

**RESOLUTION 22-149**

**A RESOLUTION TO ADOPT A NAMING AND PUBLIC RECOGNITION POLICY FOR THE CITY OF SPRING HILL**

**WHEREAS**, the City wishes to formally establish a naming and public recognition policy; and

**WHEREAS**, this Naming and Public Recognition Policy establishes guidelines and procedures for the naming of new public facilities or property, recreation facilities or amenities; to adopt honorary names for the aforementioned as well as existing public facilities, and streets; and

**WHEREAS**, this Naming and Public Recognition Policy also establishes guidelines and procedures for the approval to place dedications, commemorative objects, plaques or markers in City parks, open spaces, or streets to honor notable Spring Hill citizens who have contributed to our community's history and success in a significant way; and

**WHEREAS**, the City of Spring Hill Parks and Recreation Commission favorably recommends the adoption of Resolution 22-149.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen adopts the attached Naming and Public Recognition Policy becoming effective immediately.

Passed and adopted by the Board of Mayor and Alderman of the City of Spring Hill, Tennessee, on this 6<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
Jim Hagan, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick M. Carter, City Attorney



**REQUEST:** Approval of Resolution 22-149

**SUBMITTED BY:** Kayce Williams, Director of Parks & Recreation

**DATE:** August 10, 2022

**RE:** Naming and Public Recognition Policy

**ATTACHMENTS:** Resolution 22-149, Policy V4

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**PURPOSE:**

To adopt a naming policy for the City of Spring Hill

**BACKGROUND:**

The City Administrator asked for a naming policy to be established for the City. This is the 4th draft of the policy after input was received from BOMA and the respective commissions. The Parks and Recreation Commission reviewed all of the comments and have favorably recommended the revisions shown in the attached "*Naming Policy Content DRAFT V4.docx*" which are highlighted in yellow. Some recent revisions are:

- 1) "Naming and Public Recognition Policy"
- 2) Add language to refer to ordinance 07-01 for historical & cultural context
- 3) Remove "rights of way" from policy – not allowed in public ROW
- 4) Remove section 2 (c) entirely
- 5) Change to 90 days for temporary memorial
- 6) Add honorary street name in sample application
- 7) Refine language in Process
- 8) Refine formatting
- 9) Add resubmittal process if denied

**FINANCIAL IMPACT:**

None

**ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):**

BOMA approval.

## Naming and Public Recognition Policy

- Process
- Purpose
- Authority
- Definitions
- Policy (Including Application and Evaluation Process)
- Applications

### Process:

- City Administrator (or their designee) reviews the application and determines if the application is complete.
- The acceptable application is forwarded to the relevant City commission, committee, board, task force, or other entity based on the evaluation process outlined in the policy.
- The relevant City Commission will evaluate the request and submit a favorable or unfavorable recommendation to the Board of Mayor and Aldermen for their review and official vote by resolution.

### Section 1. Purpose

- A. The purpose of this policy is to provide guidelines and procedures for the naming of new public facilities or property, recreation facilities or amenities; to adopt honorary names for the aforementioned as well as existing public facilities and streets; and for the approval to place dedications, commemorative objects, plaques or markers in City parks, open spaces, and parkways to honor notable Spring Hill citizens who have contributed to our community's history and success in a significant way.
- B. This policy has been created to guide the Board of Mayor and Aldermen and the relevant City Commissions in taking action concerning requests to name, rename, or honorarily name public buildings or property, recreation facilities or amenities, and streets, as well as requests for the placement of plaques, markers, dedications and commemorative objects in parks, or open spaces.
- C. Consideration should be given to the historical, geographical and social/cultural context of the nomination. Public property should be named after its principal function, location, or historical reference; however, significant community events, organizations, or well-known persons with important contributions to the community, state or nation may deserve public recognition, which may occur by way of naming or honorary naming of public properties. Please refer to Ordinance 07-01 of the Spring Hill Municipal Code for additional clarification on historical and cultural content.
- D. Nothing in this policy is intended to create, foster or allow public buildings or property, recreation facilities or amenities, or streets to become a forum for private content speech. By requiring all naming actions and placement of plaques, markers, dedications and commemorative objects to conform to this policy, it is the intent of the City of Spring Hill to exercise full jurisdiction over speech in such forums and to determine that it is consistent with and meets the needs of the community and services a public purpose.
- E. This process does not apply to the naming of new streets which will continue to be processed through the Planning Department and Planning Commission in coordination with the E911 Addressing. Furthermore, this policy does not apply to development projects on private property which are named by the project applicant.

## Section 2: Authority

- A. The policies contained herein are adopted by resolution of the City of Spring Hill Board of Mayor and Aldermen and as such may be changed or amended only by formal action.
- B. The Board of Mayor and Aldermen shall have the final authority to approve naming, renaming, or honorary naming of public buildings or property, recreation facilities or amenities, and streets.
- C. The Board of Mayor and Aldermen may task the City Commissions mentioned above with reviewing requests for the naming or renaming of public buildings or property, recreation facilities or amenities, or streets to ensure compliance with the terms of this policy, and to make recommendations to the Board of Mayor and Aldermen for approval.
- D. If an application is denied by the Board of Mayor and Aldermen, a new application may be resubmitted after a period of six (6) months.

