



Town Property/Facilities Naming Policy

I. Purpose

This policy establishes the guidelines for naming Town-owned facilities, parks, and other public spaces within the Town of Jupiter. It aims to ensure that naming decisions reflect the community's values, honor significant contributions, and provide clear, consistent, and equitable procedures for the naming process.

II. Definitions

Town-owned property/facility: Buildings, structures, real property, including open space, parks, and recreation facilities owned by the Town.

III. Scope

The Town of Jupiter reserves the right to name or rename Town-owned property/facilities.

The naming of any facility shall be for the public good and reflect the history, culture, and character of the Town and its residents.

Names may be selected to honor individuals, organizations, historical events, geographic features, or other significant elements connected to the Town or Palm Beach County.

The Town of Jupiter shall avoid names that are offensive, controversial, or otherwise inconsistent with the Town's values of inclusivity, respect, and community.

IV. Types of Facilities Eligible for Naming

Parks and Recreation Facilities:

These include parks, sports fields, recreational centers, and similar spaces owned or operated by the Town.

Public Buildings:

This category includes community centers, town halls, and other public-use buildings.

Other Public Spaces:

Includes plazas, green spaces, trails, and other areas intended for public use.



V. Criteria for Naming

Historical Significance:

Names that reflect the historical, cultural, or environmental heritage of Jupiter or Palm Beach County, including the commemoration of historical figures, events, organizations or achievements.

Community Contributions:

Names may honor individuals, families, or organizations that have made significant contributions to the betterment of the community through service, philanthropy, or notable achievements.

Geographical Features:

Names based on prominent geographical features, landmarks, or natural elements, such as rivers, lakes, or native flora and fauna.

Descriptive Names:

Names that describe the location, function, or unique characteristics of a facility or space, providing clarity for the public.

Names of Individuals:

When considering naming Town-owned property/facilities after an individual, consideration should focus on an individual's character, integrity, and enduring contributions to the Town. Particular attention will be given to those who have demonstrated exceptional service and commitment to the community of Jupiter.

VI. Procedure

Initiation:

Proposals for naming a facility may be submitted by any individual or group, including Town staff, community members, elected officials, or organizations.

Submission Process:

Naming proposals must be submitted in writing to the Town Council, including a rationale for the name, supporting documentation, and any relevant historical or biographical information.

Public Input:

In cases where public interest exists, the Town Council may conduct public hearings or solicit community input before making a final decision.

Staff Evaluation

Upon receiving a naming or renaming proposal, Town staff will conduct a thorough research and evaluation process to verify the accuracy and completeness of the information submitted. This process will include confirming the significance of the individual, organization, or entity proposed, validating any historical, cultural, or community contributions cited, and assessing alignment with the Town's values and goals. Staff will prepare a summary report of their findings and recommendations, which will be presented to the Town Council for consideration during the decision-making process.



Final Approval:

The Town Council will make the final decision on naming or renaming a facility. The decision will be made in an open public meeting. Names with offensive, discriminatory, or controversial associations will not be allowed. The Town of Jupiter reserves the right to reject any name that it deems inappropriate or inconsistent with the community's values.

Renaming Facilities:

The renaming of a facility will be considered only under special circumstances, such as:

- Significant changes in the community or the purpose of the facility.
- Changes in the historical context of the name.
- When a name no longer reflects the character or identity of the community.

The procedure for renaming a facility will follow the same process as for naming new facilities, including public input.

The form of naming recognition for Town-owned facilities will be determined by the Town Council, with Staff providing examples of potential options for consideration. These options may include facility signage, commemorative plaques, markers, or other appropriate displays. The design, size, and placement of such recognitions will align with the Town's branding standards, aesthetic guidelines, and the facility's intended purpose, ensuring the recognition is meaningful and visually harmonious with the surrounding environment.

Maintenance of Records:

The Town Manager or designee will maintain a list of named facilities, including their origins, historical context, and the individuals or organizations they honor. This information will be made available to the public through the Town's official website and at the Town Hall.

Exceptions:

The Town Council retains the authority to make exceptions to this policy when it is in the best interest of the community or when extraordinary circumstances justify a deviation from the established guidelines.