

RESOLUTION NO. 1382

A RESOLUTION TO FORMALLY ADOPT A PARK NAMING POLICY FOR THE CITY OF CANBY

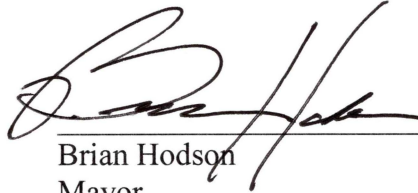
WHEREAS, the City of Canby would like to adopt a park naming policy; and

WHEREAS, the Canby Parks and Recreation Advisory Committee has advised on a specific park naming policy as attached herein.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF CANBY CITY COUNCIL, that the City Council hereby formally adopts the park naming policy as attached as "Exhibit A."

This resolution will take effect on May 17, 2023.

ADOPTED this 17th day of May 2023, by the Canby City Council.



Brian Hodson
Mayor

ATTEST



Maya Benham
City Recorder

Park Naming Policy

Purpose:

The purpose of this policy is to establish a standardized approach for the official naming of parks, recreational areas and facilities within the City of Canby.

Policy:

It is the policy of the City of Canby to name newly acquired or developed or unnamed public parks, trails, and recreation facilities based upon the procedures set forth. A facility within a park (e.g. playground, picnic shelter, ball field, etc.) can be named separately from the park subject to the same criteria. Requests for the official naming of smaller park features may be honored at the discretion of the Parks and Recreation Advisory Board for recommendation to the City Council for adoption; however, it is strongly preferred that these types of donations are honored with recognition plaques, markers, or memorials designed and adopted along with modifications to an individual Park Master Plan.

Objectives:

Ensure that parks, recreational areas and facilities are easily identified and located.

Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.

Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.

Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition:

Parks, recreation areas and facilities – includes all property assets under the City's ownership and the Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, trails, environmental habitat and land.

Naming Procedure:

1. Naming of Parks, Recreation Facilities, Trails and Natural Areas

- a. A request for naming of a park, recreational facility, trail or natural area shall be submitted in writing to the Parks and Recreation Advisory Board, through the City of Canby Parks and Recreation Department.
- b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming and provide at least one opportunity for public comment on the list of nominated names. The opportunity shall be noticed in the same manner as Parks and Recreation Advisory Board meetings.
- d. The Parks and Recreation Advisory Board shall forward their recommendation and up to one alternative name to the City Council for final decision. The decision by the City Council shall be final and not subject to appeal.
- e. The Parks and Recreation Advisory Board will initiate the naming policy, or put forth a nomination of their own, whenever deemed necessary and/or in the best interest of the City.
- f. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

2. Renaming of Parks, Recreation Areas and Facilities

Renaming of parks, recreation areas and facilities carries with it a greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Parks that have been named by deed restriction shall not be considered for renaming. Further, Parks and Facilities named after individuals shall not be changed unless it is found that because of the individual's character or actions, the continued use of their name would not be in the best interest of the community due to significant conflicts with the goals and priorities in the Parks and Recreation Master Plan, the City Of Canby Strategic Plan or other City Proclamations.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Parks and Recreation Advisory Board, through the Parks and Recreation Department.
- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming and provide at least one opportunity for public comment on the list of nominated names. The opportunity shall be noticed in the same manner as Parks and Recreation Advisory Board meetings.
- d. The Parks and Recreation Advisory Board shall forward their recommendation and up to one alternative name to the City Council for final decision. The decision by the City Council shall be final and not subject to appeal.
- e. The Parks and Recreation Advisory Board will initiate the renaming process, or put forth a nomination of their own, whenever deemed necessary and/or in the best interest of the City.
- f. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

Criteria:

The policy of the Parks and Recreation Department is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character of the City of Canby, its local history, geography, and natural features.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, etc.)
- b. Natural features
- c. A person (non-living) or place of historical or cultural significance
- d. A person (non-living), group, or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication.

3. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

4. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the Metro area) should not be considered in order to minimize confusion.

5. The City reserves the right to change the name of an existing park or recreation facility to maintain consistency with these policies and follow these same naming procedures.

Signage:

Designs shall be consistent to the City Park Signage Specifications, and shall not permit corporate logos, or logotype, and shall be of high quality, vandalism resistant materials that are able to withstand harsh environments.