



## **INFORMATIONAL MEMORANDUM**

**TO: Finance & Governance Committee**  
**FROM: Laurel Humphrey, Legislative Analyst**  
**DATE: September 6, 2022**  
**SUBJECT: Policy for Naming or Renaming City-Owned Property**

### **ISSUE**

The Finance & Governance Committee requested to update the policy on naming city-property.

### **BACKGROUND**

The current naming policy resides in Resolution 1400, which was adopted in 1998. The policy is outdated and fairly limited in scope, and did not provide much guidance with regard to a naming request recently received by the City.

At its July 11, 2022 meeting, the Finance & Governance Committee meeting reviewed a proposal for an honorary street naming for former Mayor Haggerton. The Committee paused making a decision on that item and requested that staff return with an updated policy that includes expanded public participation in any naming decision.

The attached draft policy was prepared following research on other cities, locally and nationwide, and includes input from other departments. The City Attorney has signed off on the draft.

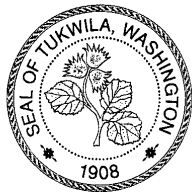
### **RECOMMENDATION**

Staff is seeking Committee direction on the proposed policy. It could either return to committee or be forwarded to the September 26, 2022 Committee of the Whole for further discussion.

### **ATTACHMENTS**

1. Resolution 1400
2. Draft resolution
3. Draft policy





# City of Tukwila

Washington

Resolution No. 1400

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING POLICIES FOR NAMING CITY PROPERTY; AND REPEALING RESOLUTION 981.**

**WHEREAS**, Resolution 981 was passed in 1985 to set policies for naming City property; and

**WHEREAS**, since 1985 the City has grown, development has increased, and Resolution 981 no longer applies as effectively as it once did; and

**WHEREAS**, Tukwila has a rich history, an important location, and a number of individuals who have contributed to the City's development and enrichment; and

**WHEREAS**, naming of remaining property in Tukwila should be done in a fashion that is responsible and reflects a thoughtful and meaningful process;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Authority to Name City Property.**

A. The Tukwila City Council shall be the final authority in approving the names of City-owned real property.

B. New streets in the central business district and business/industrial areas shall be given grid numbered names in order to enhance quick response by public safety officials in emergencies and in order to facilitate access by the general public.

C. The City's Fire Marshal will approve the names of numbered City streets. The Administration will inform the Council of these names when approved.

D. The names of parks in the City shall be recommended by the Park Commission. Their recommendation will be forwarded to the Community and Parks Committee for consideration.

E. In all cases other than parks and numbered streets in the central business district, the Community and Parks Committee will recommend a name or alternative names for City Council consideration and approval.

**Section 2. Criteria for Naming City Property.**

A. Named City property and facilities including streets, parks, bridges, and facilities shall use the following unranked criteria to guide their naming decision:

1. Geographical location;
2. Historical considerations;
3. Names of persons;
4. Geological features;
5. City identity and image

B. Where persons' names are used, they should be people who have made an outstanding contribution to the community, or whose names are of historical significance to the area, or who the City would like to recognize as an important influence in the area.

C. When the name of City-owned real property or of a City facility is being changed, the City Council will delay a final decision for thirty (30) days after a recommendation from a Committee of the Whole is made.

**Section 3. Repealer.** Resolution 981 is hereby repealed.

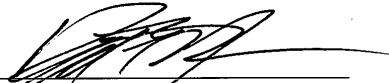
PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a regular meeting thereof this 15<sup>th</sup> day of June, 1998.

  
Pamela Linder, Council President

ATTEST/AUTHENTICATED:

  
Jane E. Cantu, City Clerk

APPROVED AS TO FORM:

By:   
Office of the City Attorney

Filed with the City Clerk: 6-11-98  
Passed by the City Council: 6-15-98  
Resolution Number 1400

**DRAFT**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING A POLICY FOR NAMING OR RENAMING CITY-OWNED PROPERTY; AND REPEALING RESOLUTION NO. 1400.**

**WHEREAS**, Resolution No. 1400 was passed in 1998 to amend policies for naming City property; and

**WHEREAS**, the City Council desires to continue and improve a predictable process for establishing or changing the name of City property; and

**WHEREAS**, the City Council desires to increase transparency and public participation in any effort to name or rename City property; and

**WHEREAS**, naming decisions on City property must be compatible with community interest;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The City of Tukwila “Policy on the Naming or Renaming of City-owned Property,” attached hereto as Exhibit A, is hereby adopted.

