

**STATEMENTS OF POLICIES AND GUIDELINES FOR NAMING PARKS
AND PARK FEATURES WITHIN THE MADISON PARK SYSTEM**

AUTHORIZATION

The Madison Board of Park Commissioners is responsible for designating a name for all parks and park features within the Madison Park System.

PROCEDURE

1. The Parks Long Range Planning Subcommittee is delegated the formal role as the "Naming Committee" for all instances when a specific "Naming Committee" has not been appointed. It shall be the responsibility of the Naming Committee to receive from the Parks staff or the public requests for the naming of specific parks or park features within the Madison Park System. The Naming Committee may also initiate the selection of a name for a park or a park feature.
2. Requests or proposals for adopting a specified name for a particular park or a park feature shall be submitted to the Park Superintendent in written form along with thorough documentation giving the reasons for the selection of the proposed name. The written recommendation for naming will include the proposed name and clearly show how the proposed name is consistent with the criteria established below. If the proposal is to name a park or facility after a person or persons, the application will describe the contributions to the Parks system made by the person and why the specific naming proposal is an appropriate honor. Written documentation of support of this naming proposal by immediate family members is strongly encouraged.
3. Notifications shall include alder notification via an email, and in the case of new parcels, the public review of the name will occur during the master planning process.
4. The proposal is then to be referred to the Naming Committee for evaluation, research consideration and recommendation to the Park Commission. The Park Commission will act upon the recommendation of the Naming Committee.
5. Renaming a specific park or a park feature will follow the same procedures as the naming of a new park parcel, but must also be accompanied by letters of support from the recognized neighborhood association(s).

GUIDELINES FOR THE SELECTION OF NAMES

Parks and park features may be named:

1. For a location, such as the name of an adjacent street or the related plat or subdivision.
2. For a geologic, geographic, historical, botanical, horticultural or scientific feature inherent to the area.
3. To honor or in memoriam to a person or persons who made a substantial contribution to the advancement, the improvement or the enlargement of the Madison Park System or to the advancement of the Madison community.

4.

PARK FEATURES

Important and substantial park features within a park may be given a name other than the name of the principal area, using the same guidelines as used for naming parks.

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