

CITY OF OLATHE		Policy No.:	A-5
COUNCIL POLICY STATEMENT		Date Issued:	4-03-07
General Scope:	Administration	Effective Date:	4-03-07
Specific Subject:	Facility and Property Naming Policy.	Cancellation Date:	
		Supersedes No.:	

Purpose:

To set for the general public policy objectives of the city as it relates to the naming of city owned facilities and/or property.

Statement of Policy:

The statement of policy is hereby incorporated with Resolution No. 07-1030.

City of Olathe, Kansas

Parks and Recreation Facility and/or Property Naming Policy

A. Purpose

The purpose of this policy is to provide guidelines and procedures for naming city owned facilities and/or property.

B. Scope

Except as otherwise provided herein, this policy shall apply to all city owned facilities and property of a permanent or semi-permanent nature, whether real or personal. Such property includes, but is not limited to, city owned real estate, buildings, rooms, fixtures, parks, lakes, streams or trails. This policy shall not apply to the naming of streets or to names which may appear on memorial plaques commonly affixed to or near city owned trees, park benches, statues, etc.

C. Guidelines

1. The Parks and Recreation Foundation will submit recommendations for approval by the Governing Body for naming of parks and recreation facilities and/or property. The Governing Body shall have full and final authority to name (or rename) all city owned facilities and/or property of a permanent or a semi-permanent nature.
2. Names should reflect the city's history, geography, characteristics and vision. Accordingly, the Parks and Recreation Foundation shall consider one or more of the following factors in naming a public facility or property:
 - a. Natural features and characteristics associated with the property;
 - b. Historic features, events, individuals or entities logically associated with the property or otherwise worthy of commemoration;
 - c. Nearby streets or subdivisions;

- d. The city's goals, vision and initiatives;
 - e. The function of the facility or property;
 - f. Individuals or entities who have sold or donated property or facilities to be named or who have made significant monetary contributions that make renovation, construction or acquisition of the property or facilities possible;
 - g. Individuals or entities who have made exceptional contributions, through volunteer efforts or other public service, at the local, state or national level; and
 - h. Any other relevant factor.
3. Naming of public facilities or property after an individual or an entity shall be subject to the following restrictions:
- a. A major unit of a public facility or property, such as a building or a park, shall not be named after an individual or an entity absent a finding by the Governing Body of compelling reasons to do so and a finding that the individual or entity's donation or contributions meets the requirements of sub-section C.2.f and/or C.2.g above.
 - b. A sub-unit of a public facility or property (e.g., a room within a building or a significant feature within a park) may be named after an individual or an entity whose donation or contribution meets the requirements of sub-section C.2.f and/or C.2.g above.
 - c. No public facility or property shall be named after any person who is currently a city employee, city official or an appointee to a city board or committee, or a member of the immediate family of a city employee, official or appointee.
4. No public facility or property shall be named in a manner that will imperil its tax exempt status.

D. Procedures

1. Nominations may be made by any citizen of Olathe accompanied by a petition supported by 1% of the population of Olathe. Nominations of persons who have rendered substantial financial assistance to the city need not be accompanied by a petition and should be submitted to the Parks and Recreation Foundation.
2. Written background information (resume) on the nominee must accompany the nomination.
3. A six-month review period will be allowed for each nomination except where a substantial donation of land or substantial financial assistance is provided.
4. A nomination must be reviewed by the Parks and Recreation Foundation and a recommendation will be made to the Governing Body.
5. A name must receive a majority vote of the Olathe Governing Body.
6. At any time, the Governing Body may deviate from the provisions of this policy upon finding that such deviation is in the city's best interests.