

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

CARL W. DEWALT  
First Ward

JAMES KOLE  
First Ward

KYLA CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

JOANNE HALL BARR  
Deputy City Administrator

LAWRENCE N. TAUB  
City Solicitor

SARA A. GREEN, CPM, CMC  
City Clerk

(301) 725-5300

[www.cityoflaurel.org](http://www.cityoflaurel.org)

**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road

Laurel, Maryland 20707-2502

**WORK SESSION**

**MAYOR AND CITY COUNCIL OF LAUREL**

**WEDNESDAY, JANUARY 3, 2024**

**6:00 PM**

**VIRTUAL MEETING VIA ZOOM  
MEETING MINUTES**

The meeting convened via Zoom at approximately 6:00 pm with Council President James Kole presiding. The roll was called with Councilwoman Kyla Clark, Councilman Carl W. DeWalt, Councilwoman Christine M. Johnson, Councilman Jeffrey W. Mills, and Keith R. Sydnor, Mayor present.

The following staff members were also present: Christian L. Pulley, CPM, City Administrator, Joanne Hall Barr, Deputy City Administrator, Sara A. Green, CPM, CMC, City Clerk, Ana R. Navarro, MMC, Executive Assistant to the Mayor, Bill Bailey, Director, Department of Parks and Recreation, Audrey Barnes, Director, Department of Communications, James Cornwell-Shiel, Director, Department of Information Technology, Chief Russell Hamill, LPD, Robert Love, Director, Department of Economic and Community Development, S. Michele Saylor, Director, Department of Budget and Personnel Services, Lawrence N. Taub, City Solicitor, Chrissy Cornwell, Director, Department of Community Resources and Emergency Management and Tim Miller, Deputy Director, Department of Public Works.

Agenda Item No. 2 was a Fleet Acquisition for (2) 2024 Ford Transit Passenger Vans. Tim Miller, Deputy Director, Department of Public Works presented the bid recommending it be awarded to Apple Ford of Columbia, Maryland in the amount of \$124,971.12. The Council agreed to award the bid at the January 8, 2024 meeting.

Agenda Item No. 3 was a Bid Recommendation for Van Dusen Road Improvement Corridor Survey Phase I Engineering Services presented by Tim Miller, Deputy Director, Department of Public Works. Deputy Director Miller recommended that the bid be awarded to Century Engineering in the amount of \$117,690.35. The Council agreed to award the bid at the January 8, 2024 meeting.

Agenda Item No. 4 was a Bid Recommendation for the Replacement of the Stage Roof at the Harrison-Burton Memorial Stage at Granville Gude Park presented by Bill Bailey, Director, Department of Parks and Recreation. Director Bailey recommended that the bid be awarded to Paramount Roofing



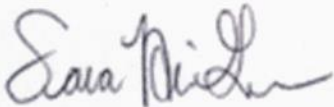
and Construction of Pasadena, Maryland in the amount of \$40,425.00. Council agreed to award the bid at the January 8, 2024 Mayor and City Council meeting.

Agenda Item No. 5 was Introduction and First Public Hearing on Resolution No. 1-2024- A Resolution of the Mayor and City Council of Laurel, Maryland to Pay Tribute to the Honorable Craig A. Moe by Renaming the City of Laurel Multiservice Center as the Craig A. Moe Laurel Multiservice Center. Mayor Keith R. Sydnor presented the proposed ordinance noting that six (6) applications requesting to rename the Multiservice Center per the City of Laurel Naming Policy for Parks, Recreational Facilities, City-Owned Buildings, Streets, Alleyways and other City Assets (Resolution No. 7-21) had been received. Councilman DeWalt read a letter that he said was from two (2) of his constituents stating that they believed the proposed resolution should not be passed because of statements that former Mayor Moe wrote regarding some of the candidates that he was not supporting in the 2023 General Election, including Councilman DeWalt, in his personal "Moe Gram" that was sent to the private subscribers of the newsletter. Councilman DeWalt noted that he would vote for the resolution but only after he received an apology from former Mayor Moe. Mayor Sydnor reminded the Council that Resolution No. 1-2024 was the matter at hand, that six (6) applications from citizens had been received requesting the resolution for the renaming and that was what they should concentrate on, not personal grievances. Councilman Mills said that even though he was one of the candidates former Mayor Moe wrote about in his personal newsletter, he didn't have any personal issues with Mr. Moe, and he thought that he should be honored in some way, but that he thought it was too soon after Mayor Moe retired from City service to name something after him. Councilman Mills said that the City had just had a historical election, electing the City's first black Mayor and that trumped former Mayor Moe's 33 years of service to the City, so he was more inclined to rename the Multiservice Center after Mayor Sydnor. Mayor Sydnor reiterated that Resolution No. 1-2024 was the matter on the agenda. The Council agreed that the item would be introduced, and the first public hearing would be held on Monday, January 8, 2024.

