



POLICIES AND PROCEDURES

Authorized by City Council: Resolution No. R21-009

Policy No. 1000.2

Effective date: January 11, 2021

TITLE: Naming and Renaming of Public Spaces and Facilities

PURPOSE: The purpose of this policy is to establish the final approval authority, criteria, and procedure for the naming and renaming of public spaces and facilities.

POLICY: The naming and renaming of public spaces and facilities shall be in the sole discretion and responsibility of the City Council. This policy is compatible with the internal policy and procedure entitled "Policy for Naming and Renaming Public Facilities" which is attached to this Policy. A public space or facility may be named for a living person, but this is anticipated to be in a rare circumstance. In the event a public space or facility is named, it shall not be in perpetuity. The City Council reserves the authority to revisit the naming of any public space or facility at any time.

DEFINITIONS: Public spaces and facilities shall include all spaces, buildings, and structures which are owned by, or under the jurisdiction of the City of Arvada, with the exception of any facilities or spaces utilized by the Arvada Center.

PROCEDURE:

1. Proposals for the naming or renaming of a public space or facility may be initiated as set forth in the internal policy and procedure.
2. Proposals that complete the process set forth in the internal policy shall be referred to the City Council for review and questions at a Council Workshop. At the end of the Workshop review, City Council may instruct the City team to provide additional information on the proposal at a future Workshop, table the proposal, or instruct the City team to include the proposal on the agenda of a future City Council Business Meeting.
3. The information submitted to the City Council at a Workshop and any Business Meeting regarding a naming or renaming proposal shall include at a minimum:
 - A. The proposed name.
 - B. The rationale or justification for the name.

- C. The level of community participation in the development of the proposed name.
 - D. Evidence of any opposition to the proposed name.
4. If City Council instructs the City team to include a proposal on the agenda of a future City Council Business Meeting, the proposed Resolution naming or renaming a public space or facility shall be placed on a City Council Business Meeting agenda under "Staff Presentation."
 5. Prior to City Council consideration of a naming or renaming proposal at a City Council Business Meeting, the public shall be notified of the proposal and written comments from the public shall be accepted until a date certain.
 6. Council shall have the option to adopt, reject, postpone or table the Resolution.

RESOLUTION NO. R21-009

A RESOLUTION AUTHORIZING THE ADOPTION OF THE NAMING AND RENAMING OF PUBLIC SPACES AND FACILITIES POLICY

WHEREAS, the Arvada City Council established a City Council Policy Manual through the adoption of Resolution 14-008 on January 6, 2014, which included the adoption of the original Policy establishing the Manual, along with several City Council policies; and

WHEREAS, additional policies were incorporated through the adoption of Resolution 14-063 on April 24, 2014, Resolution 16-147 on November 7, 2016, Resolution 17-021 on March 6, 2017, and Resolution 20-041 on May 18, 2020; and

WHEREAS, the Arvada City Council now wishes to adopt an additional policy on the naming and renaming of public spaces and facilities to be included in their Policy Manual.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:

Section 1. The Naming and Renaming of Public Spaces and Facilities Policy is hereby adopted and shall be made a part of the Arvada City Council Policy Manual.

Section 2. This resolution shall be effective upon its approval by the City Council.

APPROVED AND ADOPTED this 11th day of January, 2021.

Marc Williams

Marc Williams, Mayor

ATTEST:

Kristen R. Rush, City Clerk

City Clerk



APPROVED AS TO FORM:
Rachel A. Morris, City Attorney

By: *Rachel Morris*
