

City of Cincinnati



February 20, 2003

To: Mayor and Members of City Council
From: Valerie A. Lemmie, City Manager
Subject: **RESOLUTION – REVISED COMMITTEE OF NAMES-03**

Attached is a resolution entitled:

EXPRESSING the City Council's approval of a document entitled Committee of Names-03, setting forth the procedures and criteria to be used by the Committee of Names when it reviews and evaluates proposals for the naming or renaming of city facilities.

On September 5, 2002, City Council passed Resolution #105-202 which revised procedures for the Committee of Names and placed responsibility with the City Planning Department.

With the merger of City Planning and Community Development, it is necessary to revise the procedures once again to reflect the correct name of the Department.

The Administration recommends adoption of this resolution.

Attachment: Resolution .

cc: *for* Peg Moertl, Director, Department of Community Development and Planning
Steve Briggs

Toni Schez-Maddox

200306365
2.20.03

RESOLUTION NO. 16 - 2003

EXPRESSING the City Council's approval of a document entitled Committee of Names - 03, setting forth the procedures and criteria to be used by the Committee of Names when it reviews and evaluates proposals for the naming or renaming of city facilities.

WHEREAS, City Council, at its meeting on June 15, 1985, passed Resolution 87-1985 which approved procedures and criteria for a Committee of Names; and

WHEREAS, City Council at its meeting on April 17, 2002, passed Resolution 58-2002 which approved the updated procedures for a Committee of Names; and

WHEREAS, City Council at its meeting on September 5, 2002, passed Resolution 105-202 which approved revised procedures for a Committee of Names; and

WHEREAS, because of the reorganization of the departments of the city administration, it is necessary to further revise the procedures of the Committee of Names; and

WHEREAS, the City Council wishes to declare its approval of procedures and criteria contained in said Committee of Names - 03 document; now, therefore

BE IT RESOLVED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the Council accepts and approves the document entitled Committee of Names - 03, attached hereto and by this reference made a part hereof, and requests that it be implemented forthwith.

Section 2. That a copy of this resolution be spread upon the minutes of the Council.

Passed 2.20.03, 2003

Mayor

Attest _____
Clerk

CITY OF CINCINNATI
COMMITTEE OF NAMES - 03

(Approved by City Council Resolution 16 - 2003)

I. INTRODUCTION

This constitutes the general procedures, policies and criteria which will be followed by the Committee of Names when it reviews and evaluates proposals for the naming or renaming of City Facilities.

II. ESTABLISHMENT OF THE COMMITTEE

A. Title. The Committee shall be called the Committee of Names (the "Committee").

B. Purpose. The Committee is established to make recommendations to the Director of the Community Development and Planning Department (the "Director") regarding the naming or renaming of City Facilities. City Facilities include streets, rights-of-way, alleys, buildings, and land but do not include rooms, hallways, or items of personal property.

C. General Responsibilities.

1. The Committee shall receive, review, and evaluate proposals for the naming or renaming of City Facilities. It shall then make a recommendation to the Director regarding the proposal.

2. The Committee shall not:

a. initiate proposals to name or rename City Facilities, but may as part of its recommendation suggest alternatives to a proposal it is considering; or

b. make recommendations regarding the naming or renaming of City Facilities under the control and management of the Board of Health, the Park Board or the Recreation Commission.

D. Composition. The Committee will be composed of the following members:

1 member from the Community Development and Planning Department (who shall act as the Chair)

1 member from the Law Department

1 member from the Department of Transportation and Engineering

- 1 member from the Cincinnati Historical Society Library of the Museum Center
- 1 member from the business community of the City of Cincinnati (public sector member)
- 2 private citizens of the City of Cincinnati (public sector members)

E. Appointments and Terms of Office.

1. Members from the city departments will be appointed by and serve at the pleasure of their respective department directors.
2. The member from the Cincinnati Historical Society Library of the Museum Center will be appointed by and serve at the pleasure of the Museum Center's Director.
3. The three public sector members will be appointed by the City Manager to serve staggered three-year terms.

There is currently a Committee of Names constituted pursuant to Resolution No. 105-2002. The current members were duly appointed by a procedure similar to the procedure stated above. Those current members shall remain as members and shall be replaced in accordance with the above procedure as deemed necessary and appropriate by the appointing authority. Further, the current Community Development and Planning Department member (formerly the City Planning Department member) shall become the Chair.