There being no further business the meeting was adjourned at approximately 6:38 pm.

Approved:

Date: **February 12, 2024**



Sara A. Green, CPM, CMC, City Clerk

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**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road

Laurel, Maryland 20707-2502

**WORK SESSION  
MAYOR AND CITY COUNCIL OF LAUREL  
AGENDA**

**WEDNESDAY, JANUARY 3, 2024  
6:00 PM**

**VIRTUAL MEETING VIA ZOOM**

*Watch the meeting on Laurel TV streaming live in your web browser at <https://laurelvtv.org/watch-live> or locally Laurel TV can be found on Comcast Channel 996 (HD), 71 (SD) or Verizon FiOS Channel 12.*

1. Call to Order- President James Kole
2. Fleet Acquisition- (2) 2024 Ford Transit Passenger Vans- Department of Public Works
3. Bid Recommendation- Van Dusen Road Improvement Corridor Survey- Phase I- Engineering Services- Department of Public Works
4. Bid Recommendation- Replacement of Stage Roof- Harrison-Burton Memorial Stage at Granville Gude Park- Department of Parks and Recreation
5. Resolution No. 1-2024- A Resolution of the Mayor and City Council of Laurel, Maryland to Pay Tribute to the Honorable Craig A. Moe by Renaming the City of Laurel Multiservice Center as the Craig A. Moe Laurel Multiservice Center.
6. Adjournment



# Mayor and City Council Attendance Record

## Work Session

January 3, 2024 6:00 pm Virtual

Call to Order:

Meeting Ended:

Members of the Public:

☒ Christian L Pulley ☒ Joanne Barr ☒ Ana Navarro ☒ Bill Bailey ☒ Audrey Barnes ☒ Chrissy Cornwell  
☒ James Cornwell-Shiel ☒ Tim Miller ☒ Robert Love ☒ Chief Russell Hamill ☒ S. Michele Saylor ☒ Danny Selby  
☒ Larry Taub ☒ Mark Plazinski

☒ Councilman DeWalt ☒ Councilwoman Johnson ☒ Councilman Mills

☒ Councilwoman Clark ☒ President Kole ☒ Mayor Sydnor

Received  
11/22/2023



## CITY OF LAUREL, MARYLAND

### APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: Gayle Snyder

Mailing Address: 507 Prince George St.  
Laurel, Md 20707

Email Address: gsnyder46@gmail.com Phone: 240-357-3484

Name of Honoree or Group: Craig A. Moe, Mayor

#### Type of Naming Request:

- ☐ Park Location: \_\_\_\_\_
- ☐ Recreational Facility Location: \_\_\_\_\_
- ☐ Commemorative Street/Alley Location: \_\_\_\_\_
- ☐ Street/Alley Location: \_\_\_\_\_
- ☒ City-Owned Building Location: 204 Fort Meade Road  
Multi service center
- ☐ Roll of Honor Honoree's Name to be added to the Roll of Honor located at the Laurel Municipal Center

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_ NO X

If yes, portion suggested for naming: \_\_\_\_\_



## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) or group made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

If yes, please explain:

Mayor of Laurel

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☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

If yes, please explain:

Craig was instrumental in getting this building built for the betterment of Laurel citizens.

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

If yes, please explain:

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☒ Yes ☐ No

Has the person(s) or group associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☒ Yes ☐ No

Does the application commemorate a significant historical event?

If yes, please explain:

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☒ Yes ☐ No

Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

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☐ Yes ☒ No

Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☒ Yes ☐ No

Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

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☒ Yes ☐ No

Will the name commemorate a significant historical figure?

If yes, please explain:

*Craig Moe is Laurel's  
longest serving Mayor in  
City history*

### JUSTIFICATION:

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

*Mayor Craig Moe has made  
Laurel a great place to live.  
He has dedicated many years to  
making the City of Laurel better  
for all of us.*

Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:

City of Laurel  
Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021



Received  
11/22/2023



## CITY OF LAUREL, MARYLAND

### APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: G. RICK WILSON

Mailing Address: 313 LAUREL AVE  
LAUREL MD 20707

Email Address: g.rick.wilson@gmail.com Phone: 301 928 5146

Name of Honoree or Group: MAYOR CRAIG A. MOE

#### Type of Naming Request:

- ☐ Park Location: \_\_\_\_\_
- ☐ Recreational Facility Location: \_\_\_\_\_
- ☐ Commemorative Street/Alley Location: \_\_\_\_\_
- ☐ Street/Alley Location: \_\_\_\_\_
- ☒ City-Owned Building Location: MULTI-SERVICE CENTER
- ☐ Roll of Honor *Honoree's Name to be added to the Roll of Honor located at the Laurel Municipal Center*

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_ NO X

If yes, portion suggested for naming: \_\_\_\_\_



## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) or group made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

If yes, please explain:

MAYOR MOE WAS OUR LONGEST  
SERVING MAYOR WITH MANY SIGNIFICANT  
ACCOMPLISHMENTS INCLUDING THE CARE OF  
DISADVANTAGED.