## Section 3: Definitions

- A. Public Buildings: Buildings under the control of the City used to conduct City business. Buildings may include, but are not limited to, City Hall, the Spring Hill Public Library, the concessions building at Fischer Park.
- B. Public Property: Tangible property owned or under the control of the City, improved or unimproved, contained within or outside of a public building. Examples may include but are not limited to, tracts of land, exterior fixtures such as flagpoles or benches, interior furniture or fixtures such as chairs or decorative installations.
- C. Recreation Facilities and Amenities: City Owned facilities/amenities that may be located within a park or part of a facility. These include, but are not limited to, athletic fields, meeting rooms, picnic shelters, ball diamonds, tennis and basketball courts and playground equipment.
- D. Streets: Streets, highways, avenues, boulevards, publicly owned roads, bridges, tunnels, public parking areas or other public ways dedicated to public use and maintained for general public travel lying within a municipality's corporate boundaries.
- E. Honorary Name: An additional name assigned to public buildings or property, recreation facilities or amenities, streets or public rights-of-way which supplements but does not replace the official name. The honorary street name is displayed on a different color sign mounted directly below the official street sign.

## Section 4. Policy.

- A. Applications require:
  - 1. The precise location and description of the subject property;

2. The name, address and contact information of the requestor; and
3. Thorough discussion regarding the history of the property or surrounding area, as may be applicable; and
4. An endorsement by the current mayor or a current council member in which the property is located.
5. Exception—Naming and renaming of streets.
  - a) The City Commissions and/or Board of Mayor and Aldermen shall not be involved with the naming of newly created streets or re-naming of existing streets which are named in accordance with the City of Spring Hill Unified Development Code and E911.
  - b) Honorary Naming shall be evaluated by the Planning Commission for uniqueness and appropriate naming convention; and
    - 1) Shall not contain current road type nomenclature (i.e. boulevard, street, way, etc.).
    - 2) Shall not be an exact or phonetic duplication of an existing street or facility within the city or the county.

B. Criteria for consideration of naming requests.

1. Thorough discussion regarding the history of the property or surrounding area, as may be applicable;
2. Naming shall satisfy at least one of the following criteria:
  - a) Honors and commemorates a noteworthy person associated with the city, the county, the state or the United States of America;
  - b) Commemorates local history, places, events or culture;
  - c) Will strengthen neighborhood identity; or
  - d) Recognizes native wildlife or natural geographical features.
3. The following shall not be considered for purposes of naming:
  - a) Persons that resided in the city for less than five years, other than prominent national figures;
  - b) Individual family tributes, commercially concerned and corporate-related recognitions;
  - c) Designations that cause discord within the community;
  - d) Names assigned to existing public property within the city or the county where duplication of the name is likely to lead to confusion.
4. The committee shall consider:
  - a) The number of residents and businesses directly affected;
  - b) Community diversity;
  - c) The historical significance of preexisting name or location;
  - d) The appropriateness and compatibility of the request in relation to the existing area.
  - e) Naming shall reflect the values and character of the community served by the facility;
  - f) The impact on emergency service delivery.
5. Absent extraordinary or extenuating circumstances, the proposed honoree shall be deceased for a minimum of 1 year. Approvals for naming a city facility in honor of a living individual require unanimous support from the respective City Commission and the Board of Mayor and Aldermen.
6. Requests for naming in honor of a living person should also consider the following:

- a) Whether the proposed namesake made a demonstrable and significant positive impact to local, state, or national affairs. Contributions will have been sustained over an appreciable time period and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development;
- b) Contributions that beneficially changed the nature and characteristics of the community; and
- c) Achievement by a native Spring Hill citizen of national or international acclaim in a specific field of endeavor that has reflected positively on Spring Hill.

### C. Request Process for Placement of Dedications, Commemorative Objects, Plaques or Markers

In addition to the naming opportunities described above, the City may recognize individuals, either deceased or living, or organizations, active or non-active, by the placement of objects (such as public benches, rocks, flagpoles, sculptures, trees etc.), plaques or markers in public buildings or property, recreation facilities or amenities, or streets, provided such recognition is appropriate, consistent with and meets the needs of the community and serves a public purpose. The placement, identification, and proper installation method of these dedications will be at the discretion of city staff unless otherwise directed by the Board of Mayor and Aldermen in a special circumstance. Approval is subject to the following guidelines and conditions:

1. Dedications, commemorative objects, plaques or markers may not be placed in or on the public right-of-way. Dedications, commemorative objects, plaques or markers may not be placed in or on City facilities without City approval. The location, size and type of these items require approval by the designated City Commission. Upon the receipt of a request for the placement of an object, plaque or marker in a public buildings or property, recreation facilities or amenities, or streets, the relative City Commission will review the request to ensure that it can be accommodated in a way that provides some public purpose, meets the intended use of the proposed location in a manner that does not mar the appearance or function of the requested location or cause or contribute to an overabundance of items in the immediate area.
2. Responsibility for the purchase, installation and maintenance of any recognition object and/or associated plaque or other form of label associated with the object must be borne by the requesting party. Such objects and plaques must not pose a burden on City resources for their maintenance, upkeep, repair or replacement. The Board of Mayor and Aldermen may accept the transfer of responsibility for the purchase, installation and maintenance of recognition items and plaques, provided that sufficient funds for these activities are available. In either case, applicants must enter into a service agreement with the City which specifies:
  - a) The cost of the recognition object and/or plaque, and whether the applicant or the City will purchase the object and/or plaque;
  - b) The costs associated with the installation of the object and/or plaque, and whether the applicant or the City will conduct the installation;
  - c) The costs associated with the ongoing maintenance of the object and/or plaque, and whether the City or the applicant will perform maintenance of the object and plaque;
3. The City will not be responsible for maintenance, upkeep, repair or replacement of any dedication or commemorative object if the placement of the item(s) was not approved by the City. The City may immediately remove any dedication or commemorative object placed without approval by the City.

4. Organizations interested in proposing to place a commemorative plaque, marker or object in any public building or property, recreation facility or amenity, or street must do so in writing. Requests shall be presented to the City Administrator for consideration by the relevant City Commission.
5. At a minimum, the attached form must be completed. The inclusion of additional supporting information (photos, brochures, area map, drawings, etc.) is recommended
6. The relevant City Commission will act on each request made. Upon approval, City staff will coordinate with applicant on the proper installation of the plaque, marker or other object.
7. The City reserves the right to reject any request for a dedication or recognition object placement upon determination that it is part of an organized fund raising effort or commercial venture.
8. The City will make every effort to preserve any dedication plaque or other object placed with the approval of the City. If necessary, due to repair of surrounding areas, construction or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other recognition object cannot continue to be reasonably maintained or poses a public nuisance or hazard, it may be removed by the City.
9. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment), the City will provide its regular standard of care and maintenance for the object. If the object is damaged due to vandalism, becomes unusable due to age, wear and tear or is stolen, the City is not obligated to replace or repair the object. Any object that poses a public nuisance or hazard may instead be immediately removed by the City.
10. Plaques and markers must be designed to blend with or complement the existing City park or facility. The wording on plaques or markers must be approved by the City.

#### D. Temporary Memorials and Shrines

In some instances, residents have taken it upon themselves to construct temporary memorials within the public right-of-way to honor deceased family members or friends. These types of installations are subject to different considerations than the City sponsored naming or dedication initiatives previously outlined in this policy. These memorials are not formally recognized by the City, the Board of Mayor and Aldermen, or City staff. Since commemorating a loved one is a deeply personal thing, the City desires to accommodate the City's residents, and allow creativity with sensitivity and tact, while maintaining the safety of all residents and the aesthetic integrity of neighborhoods and public spaces. This section pertains only to City maintained medians, parks, and right-of-ways, and not to the use of private property. Under no circumstances may anything be constructed within 100 feet of a blind corner.

1. Safety and Aesthetic Concerns:
  - a) Since creation of a shrine is generally done following a loss, the City recognizes the social and community value of such a construction; under all other circumstances, personal or

commercial items, signs, or personal effects are not appropriate and are prohibited within City medians, parks, or rights-of-way.

- b) Accumulation of personal items (for memorials) within public spaces can cause safety and access issues; it can also create debris and litter within the public right-of-way. Without these guidelines and on-going maintenance, these shrines may become visual distractions to motorists, potential visual blight to the immediate neighborhood, and can become a public nuisance.

2. Thirty-Day Courtesy:

The City will permit memorials and shrines to exist in or adjacent to the public right-of-way for a period of ninety (90) days from the date of a significant accident or loss, provided they do not create a safety hazard which will be at the discretion of City Staff. City Staff will not remove personal items from the location for ninety (90) days with the exception of:

- a) Safety hazards
- b) Dead or dying flowers
- c) Dead or dying plants (with or without vases)
- d) Debris and trash
- e) Deflated balloons

- 3. The costs associated with the installation of the object and/or plaque, and whether the applicant or the City will conduct the
- 4. These items may be removed at the discretion of the City at any time. The City is not responsible for maintaining items in the right-of-way. Furthermore, memorials or shrines dedicated to animals will not be permitted.

Sample Application:

REQUEST FOR AN HONORARY STREET NAME OR PLACEMENT OF DEDICATION OR  
COMMEMORATIVE OBJECT, PLAQUE OR MARKER

Please type or print clearly in ink and return to:  
CITY OF SPRING HILL CITY ADMINISTRATOR  
PO BOX 789  
199 TOWN CENTER PARKWAY  
SPRING HILL, TN 37174

Date of Submittal: \_\_\_\_\_

Request Type (Check One):

Honorary Street Name

Placement of a Dedication or Commemorative Object, Plaque or Marker

Nominated Name or Organization: \_\_\_\_\_

Location of proposed honorary street name, dedication, memorial, plaque or marker:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of how the individual or organization is to be honored/commemorated. Please include any photos, drawings, historical significance, or specifications of the desired item.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual or Organization submitting this request:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_