



CHICAGO PARK DISTRICT

Park Naming & Unnaming Process for Introduction of Requests

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Purpose

As allowed under [Chapter 7 of the Chicago Park District Code](#), the General Superintendent has the authority to promulgate rules and written procedures to implement the procedures for naming and renaming parks and features within parks.

In line with the Chicago Park District Code, this document provides additional details about the process and schedule that the Chicago Park District (“Park District”) will adhere to for park and park feature naming requests and park unnamings requests. The General Superintendent has created a Park and Park Features Naming Advisory Committee to review naming and unnamings requests and make recommendations to the General Superintendent as to which requests should be presented to the Board of Commissioners.

Background

The Park District has a formal process for the naming or unnamings of parks, as outlined in Section E of [Chapter 7 of the Chicago Park District Code](#). The process requires numerous Board actions and requires either one or two 45-day notice periods, during which the public can provide feedback on proposed namings or unnamings of parks or park features. Per Chapter 7 of the Code, such notices may be waived by the written direction of the Superintendent.

About 10% of the Park District’s over 600 parks remain “unnamed,” meaning, they are only assigned a number and do not have a formal name. Given this volume, in addition to requests that arise to unname previously named parks, and the existing volume of agenda items at Board of Commissioner meetings, the Park District will be setting forth designated Board meetings to introduce park naming or unnamings requests, and ensuring that no more than four naming or unnamings requests are introduced each calendar year.

Park Naming Calendar & Cadence

Introduction of Naming Requests

The Park District will introduce up to two (2) new naming or unnamings requests at the September and April Board meetings, with no more than four (4) naming or unnamings requests being introduced total throughout the calendar year. No other naming requests will be introduced to the Board outside of these months. Should a regularly scheduled Board meeting for September or April be canceled, the naming request(s) may be introduced at the following Board meeting. Similarly, an action may otherwise be postponed to a later board meeting if operational needs require it.

Submitting Requests

Requests must be submitted in writing via mail or email. Requests can be emailed to LCA@ChicagoParkDistrict.com. Mailed requests can be addressed to:

Chicago Park District
Re: Park / Feature Naming Request
Office of the Board Secretary
4830 S. Western Ave.
Chicago, IL 60647

Deadline for Submission of Naming Requests

The Park District will adhere to the following timelines for naming or unnamings requests, as outlined in Table 1:

- The deadline for submitting naming or unnamings requests for the April Board meeting is January 15 of each year. Requests submitted after January 15 may be considered for the September Board meeting.
- The deadline for submitting naming or unnamings requests for the September Board meeting is June 15 of each year. Requests submitted after June 15 may be considered for the April Board meeting.

Considerations

1. After receiving confirmation from the Park District that the naming request meets the criteria set forth in the Code, the Park District may ask the requestor to solicit support from community and elected officials. To be considered for continued evaluation by the Park and Park Features Naming Advisory Committee, the support must include:
 - a. At least two letters of support from elected officials or community leaders, *or*
 - b. One letter of support from an elected official or community leader *and* a petition demonstrating community support.
2. In addition to the criteria set forth in Section E of Chapter 7 of the Chicago Park District Code and the considerations outlined in this Policy, the Park District may consider the following factors when determining whether to present a naming or unnamings request to the Board:
 - a. Letters of support from a Park Advisory Council (PAC), if a PAC exists for the park,
 - b. Letters of support from community members, including petitions,
 - c. Whether supporting documents are from community members who live or have previously lived within the vicinity of the impacted park, who frequent the impacted park, or have a connection with the park or impacted community.

Table 1: Park Naming Schedule

If a regularly scheduled Board meeting is cancelled, the matter will be brought at the following board meeting. Similarly, an action may otherwise be postponed to a later board meeting if operational needs require it.

Naming Unnamed Park		
<i>Date</i>	<i>Action Item</i>	<i>Comments</i>
April Cadence		
January 15	DEADLINE TO SUBMIT REQUEST	
April Board Meeting	Board vote to initiate public comment period to solicit feedback on proposed park name	If approved, 45-day public comment period begins
June Board Meeting	If community support is present and other criteria met, present to Board to vote to name the park.	Upon Board approval, all signs, websites, etc., will be updated.
September Cadence		
June 15	DEADLINE TO SUBMIT REQUEST	
September Board Meeting	Board vote to initiate public comment period to solicit feedback on proposed park name	If approved, 45-day public comment period begins
November Board Meeting	If community support is present and other criteria met, present to Board to vote to name the park.	Upon Board approval, all signs, websites, etc., will be updated.

Unnaming & Naming of Named Park		
<i>Date</i>	<i>Action Item</i>	<i>Comments</i>
April Cadence		
January 15	DEADLINE TO SUBMIT REQUEST	
April Board Meeting	Board vote to open comment period to solicit feedback on park unaming.	If approved, the first 45-day public comment period begins
June Board Meeting	If community support is present and other criteria met, present to Board to vote to unname the park and to vote to initiate public comment period for proposed name.	If unaming approved & public comment period approved, the second 45-day comment period for the name begins
August Board Meeting	If community support is present and other criteria met, present to Board to vote to name the park.	Upon approval, all signs, websites, etc., will be updated.
September Cadence		
June 15	DEADLINE TO SUBMIT REQUEST	
September Board Meeting	Board vote to open comment period to solicit feedback on park unaming	If approved, 45-day public comment period begins
November Board Meeting	If community support is present and other criteria met, present to Board to vote to unname the park and to vote to open comment period for proposed name.	If unaming approved & comment period approved, 45-day comment period for the name begins
January Board Meeting	If community support is present and other criteria met, present to Board to vote to name the park.	Upon approval, all signs, websites, etc., will be updated.