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

If yes, please explain:

MAYOR MOE LEAD THE CREATION  
OF THE MULTI-SERVICE CENTER.

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

If yes, please explain:

THE MULTI-SERVICE CENTER  
INCLUDES RECREATIONAL FACILITIES  
FOR ALL.

☒ Yes ☐ No

Has the person(s) or group associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

If yes, please explain:

ENSURING BETTER SERVICES FOR DISADVANTAGED  
PEOPLE IN OUR CITY & REGION





## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Does the application commemorate a significant historical event?

If yes, please explain:

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☐ Yes ☒ No

Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

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☐ Yes ☒ No

Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☐ Yes ☒ No

Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

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☒ Yes ☐ No

Will the name commemorate a significant historical figure?

If yes, please explain:

MAYOR MOE is the longest  
serving mayor in the  
city's history.

### JUSTIFICATION:

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

Craig Moe has served the city in many  
ways since he was a rookie volunteer  
firefighter. His decades of service to the  
citizens of Laurel has resulted in many  
accomplishments for bettering lives & preserving  
Laurel's place as the best town in Maryland.

Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:

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Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021





# CITY OF LAUREL, MARYLAND

## APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: Michael & Mary Eileen Leszcz

Mailing Address: 339 Prince George Street  
Laurel, MD 20707

Email Address: meleszcz@gmail.com Phone: 301-776-3963

Name of Honoree or Group: Craig A. Moe

### Type of Naming Request:

- ☐ **Park** Location: \_\_\_\_\_
- ☐ **Recreational Facility** Location: \_\_\_\_\_
- ☐ **Commemorative Street/Alley** Location: \_\_\_\_\_
- ☐ **Street/Alley** Location: \_\_\_\_\_
- ☒ **City-Owned Building** Location: multi-service building
- ☐ **Roll of Honor** *Honoree's Name to be added to the Roll of Honor located at the Laurel Municipal Center*

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_ NO X

If yes, portion suggested for naming: \_\_\_\_\_



## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) or group made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

If yes, please explain:

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☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

If yes, please explain:

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☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

If yes, please explain:

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☒ Yes ☐ No

Has the person(s) or group associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Does the application commemorate a significant historical event?

If yes, please explain:

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☐ Yes ☐ No

Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

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☐ Yes ☐ No

Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☐ Yes ☐ No

Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☒ Yes ☐ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

*The issue of a multi-service center was on the table in meetings I had with the Mayor over a 10+ year period when the previous owner approached the City to purchase the building and property !!*

☐ Yes ☐ No

Will the name commemorate a significant historical figure?

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### JUSTIFICATION:

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

*This will provide a central location to provide critically needed services for the less fortunate of our residents !!*

*Right place, right time, !!*

Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:

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Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021





# CITY OF LAUREL, MARYLAND

## APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: Jacqueline M. Ricks

Mailing Address: 7300 Summerwind Circle  
Laurel, MD 20707

Email Address: chickenweed1@gmail.com Phone: 301-498-5238

Name of Honoree or Group: Craig A. Moe

### Type of Naming Request:

- ☐ Park Location: \_\_\_\_\_
- ☐ Recreational Facility Location: \_\_\_\_\_
- ☐ Commemorative Street/Alley Location: \_\_\_\_\_
- ☐ Street/Alley Location: \_\_\_\_\_
- ☒ City-Owned Building Location: 204 Ft. Meade Road  
Laurel Multi Service Center
- ☐ Roll of Honor Honoree's Name to be added to the Roll of Honor located at the Laurel Municipal Center

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_ NO ☒

If yes, portion suggested for naming: \_\_\_\_\_



## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) ~~or group~~ made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

If yes, please explain:

During his office, the city was awarded  
\$150,000 from MD Dept. of Natural Resources  
for community parks and playgrounds.

☒ Yes ☐ No

Has the person(s) ~~or group~~ made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

If yes, please explain:

Re-developed Laurel Mall, added Towne <sup>Center</sup> ~~Center~~  
which transformed into mixed-use retail, dining,  
entertainment and residential housing.

☒ Yes ☐ No

Has the person(s) ~~or group~~ made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

If yes, please explain:

Parks and Rec offer recreational programs in  
six facilities and 19 parks encompassing  
over 222 acres of parkland

☒ Yes ☐ No

Has the person(s) ~~or group~~ associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

If yes, please explain:

Sustainable City Award from St. of MD Dept  
Housing and Community Development revitalizing  
the Quill Lot into Farmers Market in 2022.  
Successfully retained recognition since 2011.





## CITY OF LAUREL, MARYLAND

☒ Yes ☐ No

Does the application commemorate a significant historical event?

If yes, please explain:

Probably the only mayor to serve five  
consecutive terms! That's two decades!  
Craig A. Moe's Retirement

☒ Yes ☐ No

Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

Multi Service Center is under construction  
in the heart of Laurel and will be a one-stop-shop  
for resources, recreation + housing for <sup>homeless</sup> residents.

