

City of Carthage
Public Buildings, Structures, Facilities, and Street Naming Policy

Purpose:

To establish a formal policy and process for naming parks, public buildings, structures, facilities, and streets in the City of Carthage, Missouri. A sound policy can add meaning and significance that embody the value and heritage of this community.

Authorization:

The City's Public Services Committee shall be responsible for recommending to the City Council the naming of public parks, facilities, signs, and streets in the City, subject to the approval of the City Council.

Objectives:

1. Provide name identification for individual parks.
2. Provide name identification wherever appropriate for public buildings, structures, facilities, streets, and specified areas.
3. Provide for citizen input into the process of naming public buildings, structures, facilities, and streets as enumerated above.
4. Insure control for the naming of public buildings, structures, facilities, and streets, and specified areas by the City Council through the recommendations of the Public Services Committee.

Qualifying Names:

Names should provide some form of individual identity related to:

1. The geographic location of the facility.
2. An outstanding feature of the facility.
3. An adjoining subdivision.
4. A commonly recognized historical event, group or individual.
5. An individual or group who contributed significantly to the acquisition or development of the individual facility.
6. An individual who provided an exceptional service in the interest of the City as a whole.

Naming Process:

1. At the time parkland or a facility is acquired but before development occurs, the City will assign a nondescript temporary working name for the area or facility.
2. Once the development is initiated, the Public Services Committee will receive naming applications for review by the Committee.
3. After a name is decided upon by the Public Services Committee, public notice of the recommended Qualifying Name will occur once during a thirty (30) day period in the City's official newspaper. Citizen comments and recommendations must be in writing to the Public Services Committee and be postmarked within the thirty (30) day public notice period.

4. 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 City overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or City overall.
5. After the thirty (30) day public notice period, the Public Services Committee will submit the recommended name to the City Council for final approval.

Renaming:

1. The renaming of parks, public buildings, structures, facilities, and streets is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks, public buildings, structures, facilities, and streets named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
3. Public buildings, structures, facilities, and streets named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the City.
4. In order for public buildings, structures, facilities, and streets to be considered for renaming, the following must occur:

The recommended name must qualify according to this policy, and; be accompanied by a petition from the particular public park, facility, or street users.

5. If a proposal is received for the naming, or renaming of municipal property or the placing of a memorial on municipal property, where a property or memorial already bears the proposed name, the suggested name or renaming or memorial should be denied.

Other Naming Alternatives:

1. Parks, public buildings, structures, facilities, and streets that are donated to the City can be named by deed restriction or plat, by the donor. The naming and acceptance of land is subject to approval by the City Council.
2. Facilities within parks, i.e. playgrounds, picnic shelters, etc. can be named separately from the parks and facilities they are in, subject to the general approving policies in this policy.

Plaques, Markers, Memorials:

- All plaques, markers, and memorials are subject to the same naming criteria in this policy.
- Because of their proneness to vandalism and maintenance, plaques, markers, and memorials should be used sparingly.
- The Public Services Committee, subject to approval by the City Council, establishes the style, size, and placement of all plaques, markers, signs, and memorials.
- It is anticipated that certain signs or markers such as City limit signs may display names to bring attention to current or former Carthage residents. These names will be considered as transient and subject to rotation at the discretion of the City Council, as recommended by the Public Services Committee.