

CITY OF ARDEN HILLS

GUIDELINES TO ASSIGNING NAMES TO PARKS, TRAILS, AND RECREATION FACILITIES

Naming Procedure

- Any Arden Hills resident, business, or organization may submit site names to the city.
- Submissions for parks, trails, and recreation sites will be given to the Parks Trails and Recreation Committee (PTRC) for deliberation.
- After careful consideration the PTRC will submit a recommended name to the City Council for final approval.

Naming Criteria

- **Geographic** names must relate to prominent surrounding features to help the public identify the site's location such as lake names, names of bridges, street names, or community names.
- **Historic** names must be associated with important events that happened in the area.
- **Functional** names must provide a link to the activities, services, or programs associated with a site.
- **Memorial** names are meant to honor those who made significant contributions to society through years of service or donation *AND* to honor those who have been deceased for at least three years.
- **Renaming** parks, trails, or recreation sites is generally discouraged as it removes the honor and societal value of the existing designation.

Memorials

Memorials such as plaques or trees may be donated as a tribute to deceased residents *AND* to honor those who made significant contributions to society through years of service or donation. Donors must pay the full cost of the memorial procurement, installation, and maintenance. Plaque size and location plan must be approved by the Public Works Director with installation supervised by his/her staff.