☐ Yes ☒ No

Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☐ Yes ☒ No

Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

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☒ Yes ☐ No

Will the name commemorate a significant historical figure?

If yes, please explain:

Probably the only mayor to serve five  
consecutive terms! That's two decades!

### JUSTIFICATION:

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

see attached

Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:

City of Laurel  
Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021



**City of Laurel, Maryland**  
**Application for Naming of Parks, Streets, Alleys, City Owned**  
**Buildings and Recreational Facilities**

**Justification Attachment**

**Rename the Laurel Multi Service Center the Craig A. Moe Multi Service Center.**

Mayor Moe started his willingness to serve with the Laurel Volunteer Fire Department which lead into the Maryland State Firemen's Association where he chaired many public service committees. He received a Lifetime Achievement Award from the Maryland Municipal League Board of Directors, was the recipient of the Albin Fairall and Norris Beard Awards, the Sustainable City Award and countless State, County and community awards.

He continued to serve when elected to the City Council for six terms in the 1990s. He also served as President of the Council for two years. He was elected Mayor in 2002 serving five terms and recognized among the Outstanding Young Men of America.

During his tenure he accomplished the restoration of the Laurel Mall; opened the Laurel Towne Centre; started the first Winter Holiday Celebration Parade; created the Main Street Economic Development Program; established the Laurel Civic Improvement Committee; co-chaired the Laurel Strategic Planning Work Group; implemented an Affordable Housing Program and unionized the Police Department and Department of Public Works. He formed an Emergency Operations Center; a Citizens Emergency Response Team and numerous other programs. One of Mayor Moe's most notable accomplishments was navigating the city through the Coronavirus outbreak which resulted in a worldwide pandemic in 2019.

Mayor Moe strengthened public safety with major anti-crime initiatives, expanded after school recreational opportunities for young people, invested in housing rehabilitation programs, established resources to broaden economic opportunities for minority and women business owners, and embraced the city's diversity of people.

Thanks to his vision and leadership, Laurel continues to be a place of choice for businesses and families, and a place where government remains accessible to the residents. He has spent decades as a fierce defender of all that is best for the city of Laurel.

We are so grateful for Mayor Moe's decades of public service and everything he has done to ensure a stronger, safer city. I cannot think of a more fitting retirement tribute than to rename the Multi Service Center the Craig A. Moe Multi Service Center for his many years of distinguished public service to Laurel and its residents.



# CITY OF LAUREL, MARYLAND

## APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: William Wellford

Mailing Address: 513 Prince George st.  
Laurel, md. 20707

Email Address: billwellford@gmail.com Phone: 240-517-0149

Name of Honoree or Group: Craig A. Moe

### Type of Naming Request:

- ☐ Park Location: \_\_\_\_\_
- ☐ Recreational Facility Location: \_\_\_\_\_
- ☐ Commemorative Street/Alley Location: \_\_\_\_\_
- ☐ Street/Alley Location: \_\_\_\_\_
- ☒ City-Owned Building Location: 204 Fort Meade Rd.
- ☐ Roll of Honor Honoree's Name to be added to the Roll of Honor located at the Laurel Municipal Center

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_ NO ☒

If yes, portion suggested for naming: \_\_\_\_\_





## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) or group made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

If yes, please explain:

Mayor of Laurel

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

If yes, please explain:

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

If yes, please explain:

☒ Yes ☐ No

Has the person(s) or group associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

If yes, please explain:



## CITY OF LAUREL, MARYLAND

☒ Yes ☐ No

Does the application commemorate a significant historical event?

If yes, please explain:

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☒ Yes ☐ No

Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

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☐ Yes ☒ No

Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☐ Yes ☒ No

Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

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☐ Yes ☒ No

Will the name commemorate a significant historical figure?

If yes, please explain:

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### **JUSTIFICATION:**

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

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Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:  
City of Laurel  
Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021

Received 11/22/2023



# CITY OF LAUREL, MARYLAND

## APPLICATION FOR NAMING OF PARKS, STREETS, ALLEYS, CITY OWNED BUILDINGS AND RECREATIONAL FACILITIES

Applicant's Name: Elizabeth Compton

Mailing Address: 6200 Oregon Ave N.W.  
Washington, DC 20015

Email Address: elizabeth.compton828@gmail.com Phone: 202-541-0144

Name of Honoree or Group: Mayor. Craig Moe

### Type of Naming Request:

- |                                     |                            |                       |  |
|-------------------------------------|----------------------------|-----------------------|--|
| <input type="checkbox"/>            | Park                       | Location: _____       |  |
| <input type="checkbox"/>            | Recreational Facility      | Location: _____       |  |
| <input type="checkbox"/>            | Commemorative Street/Alley | Location: _____       |  |
| <input type="checkbox"/>            | Street/Alley               | Location: _____       |  |
| <input checked="" type="checkbox"/> | City-Owned Building        | Location: <u>204</u>  | Multiservice Center<br>204 Fort Meade Road<br>Laurel, MD |
| <input type="checkbox"/>            | Roll of Honor              | Honoree's at the Laur | ited   |

Does the request only pertain to a portion of the site or facility? YES \_\_\_\_\_ NO ☒

If yes, portion suggested for naming: \_\_\_\_\_





## CITY OF LAUREL, MARYLAND

Please indicate which criteria below pertain to the application and provide a brief description of how the application meets these criteria. (Attach additional sheets, if necessary)

☒ Yes ☐ No

Has the person(s) or group made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel?

