



*CITY OF TUCSON
PARKS AND RECREATION DEPARTMENT*

Subject: Naming of Parks and Recreational Amenities

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TPRC Approved 3/30/18

B. Dennis

Purpose: The City of Tucson (COT) Tucson Parks and Recreation Department (TPRD) accepts and processes requests for the commemorative naming of park properties and amenities. The Tucson Parks and Recreation Commission (TPRC) and the City of Tucson (COT) Mayor and Council must approve the naming requests.

Request Origin

The naming or changing of names of park properties and amenities may originate from the community, COT staff, the TPRC, or COT elected officials in an effort to recognize individuals, families, or groups and geographic locations. The City of Tucson Mayor and Council may name a park property or amenity without a recommendation from the TPRC.

Naming Criteria

Naming a park property or amenity is for permanent recognition. Park properties and amenities shall be named in an effort to honor individuals, organizations, historical events, and geographic locations. When possible, new park properties or amenities should be named early in the design process. No park properties or amenities shall be named after a presently sitting elected official, a presently sitting elected or appointed member of any City of Tucson board, commission, or committee, or a current COT staff member. Some parks and park amenities may not be eligible for naming based on review of departmental property and amenity records following the initial naming request.

The following criteria may be considered in naming park properties or amenities:

1. Usable park land is donated to COT. Properties that are donated to COT may be named by deed restriction by the donor.
2. A monetary contribution equal to the value of the land for a park property or amenity is gifted to TPRD.
3. A monetary contribution equal to the cost of development of a park property or amenity is gifted to TPRD.
4. An individual, family, or group (e.g., service club, lodge, fraternal organization) is recognized for extraordinary accomplishments, contributions to the betterment of the Tucson community, its citizens, TPRD, or the nation, and a connection to the park or amenity in question. When naming after a deceased person or persons, written documentation of approval by next of kin is required.
5. Park amenities (e.g., sports fields, playgrounds, picnic areas, ramadas, multi-use paths) may be named separately from the park in which they reside and are subject to the same naming process outlined herein.

The renaming of park properties and amenities which are already commemoratively named is strongly discouraged. Only those park properties and amenities named for general locations, subdivisions, or nearby geographic features shall be considered for naming. Park properties

named by deed restriction shall not be considered for renaming. Geographic features with names established by the U.S. Board of Geographic Names and the Arizona State Board of Geographic and Historic Names (ASBGHN) shall not be considered for renaming. Geographic Names and the Arizona State Board of Geographic and Historic Names (ASBGHN) shall not be considered for renaming.

City of Tucson properties and amenities which are under the control of contractors through agreements (e.g., leases, management contracts) are subject to additional reviews and must adhere to existing agreement terms and conditions.

Initial Inquiry

All parties wishing to name a park property or amenity must submit an initial inquiry via the TPRD [website](#) to verify that the park property or amenity in question is eligible for naming. Eligibility does not guarantee approval.

If the park property or amenity is eligible for naming, TPRD staff will send a response within 30 days with a notice to proceed and an application packet containing instructions and required forms (e.g. application form, biographical sketch, justification, Ward Office acknowledgement, petition forms, letter of approval from the family (if required), and letters of support (optional)). Completed applications must be postmarked (if mailed) within 90 days of the notice to proceed. Notice of the pending application will be posted on the TPRD website.

If the park property or amenity is not eligible for naming, a response will be sent to the applicant.

Tucson Parks and Recreation Department Review

Once submitted, TPRD staff will review the application for completeness and adherence to the criteria. Petition addresses and signatures will be verified.

TPRD staff will contact the applicant if the information submitted is inadequate and provide an opportunity to resubmit a revised request. Revised applications must be received by TPRD within 30 days of notification.

When the application review is complete, the applicant will receive notification of the decision to continue.

1. The Public Comment Period (45 days) will commence on the date of the notification. The application will be posted on the TPRD website.
2. TPRD will notify the corresponding City of Tucson Council Ward Office and adjacent neighborhood associations and other stakeholders of the application.
3. Following the Public Comment Period, TPRD staff will provide a summary report to the TPRC.
4. The application will be placed on the agenda for the next TPRC meeting, provided it is at least one week in advance of that meeting, and the applicant will be notified of the agenda item and date and time of the meeting.

Tucson Parks and Recreation Commission Review

TPRC reviews the application and recommends a course of action.

1. If the TPRC finds the application conforms to the required criteria and the commemoration is meritorious (deserving or has merit), the TPRC may immediately consider motion(s) to accept the application. If the application is controversial, or if the TPRC requires more information or time to consider the application, they may request additional information,

make suggestions, or provide options and the application may be tabled for consideration at a future meeting.

2. TPRC will make a recommendation (“approve” or “not approve”) regarding the application to the City of Tucson Mayor and Council.

City of Tucson Mayor and Council Review

Once the TPRC makes their recommendation, TPRD staff will schedule and notify the applicant of City of Tucson Mayor and Council agenda item and date and time of meeting.

If the recommendation is approved by the City of Tucson Mayor and Council, TPRD staff will assist the applicant in coordinating the naming ceremony. The applicant shall be responsible for all costs associated with changes to park signs in accordance with City of Tucson and TPRD standards. Installation shall be coordinated with TPRD staff.