



City of Frisco Park and Trail Naming Policy

Process and Procedure:

A. Park Naming Committee

1. The Park and Trail Naming Committee shall be comprised of the following:
 - a. Two members of the Parks and Recreation Board, as chosen by the Board;
 - b. Two members of the Frisco City Council, as chosen by the Council;
 - c. Two members of the Frisco Community Development Corporation, as chosen by the FCDC;
 - d. One member of the Frisco Heritage Association, as chosen by the Frisco Heritage Association.
 - e. Each member of the Committee shall serve a term of no less than one calendar year nor no more than two calendar years, as defined by the appointing Board or Council at their January regular meeting.
 - f. The Committee shall meet with Frisco Parks and Recreation staff no less than one time a year (January) to discuss the need to name any upcoming or existing park site.
 - g. All meetings of the Park and Trail Naming Committee are open to the public and will have their agendas publically posted no less than 72 hours prior to the meeting taking place.

B. Public Notification

- a. Once it has been determined by the Committee that a park or trail need to be named, the Parks and Recreation Department shall identify the location of the park or trail, physical description of the property and the review period to receive information and nominations from the public.
- b. This shall be publicized no less than one month on the Frisco Parks and Recreation Website and shall be listed as a discussion item on the next scheduled regular meeting of the Parks and Recreation Board.
- c. The Frisco Parks and Recreation Department shall notify and solicit potential names from all adjacent home owners associations that lie within 200 linear feet of the proposed park site to be named.

- d. Once the advertising period referenced above has concluded, the Park and Trail Naming Committee shall convene again to discuss and take possible action on name(s) that have been submitted for consideration.
- C. Criteria to submit name(s) for park or trail sites to the Park and Trail Naming Committee
1. Any citizen can nominate someone to have a park or trail named in their honor.
 2. Individuals shall complete and submit a park and trail naming application as well as any additional written nomination to name a park or trail along with the justification to the Park and Trail Naming Committee. This shall be done no less than fourteen (14) days prior to the scheduled meeting of the Committee and being placed on the Committee's agenda. The nomination shall include:
 3. Reason(s) for the proposed name(s)
 4. Evidence of community support for the proposed name(s)
 5. Petitions, if submitted, must state the intent and include printed names, signatures, addresses, zip codes and telephone numbers of each signer as proof of residency.
 6. All of the above must be submitted to the Director of Parks and Recreation, who will serve as liaison to the Park and Trail Naming Committee for review.
 7. If the intent is to rename a park or trail, then the sponsoring party will incur all costs associated with renaming including signage, brochures, publications, and administrative fees.
 8. Park or trail name(s) considered shall be voted upon by the Park and Trail Naming Committee and receive no less than four affirmative votes to recommend to the City Council at their next regular meeting.
- D. Final Consideration
1. The City Council shall consider those names recommended by the Park and Trail Naming Committee and make the final decision on what name(s) are chosen.
 2. The City Council can choose to accept, reject or send back to the Park and Trail Naming Committee for further direction.

Guidelines for naming park properties

Park and trail names should be familiar to the majority of citizens, easy to recall, unique and lasting. The following guidelines are listed in order of importance:

- A. Park properties shall be named:
- a. By outstanding and/or predominant physical characteristics of the land such as:
 - i. Streams, rivers, lakes and creeks;
 - ii. Landmark significance;
 - iii. Historical significance;
 - iv. Street name identity.

- B. If a name is applied to park facilities such as recreational buildings, swimming pools, sports fields, and play structures, those shall be named either:
- a. By identification with the park in which it lies; or
 - b. In honor of an individual or group when total contributions of fifty percent (50%) or more of the total cost of acquisition and development of facilities are donated to the City of Frisco.
 - c. When considering the naming of park lands or facilities in honor of a person, the person should have made a major contribution to the City of Frisco and/or the Parks and Recreation system; or the person should be known for some other significant accomplishment.
 - d. When considering the naming of park lands or facilities, potential sponsorship(s) will be considered individually by the Park and Trail Naming Committee.
 - e. Names that will **not** be considered would include:
 - i. Any elected or appointed official currently serving in that capacity.
 - ii. Any Individual(s) currently employed by the City or governmental entity.