1. If yes, please Natural Resources: Under Mayor Moe's administration an extensive recycling and compost program was established. He gave continuous support to the use and maintenance of all City Parks.

2. Cultural Resources: Support and Serving on Board of The Laurel Historical Society and Museum. Appointed the first Arts Council in Laurel!

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility, or to the City of Laurel which has positively impacted the lives of citizens?

3. If yes, please

2. Updated and sponsored legislation to establish Adequate Public Facilities, Historic Districting Guidelines, the City's Ethics Laws and created a local Emergency Operation Center.

☒ Yes ☐ No

Has the person(s) or group made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Laurel?

4. If yes, please

3. First Annual Open House of the Municipal Center, Arts Council Events, Park Holiday Celebrations

☒ Yes ☐ No

Has the person(s) or group associated with an economic development or redevelopment activity that met the Mission of the City of Laurel and improves the quality of life for its residents?

5. If yes, please

4. The Moe administration established the Revitalization Overlay Program that has allowed the City to improve from within its corporate limits, including the redevelopment of the former Laurel Mall into new Towne Centre at Laurel. Created the Main Street Economic Development Program, which has included relocation grants and a retail storefront improvement program.



## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Does the application commemorate a significant historical event?

5 If yes, please explain:

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☐ Yes ☐ No

6 Will the name preserve the geographic, environmental (relating to natural or physical features), historic or landmark connotation of particular significance to the area in which the land or facility is located, or for the City as a whole?

If yes, please explain:

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☐ Yes ☒ No

7 Was the land, facility, or the funds for the purchase, construction, renovation, or maintenance donated by the individual, family, or organization?

If yes, please explain:

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☒ Yes ☐ No

8 Has an in-kind contribution or service of major and lasting significance been made to the acquisition of land, facility, or the planning, development, construction, renovation, or maintenance of a facility?

If yes, please explain:

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8. Yes as a dedicated elected official many months of work was dedicated to the accomplishment, with the City Council, to establish Multiservice Center. As a Volunteer Fireman all his life, has contributed to his community. Mayor Craig Moe has served in leadership roles at local, county and state levels. Received several local awards and honored by MD Municipal League with Lifetime Achievement Award





## CITY OF LAUREL, MARYLAND

☐ Yes ☒ No

Will the name recognize a benefactor organization, group or business that contributed to the site or facility?

If yes, please explain:

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☒ Yes ☐ No

Will the name commemorate a significant historical figure?

If yes, please

10. Yes The first Mayor of Laurel Maryland who served an outstandingly 20 years for the people of his community is an historical ~~event~~ <sup>reard</sup>.

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### JUSTIFICATION:

Please provide written justification supporting the proposed naming of a City owned facility or provide additional comments related to this application. Attach additional pages or supplemental information, if applicable.

See Attached Page 5

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Please attach petitions and/or letters of support from City community groups or organizations.

If you have any questions, please call the Mayor's Executive Assistant, Ms. Ana Navarro, at 301-725-5300 Ext. 2124 or email: [anavarro@laurel.md.us](mailto:anavarro@laurel.md.us)

Please return completed application to:  
City of Laurel  
Office of the Mayor  
8103 Sandy Spring Road  
Laurel, Maryland 20707

OOTM01.2021



## CITY OF LAUREL, MARYLAND

### RESOLUTION NO. 7- 21

#### **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND, ENTITLED "CITY OF LAUREL NAMING POLICY FOR PARKS, RECREATIONAL FACILITIES, CITY-OWNED BUILDINGS, STREETS, ALLEYWAYS AND OTHER CITY ASSETS"**

*Sponsored by President at the request of the Administration.*

**WHEREAS**, the City has for many years, named and co-named buildings, parks and other City assets; and

**WHEREAS**, these named assets of the City, generally deserve the honor and recognition intended, and

**WHEREAS**, after discussion and review of City records, the Administration found no formal documentation for any policy that established or followed to name any City assets; and

**WHEREAS**, it is the intent of the Mayor and City Council to establish a policy for a fair and deserving way to name City properties, streets and other City assets; and

**WHEREAS**, the purpose of this policy is to establish uniform guidelines and regulation regarding requests for the naming, co-naming, or renaming of City amenities, buildings, parks, streets, alleyways, recreational areas, and facilities owned and /or operated by the City of Laurel; and

