yet unofficially, named by the residents in the area.
6. In all cases, the City Council will have the prerogative of accepting or rejecting the proposal.
7. Portions of a facility may have another name than that of the entire

facility or features may be dedicated to or in honor of a person such as "Tide Pool - Cecil 'Brosseau" and "Owen Beach" at Point Defiance.

B. In the development of facilities, address designation shall be used until the formal naming of the facility. Whenever possible, naming shall be made prior to completion of purchase or construction of the building or facility.

officially approved by the City Council, changes.

9. Once a name has been should be strongly resisted,

10. Changes of names for public buildings, facilities and man-made places such as parks should only be approved when they do not violate historical or common usage names.

11. Street names, plats, specific sites and places and natural features indicated on general usage maps for fifty years or more (age criteria applied by the National Register of Historic Places) should only be changed under exceptional circumstances.

12. Attention should be paid to maintaining sequential, numerical and alphabetical naming patterns when considering any street name changes or additions.

13. Historical names placed on designated landmarks listed on the Tacoma Register of Historic Places, the Washington State Register of Historic Places and the National Register of Historic Places shall not be changed.

MIKE/naming-Policy

CITY CLERK USE

DISTRIBUTION@ WHITE-City Clerk

CANARY-Leg61

PINK-Finance

GOLDENROD-Departmental (J) 9WA111d

REQUEST FOR ORDINANCE OR RESOLUTION

Request

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Ordinance

Resolution Approved Council

1. Request Date:

Date:

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2. Community Development/Historic Pres.

Palmquist/Sullivan

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3. Preparation of an Ordinance/Resolution (indicate which) is requested for the City Council meeting of Tuesday July, 25,1989

4. Summary Title: (A brief sentence, as it will appear on the Council Agenda)

Resolution adopting an official City Policy on place names and name changes.

5. Background Information: (Why is this request necessary?) Comments:

In the event that the City of Tacoma wishes to confer a specific name on a given building, street, facility, place or natural feature within the city

limits or owned by the City of Tacoma, the attached formal policy is proposed for adoption. Though the City of Tacoma is presented with requests for place names or name changes several times a year, there has apparently never been a formal policy in place establishing procedure and criteria for the selection of place names. The proposed policy is attached.

6. List all material available as backup information for the request and indicate where filed:

Source Documents/Backup Material	Location of Document
Draft Policy on Place Names and Name Changes	Attached/ Com. Dev. / C 1 erk

7. Funding Source: (Enter amount of funding from each source)

N. A.

Fund Number & Name:

Federal \$	State \$	city s	Other\$	Total Amount
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If an expenditure, is it budgeted? 0 Yes [1 No Where? Org	Acct
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Approved as to Availability of Funds

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programs directed to the improvement of the visual aesthetic appearance of the community at the commercial, public or residential level.

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7. Portions of a facility may have another name than that of the facility or features may be dedicated to or in honor of a person such as "Tide Pool-Cecil Biosseau" and "Owen Beach" at Point Defiance.

8. In the development of facilities, address designation shall be used until the formal naming of the facility. Whenever possible, naming shall be made prior to completion of purchase or construction of the building or facility.

9. Once a name has been officially approved by the City Council, changes should be strongly resisted.

10. Changes of names for public buildings, facilities and man-made places such as parks should only be approved when they do not violate historical or common usage names.

11. Street names, plats, specific sites and places and natural features indicated on general usage maps for fifty years or more (age criteria applied by the National Register of Historic Places) should only be changed under

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Adopted by City Council

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July 25, 1989

Resolution No. 30525'

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Landmarks Preservation

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handicapped.  
c. Actively promoted  
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