

**CITY OF KODIAK
RESOLUTION NUMBER 2024-01**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK, ADOPTING A
POLICY FOR FACILITY NAMING, PLAQUE AND MEMORIAL PLACEMENT**

WHEREAS, Resolution No. 13-94 was passed in 1994 to establish policies for City property or facility naming; and

WHEREAS, naming of City properties, facilities, or public memorials allows a meaningful way to honor the lives of notable people or acknowledge significant events; and

WHEREAS, clear policy provides an opportunity for the public to contribute to the representation of the people, heritage, and values of the City of Kodiak by acknowledging notable individuals or events; and

WHEREAS, designating City properties, facilities, or public memorials should follow systematic guidelines that are easy for citizens to locate and recognize; and

WHEREAS, the City of Kodiak has been requested to improve and clarify policies for establishing and naming City property, facilities, or public memorials; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that this policy will provide guidance and consistently-applied standards to the acceptance of requests for public commemorative items and naming of city property. Resolution 13-94 is hereby rescinded and re-established as follows:

Section 1. Purpose: To establish clear policies regarding the naming and designation of City properties, facilities, or public memorials that aligns with the interests of the City of Kodiak.

Section 2. Scope: The following policy applies only to property owned by the City of Kodiak, including buildings, structures, parks, and all other real property. It does not apply to any properties which have been nominated and accepted for use within a historic register or preservation effort. This policy does not apply to designation of City properties in return for any financial contributions or sponsorships.

Section 3. Authority: Designation of the names of City property including buildings, parks, facilities, open spaces, streets, or any other real property shall be agreed upon by the City Council. All respective Department Heads and advisory boards must also approve of the designation.

Section 4. Guidelines for Naming City Property and Facilities: Criteria must be established to guide decisions made on the naming of City property, include the following:

- a. Purpose of the building, facility, or other real property
- b. Cultural attributes or other associations
- c. Historical events of significance
- d. Natural or geographical location or features
- e. Identity and image of Kodiak Island

f. Names individuals who have made a significant contribution to the community or history of Kodiak Island

Section 5. General Guidelines: City facilities may have some portions of which that are differently named or contain memorials which may be dedicated to honor a person. Written consent is required from the named party's representative in the event that City property is renamed in their honor. In the event that City property is renamed in memorial of a deceased individual, a period of at least one year shall occur between their death and a final decision by the City Council. Commemorations of City property that meet the criteria and are significant to underrepresented populations of the City shall be encouraged and therefore prioritized.

Section 6. Naming Procedures for New or Renaming Existing Property: Requests to name newly established parks, facilities, buildings, and all other real property owned by the City of Kodiak can be submitted by elected officials, City staff, and members of the public. Any suggested name(s) must be accompanied by written rationale for the name and significance of the proposed name as compared to the criteria in Section 4. In the case that the suggested name(s) comply with this Policy, the Mayor will initiate the request to be presented to the respective advisory board. If accepted by the advisory board, 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, Committees, and Commissions. The suggested name(s) may then be placed on an agenda of the City Council Meeting. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed name(s).

Section 7. Commemorative and General Plaque Guidelines: Citizens requesting to purchase or donate a commemorative item on City property such as a plaque or bench in honor of a specific event or individual must complete an application form or formal request and submit it to the respective Department Head in whose jurisdiction the request will be considered. The Department Head may then consult with the City Manager to ensure the request adheres to the aforementioned guidelines regarding commemorative items. In the event a plaque is accepted, it must include the date, name or title of the event or person honored by the plaque. In the event that the request is denied by the City Manager and/or Department Head, a letter will be sent to the requestor stating a reason the request was denied.



ATTEST:


CITY CLERK

CITY OF KODIAK



MAYOR

Adopted: January 11, 2024