

# Town of Readfield

## Naming of Municipally Owned Lands, Trails, Recreational Areas and Facilities Policy

### **Purpose:**

The purpose of this policy is to establish a systematic and consistent approach for the official naming of municipally-owned lands, trails, parks, recreational areas and facilities. All current names of municipally-owned lands, trails, parks, recreation areas and facilities shall remain unchanged unless or until renamed using the renaming procedure outlined in this policy.

### **Objectives:**

Ensure that municipally-owned lands, trails, parks, recreational areas and facilities are easily identified and located.

Ensure that given names to public lands, trails, parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.

Encourage public participation in the naming, renaming and dedication of municipally-owned lands, trails, parks, recreation areas and facilities.

Encourage the donation of lands, parks, recreational areas or facilities by individuals and/or groups.

### **Definition:**

Municipally-owned lands, trails, parks, recreation areas and facilities – includes all property assets under the Town of Readfield's ownership or control including buildings, structures, open spaces, parks, trails, natural areas, wetlands, environmental habitat and public land.

### **Criteria:**

The policy of the Town of Readfield is to name lands, trails, parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, town history, family ownership, etc.)
  - b. Natural features
  - c. A person (non-living) or place of historical or cultural significance
  - d. A person (non-living), group, or feature particularly identified with the land, trail, park, recreation area or facility.
2. The process to name municipally-owned lands, parks, recreation areas and facilities should begin within 12 months after the Town of Readfield has acquired title to the land and/or formally accepted the donation.
  3. Conditions of property donation as agreed upon by the donor and the Town of Readfield shall be honored regarding the naming of the trails, parks, recreation areas and facilities subject to these adopted policies.
  4. Names that are similar to existing names of trails, parks, properties or facilities in the Town of Readfield should not be considered in order to minimize confusion.
  5. The Select Board of the Town of Readfield reserves the right to change the name of lands, trails, parks, recreation areas or facilities to maintain consistency with these policies.

### **Naming Procedure:**

#### Naming of Municipally-owned Land, Trails, Parks, Recreation Areas and Facilities

- a. A request for naming of a municipally-owned land, trail, park, recreational area or facility shall be submitted in writing to the Select Board by application of any citizen or municipal standing committee of the Town of Readfield.
- b. A citizen or a municipal standing committee of the Town of Readfield submitting a naming request application should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the applicant shall describe the contributions of the person or persons to the Town of Readfield. Written documentation by next of kin to be honored (if available/possible) is required as part of the proposal. Town Manager or staff shall review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Select Board. If the request is incomplete, Town Manager or staff shall contact the applicant in writing and provide the application with the opportunity to resubmit a revised application.

- c. The Town Manager shall forward the completed application to the Select Board for a public hearing and a final decision.
- d. The Select Board shall offer the opportunity for public input at a public hearing on the proposed naming application.
- e. The Select Board shall have final authority over the naming or renaming of municipally-owned lands, trails, parks, properties or facilities.

### **Renaming Procedure:**

#### **Renaming of Municipally-Owned Lands, Trails, Parks, Recreation Areas and Facilities**

Renaming of municipally-owned lands, trails, parks, recreation areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a municipally-owned land, trail, park, recreational area or facility shall be submitted in writing to the Select Board by any citizen or municipal standing committee of the Town of Readfield.
- b. The renaming application, shall include the proposed name change, the purpose of the change and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application shall describe the person or person's contributions to the Town of Readfield. Written documentation by next of kin to be honored (if available/possible) is required as part of the proposal application. The Town Manager or staff shall review the proposal for adherence to the stated criteria and authentication of statements relative to contribution(s) in the case of an individual before forwarding to the Select Board. If the request is incomplete, Town Manager or staff shall contact the applicant in writing and provide the applicant with the opportunity to resubmit a revised request.
- c. The Town Manager shall forward the completed application to the Select Board for a public hearing and a final decision.
- d. The Select Board shall offer the opportunity for public input at a public hearing on the proposed renaming application.
- e. The Select Board shall have final authority over the naming or renaming of municipally-owned lands, trails, parks, recreation areas or facilities.

**Select Board for the Town of Readfield:**

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Lawrence Dunn

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Valarie Pomerleau

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Allen Curtis

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Sue Reay, Chair

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P. Greg Durgin, Vice-Chair

Signed this 10<sup>th</sup> day of February 2014