

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Policy #CC-23-026

Adopted Resolution No. 6817



Purpose and scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to rename and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide guidelines to the public, the City has adopted the following procedure and criteria for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing City facility, particularly one whose name has City, regional or national significance, unless there are the most extraordinary circumstances of City, regional or national interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet under-recognized by the City.
3. The City Council is the final decision-making body for the selection of names and dedications for City facilities. The City Council may direct an appropriate City Commission to consider inputs from the community and recommend names or dedications to the City Council -- for example, it may select the Parks and Recreation Commission to do so for public parks, playgrounds, athletic fields, paths, tennis or pickleball courts, gardens, recreation buildings and related facilities.
4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
 - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
 - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
 - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
 - National, regional or community groups that have made significant contributions to the Menlo Park community and have not been previously honored in a meaningful way by the City.
5. The City Council from time to time may authorize a dedication, memorial plaque, or other recognition in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.
6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested renaming or rededication.

Policy history

Action	Date	Notes
Policy adopted	February 25, 1986	City Council adopted
Policy reviewed	January 27, 1998	City Council reviewed and made no revisions
Policy updated	March 14, 2023	City Council adopted Resolution No. 6817