

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 1.03 (36.3)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/18/05

**SUBJECT: CITY MANAGER'S OFFICE
NAMING OF CITY FACILITIES**

SUPERCEDES: 03/01/91

I. PURPOSE

To establish policies and procedures to govern recommendations for naming of facilities owned by the City of Chesapeake.

II. APPLICABILITY

This instruction applies to those buildings, parks, athletic fields, trails, boat ramps, recreation areas, subdivisions, streets and any other City property collectively referred to herein as facilities.

III. POLICY

- A. City owned facilities, to include buildings, parks, athletic fields, trails, and other such facilities so designated, shall be named by the Chesapeake City Council.
- B. Generally, a facility shall be named to describe its function. When there is more than one facility of the same type, then the name should include a location, subdivision, neighborhood or adjacent street.
- C. No facility on school property shall be recommended to Council for naming without first obtaining the concurrence of the Chesapeake School Board.
- D. From time to time, under extraordinary circumstances, it may be desired to name, or to rename, a facility as a means to give honor. Such a recommendation to Council should include consideration of the following criteria.
 - 1. To honor individuals who provide a major donation of land or funds for the facility in an amount equal to at least fifty percent of the total cost of the project.
 - 2. To honor deceased individuals who have made exceptional contributions to the City, or to the agency that will use the facility.
 - 3. To honor living individuals who, through dedicated and unpaid service, have been responsible for achieving a significant improvement in the quality of life for Chesapeake citizens.

- E. The Planning Department may authorize developers to name subdivisions and streets without the approval of Council. Such names shall be consistent with the theme of the development and shall not duplicate in spelling or pronunciation any other existing or programmed name.

IV. PROCEDURES

- A. Where a facility is to be used by a function of the City governed or advised by a Council appointed Board or Commission, that Board or Commission will recommend a name through the City Manager's office for inclusion on Council agenda.
- B. Requests from citizens for naming a facility in honor of an individual may be presented to Council as a petition. Recommendations for naming facilities in honor of individuals should not be publicized until final action has been taken by Council.
- C. The City Manager will recommend a name for a City facility to the Council or to a designated Council committee.
- D. Having received recommendations through any of the prescribed procedures, the Chesapeake City Council will officially name City owned facilities.