

RESOLUTION NO. 2023-01

A RESOLUTION of the City Council of Bainbridge Island, Washington, relating to relating to municipally owned property and property naming; authorizing the adoption of a *Policy on Public Property Names and Name Changes*.

WHEREAS, the City of Bainbridge Island (City) recognizes the importance of establishing a policy and procedure for evaluating proposals for naming public property and for considering name changes to public property; and

WHEREAS, the City determined that it should document its practices regarding place and facility names, including the review process, as well as ways to ensure public engagement, articulate criteria and process, and define historical significance; and

WHEREAS, the City is interested in highlighting the contribution of its residents to the fabric of the community through naming public property and facilities, where appropriate; and

WHEREAS, the City is committed to public engagement with a broad range of community stakeholders, including those traditionally underrepresented in government decisions, in processes for naming public facilities and property,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Purpose of this Policy

1. In the event that the City of Bainbridge Island wishes to confer a specific name on a municipally owned property, building, or street, the following policy is adopted.
2. The criteria contained within this policy should also be followed in reviewing or preparing the City of Bainbridge Island’s official comments or recommendations to State, Federal, and/or intergovernmental boards taking actions regarding geographic names, naming, or renaming.

Section 2. Scope of this Policy

1. This policy affects municipally owned property only.
2. The following types of municipally owned property are included within the scope of this policy (referred to hereafter as “property”):
 - a. Buildings and structures, including docks and bridges;
 - b. Real Property, including open spaces and parks;

- c. Rights of Way, including under certain circumstances, streets, trails, and paths.
3. The process and criteria for naming or renaming municipally owned properties described in this policy do not apply to the following types of property:
- a. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register, including property on the City of Bainbridge Island, Washington State, or National Registers of Historic Places.

Section 3. Initial Procedures for Considering Naming or Name Change Requests

1. Requests for naming or changing the name to City property may be submitted by any Bainbridge Island resident, property owner, or City official. Such a proposal shall be made in writing to the City Council and include, as relevant or requested:
 - a. Map illustrating the area affected by the proposal;
 - b. Any existing place, street or facility names that would be affected;
 - c. Any common usage names or nicknames for the area or its elements, including topographical landmarks;
 - d. Representative photographs of the area;
 - e. An overview of any public engagement or support received for the proposal to date, including media coverage and meetings;
 - f. A statement of the criteria in this policy that apply to the request, and how the proposal meets these criteria;
 - g. A summary of any public outreach conducted to date, including to neighborhood associations, business, affinity, city advisory groups, or community groups. This may include any statements of support or endorsement received. Applicants are encouraged to seek public support prior to submitting a request for name changes; and
 - h. A description of any plans for interpretive measures to be taken by the sponsor if the naming request is approved, including signs, interpretive panels, or markers.
2. The City Council, upon receiving such a request, shall review the proposal for completeness at a coming Council agenda with available time. Council may delegate the review for completeness to the City Manager or their designee.
3. If more information is required, the Council or City Manager shall describe to the proponent what information is needed to complete the request.
4. The process shall include intentional and targeted outreach to relevant stakeholders and community leaders.
5. If the request is considered complete, the Council may take action to schedule the request for consideration following its normal public meeting procedures and as time is available at Council meetings, or the Council may refer the request to the City Manager or a City

Advisory Committee (Committee) for review. If the request is referred to a Committee, the Committee should address the request at its next available meeting using the process in Section 4, below.

6. If no action is taken to schedule consideration of the request within 90 days of the first consideration of a complete request, it is considered denied. The Council may also vote to deny the request.
7. If the Council denies the application by vote or by failure to act, the Council shall not consider the same request for the period of one calendar year.
8. If the Council denies a request, the Council may, for any reason, follow its procedure to add items to the Council agenda and schedule the item for discussion.
9. Following the public meeting, there shall be a mandatory 30-day comment period.
10. After the close of the comment period, the Council shall review the testimony and written comments, and the criteria contained within this policy.

Section 4. Initial Procedures for Considering Naming Requests for New Names

1. For new or unnamed City-owned properties, staff or any community resident may make a new naming request directly to the City Council.
2. When so directed, City staff or Committees shall publicly solicit ideas for naming new facilities through a call for proposals.
 - a. Such a call for proposals shall minimally take the form of a press release, website posting, and distribution of an announcement through City e-mail list distribution or other electronic means.
 - b. Additional outreach and engagement shall be done to relevant community leaders and stakeholders.
 - c. The call for proposals shall state a timeline for submission and review, as well as the criteria for naming contained in this policy.
3. The purpose of the call for proposals is to develop a broad array of ideas, and to encourage community participation and engagement in the naming process.
4. While an individual may directly propose to the City Council consideration of a particular name for a property, such a request is not required to initiate the naming process for new facilities, nor is the Council's consideration of names limited to that proposed by an individual.
5. The naming process shall be initiated as soon as practical in the development process.

Section 5. Public Meeting Required

1. For both renaming requests, and names for new facilities, the Council shall hold a minimum of one public meeting to receive comments on all naming requests.
2. Interested stakeholders include property owners and occupants within a 500' radius of the subject property, recognized neighborhood and business groups, and parties included on the City Manager's Report contact lists. Other groups or individuals should be contacted, as well.
3. An additional meeting may be scheduled at the discretion of the City Council to discuss public comment received.

Section 6. Recommendation to and Decision by City Council

1. Based on the findings and recommendation of its designee, the City Council, at its discretion, may accept, modify, reject or remand the recommendation, or may decide that an additional public meeting should be held.
2. If the reviewing body recommendation is accepted or modified, a resolution will be prepared by the City's Public Works Director, incorporating the Council's recommendation.
3. If the recommendation is rejected, the Council may remand the recommendation to the reviewing body or may determine that no name will be chosen.
4. In all cases, the City Council will have the prerogative of accepting or rejecting the proposal.
5. The City Council shall approve or disapprove of any naming or renaming action by resolution.
6. Once a name has been officially approved by the City Council, changes should be strongly discouraged.

Section 7. Criteria for the City Council to Consider.

The City Council shall use the following criteria when considering proposals to name or change the name of publicly owned municipal property covered by the Scope of this policy:

1. Clarity. To avoid duplication, confusing similarity or inappropriateness, the Council, in considering name changes or initial naming decisions, shall review existing publicly owned municipal property names.
2. Context and geographical location. Publicly owned municipal property may be given names that directly reflect or are contextually related to the history of the site, such as

topographical features, nearby schools, or historical plat names.

- a. Names of features indicated on general usage maps for fifty years or more (National Register age criteria) should only be changed under exceptional circumstances.
3. Natural or Geological Features. Names may be based on distinctive, predominant and defining natural or geological features of an area.
4. Community Significance. Publicly owned municipal property may be given a name based on community significance if the proposed name meets one of the following criteria:
 - a. The name is associated with a historically significant use of the property.
 - b. The name reflects current or intended community use of the property.
5. Historical Significance. Publicly owned municipal property may be given a name based on historical significance if the proposed name meets one of the following criteria:
 - a. The name is associated with a historically significant event or for events reflecting broad patterns of Bainbridge Island history;
 - b. The name is associated with the lives of persons of citywide significance in Bainbridge Island's past;
 - c. The name reflects a distinctive architectural or engineering achievement; or
 - d. The name is related to an existing or proposed registered historic property or district.
6. Individuals. Facilities may be named for an individual who has made a significant community contribution, such as community leadership or advocacy. Portions of a facility may have another name than that of the entire facility or features may be dedicated to or in honor of a person such as "Charles Schmid Memorial Waterfront Trail." Facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the City of Bainbridge Island, consistent with the City's relevant donation acceptance policies.
7. Equitable Considerations. The Council, in considering name changes or initial naming decisions, shall take into consideration the City's stated policies and goals regarding equity and inclusion, as well as community and City values as expressed in City documents such as the Adopted Budget or Comprehensive Plan.
8. Proposed names may be removed from consideration if the name or the acronym of the name is profane, frivolous, inconsistent with City values, or not related to the municipally owned property.

Section 8. Special Criteria/Considerations

1. Individuals. Except in extraordinary circumstances, facilities and public property shall not be named for living individuals.
2. Streets.
 - a. Official renaming of existing streets, in general, is discouraged except when:
 - i. A naming effort is part of a larger, coordinated and planned effort involving multiple streets or blocks; or
 - ii. Proposals to rename existing streets for individuals may be considered for those persons that have a broad, regional or national significance that is generally recognized by Bainbridge Island residents.
 - b. All street names must comply with relevant local and state laws and processes regulating street names.
3. Street Renaming Requirements.
 - a. Renaming of existing streets shall only occur at existing shifts in the street grid or where there are clear topographical or geographical shifts in the grid.
 - b. The City Attorney's Office, Public Works Engineering Division, Planning and Community Development Department, and the Police Department shall be given a copy of any street naming request prior to the scheduling of a public hearing on the matter.
 - c. A signed petition of 51% by linear frontage of the affected property owners in support of the renaming must be solicited and submitted by the proponents of the renaming prior to consideration by the City. Such a petition shall be implemented at the sole expense of the proponent(s); however, the City may provide a list of affected taxpayers of record.
4. Street Renaming Alternatives.
 - a. Organizations are encouraged to consider alternatives to street renaming requests for the commemoration of individuals or organizations. For example, interpretive plaques at key locations on buildings or sites, or where appropriate, in sidewalks or other visible pedestrian areas.
 - b. In some cases, an "Honorary Street" designation may be given to certain sections of existing streets to commemorate the lives of important community members. A commemorative street blade sign may be mounted below the official street name for a defined length of the street, if approved, at the expense of the

applicants. "Honorary designations" of streets may be considered as requests for renaming of facilities.

- c. For "Honorary Street" designations, the City shall develop and provide a standard sign specification for approved requests.
- d. In the event that an "Honorary Street" sign blade is damaged or vandalized, the City will notify the sponsor(s) of the need for replacement.
- e. The sponsor will be responsible for replacement of damaged and stolen blades, using the same specifications as for the original installation. If the sponsor does not replace damaged or stolen blades within 90 days of notification, the City Engineer is authorized to rescind the over-naming designation and cause any remaining blades carrying the same designation to be removed and retained by the City.

Section 9. Severability. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.


Section 10. This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this 11th day of July, 2023.

APPROVED by the Mayor this 11th day of July, 2023.


Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

By: 
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	July 7, 2023
PASSED BY THE CITY COUNCIL:	July 11, 2023
RESOLUTION NO.	2023-01