**WHEREAS**, this policy also allows for the designation of commemorative street names, alleys, and plaques, that are compatible with community interest and will enhance the values and heritage of the City of Laurel; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council has adopted the attached City of Laurel, Maryland, Naming Policy for Parks, Recreational Facilities, City-Owned buildings, Streets, Alleyways and other City Assets; and

**BE IT FURTHER RESOLVED**, that this policy will enhance sense of community involvement and public participation, establish a systematic and consistent approach for the official naming of City facilities and assets; and

**BE IT FURTHER RESOLVED**, this will establish a policy that considers community tradition and continuity of name, while utilizing established criteria that emphasize geography, local history, community values and character, civic contributions and service to the City of Laurel in the naming, co-naming, or renaming of municipal facilities and assets; and





## CITY OF LAUREL, MARYLAND

**BE IT FURTHER RESOLVED**, that the attached policy (Administrative Policy – 2021-01) and forms are hereby adopted by the Mayor and City Council, and shall become the official policy for naming of City facilities and assets; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect on November 1, 2021.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

\_\_\_\_\_  
**KIMBERLEY A. RAU, MMC**  
Clerk to the City Council

\_\_\_\_\_  
**VALERIE M.A. NICHOLAS**  
President of the City Council

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CRAIG A. MOE**  
Mayor

**ADMINISTRATIVE POLICY - 2021-01**  
**CITY OF LAUREL NAMING POLICY FOR**  
**PARKS, RECREATIONAL FACILITIES, CITY-OWNED BUILDINGS,**  
**STREETS, ALLEYWAYS AND OTHER CITY ASSETS**

**I. PURPOSE:**

The purpose of this policy is to establish uniform guidelines and regulation regarding requests for the naming, co-naming, or renaming of City amenities, buildings, parks, streets, alleyways, recreational area, and facilities owned and /or operated by the City of Laurel (the City). This policy also allows for the designation of commemorative street names, alleys, and plaques, that are compatible with community interest and will enhance the values and heritage of the City of Laurel.

**II. OBJECTIVES:**

To enhance sense of community involvement and public participation within the City.

To establish a systematic and consistent approach for the official naming of City facilities and assets.

To establish a policy that considers community tradition and continuity of name, while utilizing established criteria that emphasize geography, local history, community values and character, civic contributions and service to the City of Laurel in the naming, co-naming, or renaming of municipal facilities and assets.

**III. DEFINITIONS:**

**Citizens Advisory Committee** is an established committee by the Mayor and City Council of Laurel.

**City Facilities** are those that house employees or are otherwise used to conduct City business or serve City functions.

**Commemorative Name** is a noteworthy situation, a commemorative name is added to an **asset** specifically acknowledging an individual or group's extraordinary contributions or sacrifices to the development of Laurel and Laurel's culture, spirit, quality of life, or the betterment of the community or the nation. Such acknowledgements provide lasting memories for the community of the honored individual or group.

**Existing Names** are those names currently affixed to buildings, streets, public facilities, and assets of the City of Laurel that are already in existence. These are deemed to have historic significance for, extraordinary contributions to the City of Laurel by previous leadership in City government, Elected Officials, or citizens who made historically significant impact(s) in the City that enhanced the quality of life for all citizens.

**Naming** for the purpose of this policy means, naming, co-naming, or renaming.



**Naming Request Proposal** includes original request, supporting documentation, public comment, and Owing Departments evaluation and recommendation to the Mayor and City Council.

**Owning Department** is the City department that occupies or will occupy a facility and/or is responsible for operation, maintenance and oversight of the facility, asset, property, or building.

**Park Sites** are City owned parks, open space, and recreational trail areas. Park sites include developed and undeveloped park areas and designated open space areas.

**Physical Asset** is the City's physical assets which are reflected in financial tracking and reporting. These include roads and rights-of-way improvements, bridges, land, buildings and installed systems, fiber optic networks, microwave systems, radio systems, pumps, generators, parks, playgrounds, athletic fields, and related infrastructure.

**Exceptions to this policy means that it is covered in another policy, or that a section does not follow this policy.**

#### **IV. POLICY:**

- A. This policy shall establish the guidelines, criteria and process for naming, co-naming, or renaming of City-owned facilities, property, and other assets.
- B. The City Council shall have the final authority to name, co-name and rename City amenities, buildings, parks, streets, alleys, recreational areas, and facilities, owned by the City. The designation of commemorative street names and plaques may be completed by the Mayor by way of Executive Order or the City Council may take formal action by way of resolution.
- C. Under extraordinary circumstances that would cast a negative image upon the City, any naming of City-owned facilities in honor of an individual, family or group may be revoked at the discretion of a super majority vote of the City Council.
- D. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the City of Laurel should be avoided.
- E. A request will not be considered when submitted by an individual or a group for self-nomination.
- F. The following criteria shall be used in determining the appropriateness of the naming designation:
  - \* Geographic location (neighborhood, significant areas, etc.)
  - \* Natural features
  - \* A person (non-living) or place of historical or cultural significance

