

**Council Policy #CP-7**  
**Adopted 8/31/09 by Resolution 2009-31**  
**Amended by Resolution 2014-96 on**  
**9/15/14**

SUBJECT: Procedure for naming of facilities

POLICY STATEMENT: It is the intent of Council to provide an organized and uniform process for naming of City facilities.

- A. As used in this policy, “facility” refers to any City-owned building, facility, amenity or any portion of a building, facility or amenity; and/or any Parks, Recreation & Golf building, facility or amenity or any portion of any Parks, Recreation & Golf building, facility or amenity.
- B. Parks, Recreation & Golf facilities or parts of a Parks, Recreation & Golf facility may be named for a community or a geographical area, a location, or in honor of any individual who has made a significant contribution to the field of parks, recreation & golf at either a local, state or national level or in recognition of a purpose or a cause.
- C. All requests from citizens or other outside parties (other than an official City request) to name a facility or any part thereof must originate by written petition (on form provided) to the Council or may be initiated by City staff or the Council.
- D. The Parks, Recreation & Golf Department by and through the Parks, Recreation & Golf Advisory Committee (“PRGAC”) will serve to solicit, receive and review all requests. If the form of the request is approved, PRGAC will present a written recommendation to City Council for City Council consideration and approval. A single name recommendation will be presented when deemed appropriate by the Parks Recreation & Golf Advisory Committee and the Parks, Recreation & Golf Department. If denied, a letter of explanation shall be sent to the petitioner(s) and to the City Council.
- E. For non-Parks, Recreation & Golf buildings, facilities or amenities, City Council may, at its discretion, authorize a separate committee to serve to make recommendation regarding naming of such non-Parks, Recreation & Golf building, facility or amenity.
- F. As an alternative, the Parks, Recreation & Golf Department may conduct a naming contest and solicit and receive naming suggestions. Successful naming suggestions will then follow the same process for review, recommendation and submission to City Council as when a petition is received. Such naming contests details may vary on a case by case basis for the building, facility or amenity to be named or re-named.

G. The following steps should be considered for the nominations of names for a public amenity. The PRGAC or other council-appointed committee must review and consider all names recommended prior to being submitted to the City Council for consideration and further action.

1. The PRGAC or other committee shall establish a time frame to solicit names for the public amenity.

2. Citizen(s) may pick up a petition form from the Parks, Recreation & Golf Administrative Office or from the City website at [www.c3gov.com](http://www.c3gov.com).

3. The petition shall specify the suggested name and the significance of the suggested name via brief summary of why a city building, facility or other amenity should be considered for the name submitted (backed by research, if appropriate).

4. A minimum of 50 original signatures by Commerce City residents will be required. All signatures must be accompanied by a printed name and address of the signer and the date of signature.

5. The petition shall be returned to the Parks, Recreation & Golf Administrative Offices who shall verify signatures and/or addresses and then to the PRGAC or other council-appointed committee.

6. In naming a public amenity or parks, recreation and golf facility in honor of a person, the following shall be considered. The citizen shall be an outstanding or exceptional person who has been involved with the City of Commerce City, State of Colorado, or the United States. Someone who is or was instrumental in furthering the cause of a greater Commerce City through such means as leadership, youth services, cultural diversity, agriculture, history, civic responsibility, education, business promotion, or long-time resident. The person may be deceased or retired from active participation in City affairs.

H. Person(s) or organizations who donate property, or who donate a significant portion of the development costs for the total facility, shall receive special consideration. Names submitted must meet the requirements contained herein, and not primarily seek personal aggrandizement.

I. Names of facilities will not be duplicated within the City.

J. When a facility is named for an individual, a name plaque will be placed on the facility and describe the significance of the name and may list some or all of the achievements of the individual.

K. In the situation where a facility is renamed, the petition shall comply with the above guidelines and shall include clarification as to why the current facility name is obsolete or inappropriate.

L. At a duly-convened meeting, the City Council shall make the final decision regarding any facility name. In making a decision, the Council may, in its discretion, consider any public input as it deems appropriate.