**Section 2. Repealer.** Resolution No. 1400 is hereby repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Christy O’Flaherty, MMC, City Clerk

\_\_\_\_\_  
Thomas McLeod, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: \_\_\_\_\_

Passed by the City Council: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney

Attachment: Exhibit A – City of Tukwila “Policy on the Naming or Renaming of City-owned Property”



# City of Tukwila

## Policy on the Naming or Renaming of City-owned Property

### Section 1. Purpose

To establish a uniform policy regarding the naming or renaming of City-owned property including parks, facilities, buildings, and streets that ensures compatibility with the community interest.

### Section 2. Scope

- A. This policy affects City-owned property only.
- B. The following types of City-owned property are included within the scope of this policy:
  - (1) Buildings and structures
  - (2) Streets
  - (3) Other real property, including open spaces and parks
- C. This policy does not apply to the following types of property:
  - Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register.
- D. This policy does not apply to names of City properties in return for financial or in-kind contributions or sponsorships.

### Section 3. Authority

- A. The City Council shall designate the names of parks, facilities, buildings, open spaces, non-numbered streets, and honorary street designations.
- B. The Public Works Director shall designate the names of numbered City streets in conformance with the King County grid system. Streets shall be assigned a name when the numbering grid is deemed unfeasible or when the City Council acts pursuant to Sections 6 and/or 7 of this Policy.

### Section 4. Criteria for Naming City Property

- A. The following unranked criteria should be used to guide decision making on naming City property:
  - (1) Geographical location
  - (2) Building or property's purpose
  - (3) Cultural attributes
  - (4) Significant historical events
  - (5) Natural or geological features
  - (6) City identity and image

- (7) Names of persons who have made an outstanding civic contribution to the community, or whose names are of historic significance to the area
- (8) Names of City officials who served for a minimum of 10 years and who made outstanding contributions over and above the normal duties required by their positions and had a positive impact on the past and future development of programs, projects or facilities

### **Section 5. General**

- A. 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.
- B. City property shall not ordinarily be named for living individuals, although exceptions may be considered when significant contributions or unusually outstanding public service would so justify, and when the individual is no longer serving the City in an official capacity.
- C. Property named after individuals requires written consent of the named party's representative.
- D. There shall be a lapse of at least 12 months between the date of the death of a person(s) or of an event to be commemorated and a final decision by the City Council.
- E. Naming commemorations that meet the criteria and are significant to underrepresented populations are encouraged and shall be prioritized.

### **Section 6. Naming Procedures for New Property**

- A. Names for new parks, facilities, buildings, open spaces, and streets can be suggested by elected officials, staff, and members of the public.
- B. Name suggestions must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. If the suggested name(s) complies with this Policy, the City shall provide an open public comment period of 30 days that is advertised broadly including notification to all members of the City's Boards and Commissions.
- D. The suggested name(s) may be placed on an agenda of the City Council Committee most closely affiliated with the property being named or on an agenda of a Committee of the Whole meeting.
- E. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed name.
- F. Name changes shall be subject to the criteria and procedures set forth in this Policy.



## **Section 7 Street Renaming Procedures**

- A. Renaming of existing streets is generally discouraged due to impacts to abutting property owners, emergency response times, and regional wayfinding.
- B. Requests to rename existing streets must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. Renaming of existing streets requires written support of at least 75% by linear frontage of affected property owners, which shall be gathered at the expense of the proponent.
- D. If the proposed name complies with this Policy and has sufficient support from abutting property owners, and will not adversely impact emergency vehicle responsiveness, the City shall provide an open public comment period of 90 days and send notification to all members of the City's Boards and Commissions.
- E. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed street name change.
- F. If the City approves a renaming, the City Council shall designate an effective date that provides sufficient time for abutting property owners, residents, and businesses to mitigate the name change.

## **Section 8. Honorary Street Designations**

- A. Honorary street designations are intended to recognize and honor individuals or groups without changing the official name of the street or the official addresses of residents and businesses on the street.
- B. Requests for honorary street designations must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. If the proposed name complies with this Policy, the City shall provide an open public comment period of 30 days that is advertised broadly including notification to all members of the City's Boards and Commissions.
- D. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed honorary street designation.