\* A person (non-living), group, or organization

- G. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the City to name the land and/or facility or any portion thereof after an individual, family, or organization.
- H. Additionally, naming of City facilities may be considered if the individual, their family or a community organization has made exceptional contributions to the City, including one or more of the following:

**Demonstrated excellence, courage, or exceptional service to the citizens of the City of Laurel, State of Maryland, or Prince George's County. This must be demonstrated and sustained, continuous public service over a period of at least twenty (20) years and.**

- \* Worked to foster equality and reduce discrimination.
- \* Made an outstanding contribution to City or Greater Laurel area.
- \* Made a significant financial contribution to the City.
- \* Public service as an Elected Official.
- \* Public service as a community volunteer.
- \* Risked or given his or her life to save others.

There must be a well-defined connection associated with the contributions of the individual or community organization and the City facility or asset.

The significance of the contribution from the individual/organization needs to be evaluated in terms of the service impact of the City facility or asset. Programs and projects must be described in specific quantifiable terms.

Individuals and organizations that have made contributions of regional or community wide significance may be considered for naming of facilities that serve the region or community.

Individuals and organizations that have made contributions of area or neighborhood wide significance may be considered for naming of facilities that serve areas or neighborhood wide significance may be considered for naming of facilities, assets that serve areas or neighborhoods within the City.

Names that are like existing parks, properties or facilities in the City should not be considered to minimize confusion.

The City of Laurel reserves the right to change the name to maintain consistency with these policies. In some case, that action would require a super majority of the City Council.

When City property is named for an individual/organization, this action in no way gives the individual, family members or organization naming rights over the features, or other assets on the property. The other features or assets on the naming property will remain eligible for



naming without the consent of the individual or family members for which the property is currently named.

- I. Names of existing City assets, buildings, and facilities are deemed to have historic recognition. It is the City of Laurel's policy to keep the name of any existing park, City-owned buildings, or recreational facility, particularly one whose name has City or regional significance, unless there are compelling reasons to consider such a change, after a thorough study and a unanimous vote of the City Council. Furthermore, the City will consider renaming of parks, City-owned buildings, or recreational facilities to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the City and whose distinctions are yet unrecognized.
- J. It is the intent of this policy to prohibit, except under extraordinary circumstance with a super majority vote (4 to 1) of the City Council and a required minimum of 2/3 of the affected property owners (as shown on the latest City Tax Roll) written approval, the changing of street names that have existing homes or businesses using the street name in their address, or streets which connect with adjacent jurisdictions.
- K. Street and Alley naming shall be made by the adoption of a resolution by the City Council or by the approval and recordation of a subdivision map.
- L. All costs including staff time, labor and materials associated with the installation of plaques, monuments and/or replacement of signs resulting from this policy may be borne by the individual, group or organization sponsoring the request. This may be waived by the Mayor if a written request is made and approved.

#### **V. POLICY DOES NOT APPLY TO:**

This policy does not apply to the naming of rooms within City of Laurel buildings. The naming of rooms is the responsibility of the Administration and shall be used in a limited capacity.

#### **VI. NAMING CRITERIA**

##### ***PARKS, CITY-OWNED BUILDINGS AND RECREATIONAL FACILITIES:***

Naming shall begin as early in the development and/or acquisition as possible.

Names should be appropriate to the park, City-owned building, or recreational facility by reflecting the native wildlife, history, flora, fauna, geographic area, or natural geologic features related to the Community of Laurel.

Names can be from significant historical events, cultural attributes, a local landmark or for a historical figure.

Areas that can be recognized include points of entry, walkways, trails, room or patio within a City-owned building, recreational facilities such as group picnic areas or ball fields, and physical features of the community.



Names which reflect the City's ethnic and cultural diversity are encouraged. Signage shall be in English and meet all Americans with Disabilities Act (ADA) requirements.

Commemorative names honoring individuals or families should be based on the following criteria:

- Made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel.
- Made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility.
- Made substantial contributions to the advancement of commensurate types of recreational opportunities with the City of Laurel.
- Be associated with an economic development or redevelopment activity within the City of Laurel.
- Had a positive impact on the lives of Laurel's residents; has volunteered for at least ten (10) years of service to the community.
- An individual who is to be honored shall be deceased for a minimum period of five (5) years.

### ***Streets/Alleys:***

Names shall be unique, easily discernable, and simple to pronounce for public safety consideration. **Similar sounding or duplicate street names shall not be considered.**

Street or Alley names may recognize native wildlife, flora, community officials, fauna or natural geologic features related to the community and the City of Laurel.

Names with the same theme (i.e. flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.

Street and Alley names shall be limited in the number of alphabetical characters due in accordance with available space on the sign.

Cumbersome, corrupted, or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, ethnicity, religious affiliation, political affiliation, or other social factors are not acceptable.

Names for public and private streets in a new subdivision shall be proposed by the developer, reviewed by the City's Department of Economic and Community Development, and approved by the Mayor, once the developer has obtained final plat of subdivision approval from the Planning Commission. The street names are adopted by the City when the final plat of subdivision for the development is recorded with Prince George's County Land Records

### ***Commemorative Streets/Alley Names and Plaques:***



Commemorative street or alley name signs for historical purposes, are *additions* to the official street name and will not change the street address. Existing street name shall be retained, and a supplemental sign or plaques shall be installed **beneath** the existing street name signage. Commemorative street name signs shall consider the same criteria for naming of streets.

Commemorative plaques shall be placed in common areas such as the entrance to the Laurel Municipal Center and public benches, etc. in recognition of individuals that should be honored for their accomplishments and contribution to the City, or community. A **ROLL OF HONOR** is to be established at the Laurel Municipal Center where names will be posted on a bronze plaque, describing the honorees accomplishments. Recognition will be made either at a City Council Meeting or at a special ceremony.

***Criteria for commemorative street names and plaques are as follows:***

Names honoring **individuals (posthumously)**, groups, or families should be based on the following criteria:

- Made lasting and significant contributions to the protection of natural or cultural resources of the City of Laurel.
- Made substantial contributions to the betterment of the City of Laurel which has positively impacted the lives of citizens of the City of Laurel.
- Be associated with an economic development or redevelopment activity in fulfillment of the City's mission.
- Commemorates a significant historical event.
- Contributed outstanding civic service to the City for a minimum period of at least ten (10) years.
- An individual who is to be honored shall be deceased for a minimum period of five (5) years.

Names of **living persons** shall be considered only under the following circumstances:

- The honoree contributed half or more of the cost of a major facility.
- The honoree initiated or contributed major time to the establishment of the City project.
- The overwhelming belief (public opinion) that the honoree would likely be honored by naming of that facility posthumously.
- The honoree has given extraordinary service to the City and Laurel community.
- No other individual now living has, or is likely to have, greater public support for being honored.
- The honoree has attained national or international prominence and achievement.

Naming after an individual who has served as a **City Official** or as a **City employee** may occur during their employment with the City, but it is encouraged to occur *after* the person has separated from City service and should be based on the following criteria:



- Made contribution(s) over and above the normal duties required by their positions.
- Had a positive impact on the past and future development of programs, projects.
  - Made significant volunteer contributions to the community
  - outside the scope of their job.
- Had an exceptionally long tenure with the City of Laurel; a minimum of ten (10) years.
- Significant public support for a memorial to a City Official or City employee upon their death or retirement.

## **VII. NAMING PROCEDURE**

A request shall be submitted in writing on the City's approved application form, with supporting documentation necessary to demonstrate that the criteria outlined below have been met.

An application filing fee shall be set by the Mayor. The payment of the application fee is required at time of application submission.

Additional fees associated with administrative and hard costs for the procurement and installation of the sign or plaque will be at the expense of the Applicant.

The Applicant shall be able to provide clear evidence that the individual to be honored has made a significant contribution to the economic vitality and/or quality of life in the Laurel community.

The application will be reviewed for completeness based upon the naming criteria by City Staff in the Mayor's office or other Departments as directed by the Mayor. All recommendations or suggestions will be given the same consideration without regard to the nomination source.

When naming, co-naming after a person or persons, the naming request shall describe the contributions that they have made to the City.

The Owing Department will gather appropriate documentation and evaluate the request based on the applicable criteria.

City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions and/or service.

If the request is incomplete, staff will contact the applicant, in writing, and provide the opportunity to resubmit a revised request.

The Owing Department will provide their written comments, along with a recommendation, the application and other documentation to the Mayor's Office.

Completed applications may be forwarded for review and input. The City of Laurel Parks and Recreation Citizens Advisory Committee, City of Laurel Historic District Commission or other CAC's or organizations for input not to exceed thirty (30) days from transmittal.

Notice of intent and request for public comment to name a park, recreational facility, City-owned building, or commemorative naming of a street shall be posted in the Laurel Municipal Center, on the City's official website, and via a City issued press release during the same 30-day review period.



The Mayor's Office will review each naming request proposal and determine which, if any, will be forwarded to the City Council President for review and consideration. The Council President shall inform the Mayor's Office in writing of his or her recommendation to proceed or not proceed with the drafting of a resolution to approve the naming request for submittal to the full City Council. The proposed resolution shall be introduced at a Mayor and City Council meeting as determined by the Council President and at least two (2) public hearings shall be held in consideration of the resolution.

After the 30-day review and public comment period, the request will be placed on the agenda for the next regularly scheduled City Council meeting, along with a second public hearing with possible action by the Laurel City Council.

The City Council is responsible for the final approval of the proposed name.