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Please call the City's Historic Preservation Program
Historic Preservation Officer at 253.591.5220

Tacoma Economic Development Department
Culture and Tourism Division



TEDD 1632 0006 (03/02)d

How to Name

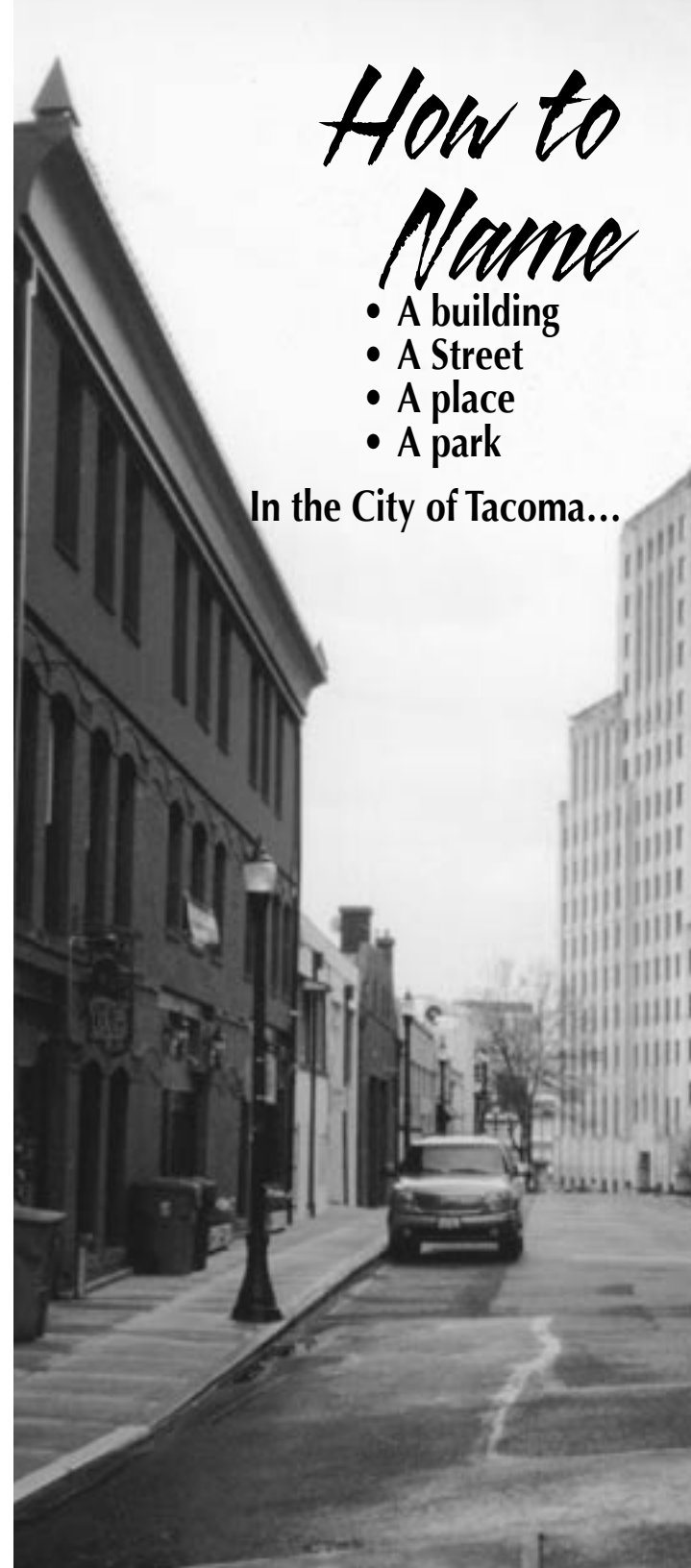
- A building
- A Street
- A place
- A park

In the City of Tacoma...

Who makes decisions on a new name or name change?

Upon a request by the Mayor, the Landmarks Preservation Commission considers all requests for naming or renaming public facilities like a park, street, building, which is owned by the City of Tacoma. The Landmarks Preservation Commission then sends its naming recommendation to the City Council. The Tacoma City Council has the ultimate authority and designates the name by a resolution.

How to propose a name or name change



1. Make a request in writing to the Office of the Mayor.
2. The Mayor, consulting with City Council members, considers the request and has the option to send or not send it to the Landmarks Preservation Commission for their consideration.
3. If the naming is to be a contest, the Landmarks Preservation Commission provides the rules and guidelines for the contest.
4. The Landmarks Preservation Commission contacts all surrounding property owners, residents and stakeholders before taking action.
5. The Landmarks Preservation Commission will hold a public hearing on the new name at one of the group's regularly scheduled meeting. Anyone is welcome to speak for or against the proposed name or name change.
6. Following the public hearing, there is a 30-day written comment period. Anyone may submit written comments to the Landmarks Preservation Commission about the name or name change during this time.
7. Following the 30 day written comment period, the Landmarks Preservation Commission, at its next scheduled meeting, will evaluate all of the testimony provided and makes a recommendation to approve or disapprove the name or name change.
8. This recommendation is then forwarded to the Tacoma City Council. The City Council may then choose to hold a public hearing prior to any final action or the Council may immediately act on the recommendation.
9. A Resolution of the Council is required for any naming or renaming decision.
10. The City Manager notifies those who originally generated the naming idea and the Landmarks Preservation Commission of the approval or denial.

How long does this process take????

Usually, it will take about 2 to 3 months for the entire process.

What's the criteria?

1. Avoid duplication or similarity in names and make sure that the proposed name is appropriate for a public facility
2. Consider the geographical location, historical or cultural significance, or natural features
3. Buildings or facilities may be named for a person, if that person has contributed significantly to the quality of life within the city. If the person is being recognized posthumously, at least two years must have lapsed since the time of death. An outstanding contribution might include taking a leadership role in:
 - One or more civic organizations devoted to community improvement;
 - Providing to the economically disadvantaged, physically and/or mentally handicapped;
 - Promoting and directing community events and activities that contribute significantly to Tacoma;
 - Promoting and implementing programs for the community's youth;
 - Promoting and implementing programs for the community's senior citizens;
 - Promoting programs that make Tacoma a more beautiful city;
 - Developing programs and/or facilities for collecting and preserving Tacoma's natural or historical heritage; and/or.
 - Developing programs that improve the social and health needs as well as humanitarian needs of our community.
4. If a person makes a significant direct financial grant to the City of Tacoma to develop a particular building or facility, that building or facility may be named for that individual.
5. If the area around the facility or the facility it-

self has held a commonly used, yet unofficially name, the common name may be officially adopted.

6. Whenever possible, naming shall be made prior to the completion of the purchase or construction of a building or facility.
7. Once a name has been officially approved by the City Council, changes should be strongly resisted.
8. Changes of names for public buildings, facilities, and man-made places such as parks should only be approved when they do not violate historical or common usage names.
9. Street names, plats, specific sites, places, and natural features indicated on general usage maps for fifty years or more should only be changed under exceptional circumstances.
10. Attention should be paid to maintaining sequential, numerical, and alphabetical naming patterns when considering any street name change or addition.
11. Historical names placed on designated landmarks listed on the Tacoma Register of Historic Places, the Washington State Register of Historic Places, and the National Register of Historic Places shall not be changed.

City of Tacoma
Policy on Place Names and Name Changes
Adopted by City Council, July 25, 1986
Resolution Number 30525