- F. Meetings. The Committee will meet at times and locations determined by the chair and as often as necessary to conduct business in a timely manner.
- G. Quorum. Four members of the Committee shall constitute a quorum.
- H. Stand-ins. If a Committee member is unable to attend a meeting, the authority who appointed the member may designate a stand-in who shall have full rights as a Committee member for that meeting.
- I. Staffing. The Community Development and Planning Department shall furnish such staff services as needed for the Committee to fulfill its responsibilities.

III. PROCEDURE FOR PROCESSING PROPOSALS

- A. Proposals to name or rename City Facilities shall be made in writing to the Director. Proposals must contain the necessary information as set forth in Section IV, below. The Committee may, at its discretion, decide to adopt a standard application form. Proposals to name or rename City Facilities to the name of a living person or persons will

not be considered by the Committee.

- B. Upon receipt of a proposal, the Director shall determine if it was properly submitted and contains the necessary information. If so, it will be referred to the Committee. If not, it will be returned to the source of the proposal with an explanation of its deficiencies.
- C. The Committee shall review and evaluate the proposal. The Committee may seek additional information from the source of the proposal or other sources. Such additional information may include, when deemed appropriate by the Committee, an informal survey, conducted by mail, of all persons considered by the Committee to be directly affected by the proposed naming or name change.
- D. The Committee shall make its recommendation to the Director and will provide its reasons for such recommendation.
- E. The Director shall consider the Committee's report and make a recommendation to the City Planning Commission together with any necessary and appropriate legislation. The Director is not bound by the Committee's recommendation but may include a copy of the Committee's report with the Director's report to the Planning Commission. The City Planning Commission shall consider the Director's recommendation and, pursuant to its advisory powers under Article VII Section 9 of the City Charter, make a recommendation to City Council, together with any necessary and appropriate legislation.

IV. INFORMATION TO BE SUPPLIED

- A. Basic Information. Proposals shall include the following:
 - 1. The specific City Facility being proposed for naming or renaming. A sketch showing the exact location is sufficient for this purpose.
 - 2. The full form of the name being proposed as well as the actual proposed name for the City Facility.
 - 3. The origin, meaning and/or significance of the proposed name.
 - 4. If the proposed name is that of a person, a brief biography, including the birth and death dates (if known).
 - 5. An explanation of why the petitioner feels that the City Facility should be named or renamed with the proposed name.

including, if applicable, an explanation of how the name and/or the person is or has been associated with the City Facility or the area in which it is located.

6. If available, letters from appropriate organizations and individuals which furnish evidence of substantial local support for the proposal.

B. Additional Information. The Director or the Committee of Names may request additional information or documentation in order to assist the Committee in reaching a recommendation.

V. CRITERIA

A. General Criteria. The Committee shall consider the following criteria in making its recommendation.

1. Names composed of several parts or which are difficult to pronounce usually will not be considered suitable since they do not generally gain public acceptance.
2. When a survey has been conducted, the results of the survey shall be considered by the Committee.
3. Where possible, names should provide a useful function such as identifying the City Facility.
4. Names which are unofficial and which do not appear on current maps but which have become established through local tradition will be given priority when selecting an official name.
5. A name proposed for a particular type of facility usually will not be considered suitable if it duplicates or is too similar to an existing name of the same type of facility.
6. Street names should maintain the continuity and identification of streets in order to facilitate 911 identification, emergency response, and mail delivery and the location of addresses.
7. Names that imply discrimination or would be considered derogatory to a particular person or organization or to any race, religion, ethnic group or group of handicapped persons shall not be considered suitable.
8. Names which are considered obscene or blasphemous shall not be considered suitable.

9. Names which, by current community standards, would not be considered in good taste shall not be considered suitable.

B. Criteria Specific to Names Identified with Individuals.

1. Names of persons should be considered only if it is determined to be in the public interest to honor the person or the person's family for historical or commemorative reasons.
2. A person's epithet, nickname or title may be used if it would provide a more appropriate, interesting or enduring name.
3. Full names usually will not be considered suitable unless they are short, euphonic or would be required because using only a part of the name would render it unidentifiable.
4. Names usually will not be considered suitable unless the person was associated with or made a significant contribution to the facility or the area in which the facility is located.
5. Prior ownership of land or a financial contribution to a City Facility alone should not be considered sufficient basis for consideration of an individual's name.
6. The Committee will not recommend a proposal which seeks to rename a City Facility which is already named for a person, if the name of that person has historical significance.

APPROVED: _____

Valerie A. Lemmie
City Manager

Date: _____

WLR
CDP-070