

NAMING POLICY FOR THE VILLAGE OF CROTON-ON-HUDSON

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Section 1 Purpose and scope.

- (a) The Village of Croton-on-Hudson Board of Trustees are desirous of adopting a policy which will delineate the naming of public streets and facilities within the Village.

Section 2 Definitions.

- (a) "Parks & Recreation Facilities" are all Village parks, athletic facilities, open space areas and other grounds and facilities owned or operated by the Village for park, recreation or open space purposes.
- (b) "Public Buildings" are Village-owned facilities that house employees or are otherwise used to conduct Village business. Buildings may include, but are not limited to, the Department of Public Works garage, firehouses and municipal building. This also includes "Support Facilities" that are Village-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, water and sewer pump stations.
- (c) "Streets" shall mean any roadway which is maintained by the Village of Croton-on-Hudson.

Section 3 Formal naming of Village streets.

- (a) Streets within the Village of Croton-on-Hudson shall be named for:
 - a. Village residents who have died in service to our country;
 - b. Mayors of the Village of Croton-on-Hudson;
 - c. A word bearing historical significance to the Village of Croton-on-Hudson;

- d. A flower, bush, shrub or tree.
- (b) Proposed street names shall be sufficiently different in sound and in spelling from existing street names in the Village so as not to cause confusion.
- (c) A proposed street which is a continuation of an existing street shall bear the same name of the existing street.
- (d) The Board of Trustees shall only act to name streets based upon requests submitted in writing by developers. The decision of the Board of Trustees to approve or disapprove the requested name of a street shall be done by resolution, shall be final and shall not be subject to appeal.

Section 4 Honorary naming of Village streets.

- (a) Occasionally, a current or former Village resident may have their service and/or accomplishments recognized through the honorary renaming of a Village street.
- (b) An honorary street naming would not alter the formal name of a Village street, but would be acknowledged through a sign affixed to the existing street sign.
- (c) The process for considering an honorary street naming shall be as follows:
 - a. A letter of request shall be filed with the Village Manager by the individual or group requesting the honorary street naming.
 - b. The letter shall include, at a minimum, the proposed honorary street name, a summary of contributions or service to the Village of Croton-on-Hudson by the proposed honoree, the length of time that the proposed honoree lived or has lived in the Village of Croton-on-Hudson, the name of the street which is proposed to have the honorary name, and the proposed honoree's connection to that street.
 - c. If the letter is found to be complete, the Village Manager shall place the letter on a Village Board agenda for consideration.
- (d) The Village Board may, in its sole determination, seek advisory opinions from its boards and committees, or the Village Historian, before making a final determination on any honorary street naming request.

- (e) Denial of a request for an honorary street naming may be appropriate if the proposed honorary street name may tend to bring disrepute upon the Village.

Section 5 Naming of Village facilities.

- (a) When named for an individual family or person, strong consideration should be given to:
 - a. The level of involvement and commitment to the Croton-on-Hudson community over a span of years that are sufficient for accomplishments and contributions to have taken place;
 - b. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, elected/appointed positions, military service, faith community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
 - c. The local significance and relationship of this individual or family to the Village of Croton-on-Hudson.
- (b) Public building, park and facility names should reflect both the current and past heritage and historical significance of the community that is now serviced. Strong consideration should be given to:
 - a. Maintaining names that represent the current and past cultural diversity of the community.
 - b. Any relevant New York history that is part of the Croton-on-Hudson community, such as the period covered by Native American tribal history, the colonial era, etc.
- (c) Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
 - a. Vistas and view corridors.
 - b. Native plants or trees
 - c. Adjacencies to creeks, streams, open space, hills, etc.
- (d) Public building, park and facility names should incorporate the functionality of the building, park or facility by simply stating its purpose without further description (for example the "John Smith Community Center"), especially, when a specialized facility may be a part of the park

such as sports fields, etc. Special features for the park should be considered in the park name.

- (e) Consideration should also be given to public building, park and facility names that reflect the geographic location or adjacencies to other Village facilities or schools in order to avoid confusion about the geographic location of the building.
- (f) If a public building, park or facility improvement is acquired or constructed by means of a substantial gift, financial contribution or financial donation by an individual, family or corporation, consideration should be given to recognizing the contribution by incorporating the benefactor's name into the facility name.
- (g) Rooms within public buildings may also be named for individuals who have made exceptional contributions to the community, utilizing the following guidelines:
 - a. The individual must have made a significant contribution to the community which resulted in the improved well-being of the citizens of Croton-on-Hudson.
 - b. The individual must have been involved in Croton-on-Hudson community affairs over a span of years that are sufficient for accomplishments and contributions to have taken place.
 - c. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, elected/appointed positions, military service, faith community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
- (h) If a public building that has previously been named is proposed to have its function be moved, or is proposed for relocation, or demolition, or is destroyed through a natural disaster or other act, the Village Board of Trustees shall be provided an opportunity to name the replacement building.
- (i) Names for Parks & Recreation Facilities shall first be reviewed by the Recreation Advisory Committee ("RAC"). Upon receipt of a recommendation from the RAC, the Board of Trustees shall make a final determination. The decision of the Board of Trustees to approve or

disapprove the proposed name shall be done by resolution, shall be final and shall not be subject to appeal.

- (j) Names for Public Buildings shall be reviewed by the Village Board of Trustees. The Mayor, with the advice and consent of the Board of Trustees, shall be allowed to form an ad-hoc committee to review and evaluate requests for naming public buildings from residents, interested groups and staff.
- (k) The ad-hoc committee shall bring forth screened, evaluated and recommended selections to the Board of Trustees. The decision of the Board of Trustees to approve or disapprove the proposed name shall be done by resolution, shall be final and shall not be subject to appeal.

Section 6 Placement of monuments and memorials.

- (a) From time to time, it may be appropriate to place a monument or memorial in recognition of a historic event or an individual in the Village of Croton-on-Hudson.
- (b) The process for considering the placement of a monument or memorial shall be as follows:
 - a. A letter of request shall be filed with the Village Manager by the individual or group requesting the monument or memorial.
 - b. The letter shall include, at a minimum, the location of the proposed monument or memorial, the reason(s) for the request, the connection to the Village of Croton-on-Hudson by the individual or the historic event, and the funding source(s) for the erection of the monument or memorial.
 - c. If the letter is found to be complete, the Village Manager shall place the letter on a Village Board agenda for consideration.
- (c) The Village Board shall refer requests to place monuments or memorials within Village parks to the Recreation Advisory Committee (RAC). Upon receipt of a recommendation from the RAC, the Board of Trustees shall make a final determination.
- (d) The Village Board may, in its sole determination, seek advisory opinions from other boards and committees, or the Village Historian, before making a final determination on any request to place a monument or memorial.

- (e) Denial of a request to place a monument or memorial may be appropriate if the proposal submitted may tend to bring disrepute upon the Village.

Dated: