

CITY COUNCIL MEMORANDUM  
16-23

DATE: August 10, 2016  
TO: Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: NAMING OF PUBLIC FACILITIES

Over the last three months, City staff and some individual City Council members have been approached about the idea of naming a public facility after a notable Oak Ridger. Naming is always a sensitive subject and once given is very difficult to rescind.

In February of 2007, then City Council members adopted a policy to provide guidelines and approval procedures to address such requests. Upon occasion, the City has approved naming of facilities such as Bissell Park, named for a former Mayor. In the policy, the City Council permitted the Board of Education to control naming their own facilities like Blankenship Field or the Bob Smallridge School Administration Building as a most recent facility. Pinewood Park has named its soccer field for Energy Solutions, the sponsor of the improvement project. CROET has named their meeting space at Heritage Industrial Park for Bill Wilcox. We were requested in the past for an Alvin Weinburg Street.

As we examine the current policy, a number of things have changed since 2007, besides City Council members themselves. We have created a Recreation and Parks Board that was charged with overseeing all community recreational assets, including greenways, trails, and parks. We have lots of potential activity associated with historical sights and the new Manhattan Project National Historical Park. We prohibit duplicative naming of facilities, yet is a street naming different than a facility name? The trend occurs for sponsorships.

The agenda item is for a review of the current naming policy and any possible changes that are recommended by staff or City Council.

  
Mark S. Watson

Attachment

RESOLUTION

WHEREAS, with the adoption of Resolution No. 10-162-93, as subsequently amended by Resolutions No. 3-55-01 and 9-120-04, City Council established a set of guidelines for the naming of public facilities in the City of Oak Ridge; and

WHEREAS, said guidelines provide that the Oak Ridge Hall of Fame Board shall evaluate all naming requests and make a recommendation to City Council; and

WHEREAS, in light of recent requests and upon review of the policy, it has been determined that the guidelines should be further amended to remove certain elements that are considered unsuitable, including the referral of all naming requests to the Oak Ridge Hall of Fame Board; and

WHEREAS, for the sake of clarity, it has been deemed appropriate to rescind the prior resolutions and to adopt a new set of guidelines that incorporates all previous elements as well as the currently proposed changes.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That Resolution No. 10-162-93 and all amendments thereto are hereby rescinded in their entirety, and the following guidelines are approved and shall be used as policy for the naming of public facilities in the City of Oak Ridge, including streets, in honor of distinguished individuals:

1. Public facilities as a whole may be named after individuals, but portions of such facilities (meeting rooms, dugouts, etc.) shall not be singled out for such naming.
2. The person or persons being honored must have made a significant and substantial contribution to the City of Oak Ridge as a whole, or to a greater area that resulted in national or international renown.
3. Once a facility has been named in honor of an individual or individuals, it shall not be renamed or changed through such means as adding a hyphen or the name of another individual.
4. Public streets shall not be named after individuals until a public hearing is held to allow public input into the proposed renaming. A notice of such public hearing shall be published at least fifteen (15) days in advance of the date of the hearing.
5. A proposal to name the same public facility after an individual or individuals shall not be reconsidered for a period of six (6) months after the initial consideration of such a proposal.
6. Not more than one public facility shall be named after the same individual(s).
7. All requests to name a facility after individuals who have distinguished themselves through their participation in athletic or recreational programs or events shall be formally referred to the Oak Ridge Hall of Fame Board for evaluation and return of a written recommendation to City Council. Such formal referral to the Board shall be in writing and shall contain the approval of the City Manager.
8. The affirmative vote of a majority of the members of City Council then in office shall be required to name a public facility after an individual or individuals.

9. The individual, group or entity requesting or sponsoring the proposal to name a public facility after an individual or individuals shall agree to pay for all expenses associated with and related to the renaming, including costs for additional signage, monuments, plaques, building lettering, brochures, publications and administrative costs, with the exception that the City will pay for the cost of wooden park signs.
10. All methods for displaying the name change (i.e., sign, monument, plaque, building lettering, etc.) shall be in conformance with the following:
  - a. All block letters attached to the front exterior wall of a public facility shall be of a size that complies with City Code requirements.
  - b. Wooden park signs, which shall bear the name of the facility, shall not exceed nine and one-half (9½) feet in length and shall not reach higher than six (6) feet above ground.
  - c. A ground flush monument or plaque made of marble or bronze and measuring no more than two (2) feet by two (2) feet, including the name of the facility and a short inscription, is permitted.
  - d. A pedestal monument measuring no more than two (2) feet by two (2) feet, reaching a height or no more than forty-two (42) inches above ground, is permitted. If a plaque is included, the name of the facility and a short inscription may be engraved on the plaque. If no plaque is included, the name of the facility and a short inscription may be engraved on the pedestal.
11. The City Manager, or the City Manager's authorized designee, shall approve the location of any sign, monument, plaque, building lettering, etc., and shall approve any inscriptions thereon.

BE IT FURTHER RESOLVED, that this policy does not require the exclusive naming of public facilities in honor of distinguished persons, but provides a basis for doing so when City Council has determined that it is appropriate to take such action.

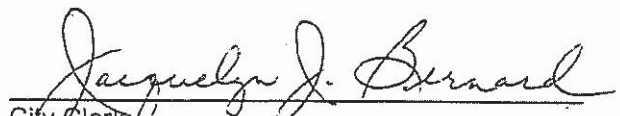
BE IT FURTHER RESOLVED, that facilities which are under the supervision and control of the Oak Ridge Board of Education or the Oak Ridge Superintendent of Schools are exempt from the guidelines set out herein, such facilities being subject to the naming requirements addressed by the Oak Ridge board of Education in its policy, "Naming New Facilities," issued on May 22, 2002.

This the 19<sup>th</sup> day of February 2007.

APPROVED AS TO FORM AND LEGALITY:

  
City Attorney

  
Mayor

  
City Clerk

CITY CLERK MEMORANDUM  
07-07

DATE: February 7, 2007

TO: James R. O'Connor, City Manager

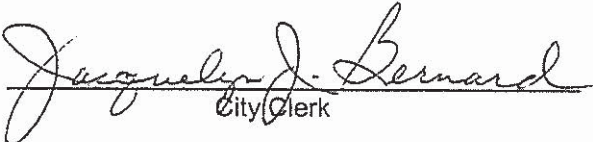
FROM: Jacquelyn J. Bernard, City Clerk

SUBJECT: AMENDMENT OF GUIDELINES FOR NAMING PUBLIC FACILITIES

The attached resolution will rescind Resolution Number 10-162-93, as amended, and adopt a new set of guidelines for the naming of public facilities in Oak Ridge. The guidelines as previously adopted included a provision that all naming requests would be referred to the Oak Ridge Hall of Fame Board for evaluation and return of a recommendation to City Council. A recent referral to that Board was questioned by its members because the individuals to be honored had no connection to sports or recreational activities. It is the staff's view that their concern has merit; therefore, a revised set of guidelines has been drafted to provide that only those requests involving individuals who have distinguished themselves through participation in athletic or recreational programs or events shall be referred to the Hall of Fame Board.

For the sake of clarity, and because the guidelines have been amended several times, it was deemed more appropriate to rescind the prior actions and incorporate them all into a new set of guidelines along with the currently proposed changes. This new set is essentially the same as the existing guidelines, the only major change being the change in referrals to the Oak Ridge Hall of Fame Board. All other changes are minor or "housekeeping" in nature.

The staff recommends the adoption of the attached resolution.

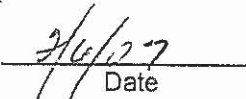
  
City Clerk

Attachment

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
James R. O'Connor

  
Date