

Amended by  
Res. 2003-061



## Resolution No. 2002-011

### A RESOLUTION ESTABLISHING A CITY POLICY FOR THE NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

**WHEREAS**, the City of Sherwood desires to establish a consistent and fair policy for the official naming of city parks, recreational areas, and facilities; and

**WHEREAS**, the City of Sherwood wishes to ensure these facilities are easily identified and located; and

**WHEREAS**, the City of Sherwood wishes to ensure that names given to these facilities are consistent with the history and character of the area or neighborhood served; and

**WHEREAS**, the City of Sherwood wishes to encourage public participation in the naming and dedication of these facilities; and

**WHEREAS**, the City of Sherwood wishes to encourage the dedication of lands, facilities, or donations by individuals and groups.

### **NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

A Policy for the Naming of Parks, Recreation Areas, and Facilities is hereby established; as follows:

#### Section 1 – Title

A City Policy for the Naming of Parks, Recreation Areas, and Facilities

#### Section 2 – Definitions

- a. *Parks, recreation areas and facilities* – includes all park, recreation areas and facilities under the City's ownership and control including buildings, structures, open spaces, public parks, recreation areas, trails, natural areas, wetlands, environmental habitat and other land.
- b. *City* – Includes information and staff support, when referencing direction, indicates formal written direction from the City Manager.

- c. *City Council* – Includes information and staff support, when referencing direction, indicates formal written direction by the City Council.

### Section 3 – Policy

- a. It is the City's policy to name Facilities using established criteria emphasizing local history, geography, and environmental features. Civic issues may also be taken into consideration. The City reserves the right to initiate a request to name or rename a Facility to maintain consistency with these policies.
- b. Once a name is approved, signage displaying the adopted name may be placed within the designated Facility.

### Section 4 – Timing for Naming of a Facility

The process to name a Facility should begin within six months following acquisition of title to the land, formal dedication of the land to the City, or when the developed improvements have been completed as determined by the Parks and Recreation Board (Board).

### Section 5 – Criteria for Naming a Facility

The Board will use the following criteria to evaluate the proposed name.

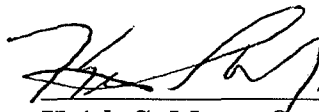
- a. The proposed name will identify a significant:
  - i. Geographic location (neighborhood, significant areas, etc.)
  - ii. Natural feature
  - iii. A person or place of historical or cultural significance
  - iv. A person, group, or feature particularly identified with the land or facility
- b. Conditions of property donation as agreed between the donor and the City shall be honored subject to these adopted policies.
- c. 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.

### Section 6 – Procedure for Soliciting and Adopting Names for Facilities

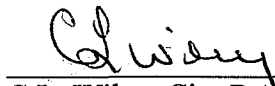
- a. New or Un-Named Parks, Recreation Areas and Facilities
  - i. The City or City Council may request, in writing, the Board initiate the naming of a Facility. Additionally, the Board may initiate the naming process whenever deemed in the best interest of the City.
  - ii. The Board will offer the public an opportunity to suggest names for the Facility, utilizing public meetings, advertised comment periods or other means to actively solicit public input.
  - iii. The naming suggestion should demonstrate how the proposed name is consistent with the criteria stated in this policy. When naming a

- Facility after a person or persons, the application will describe the contributions to the City.
- iv. The Board may propose a name, as it deems appropriate.
  - v. The Board will review all recommendations and present the recommended name to the City Council for approval.
  - vi. In the absence of any naming requests, the Board shall adhere to criteria stated in this policy in recommendation of name.
- b. Renaming of Parks, Recreation Areas and Facilities
- i. Renaming of Facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.
  - ii. A request to rename a Facility shall be submitted in writing to the Board thru the City or the City Council. If an initial request to rename a Facility is submitted from a member of the public, city staff will review the proposal for adherence to the stated criteria and if the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
  - iii. Any request to rename a Facility shall include the reason for the change, the proposed name, the purpose of the change, and how the proposed name change is consistent with the criteria established and a benefit to the City. When renaming after a person or persons, the application will also describe the contributions to the City.
  - iv. The recognized Neighborhood Association will be notified of the proposal when the City receives a complete application.
  - v. The Board will offer the opportunity for public input on the proposed renaming utilizing public meetings, advertised comment periods or other means to actively solicit public input.
  - vi. The Board will review all name recommendations. If the Board so approves the change, present the recommended name to the City Council for approval.

Duly passed by the City Council this 9<sup>th</sup> day of April 2002.

  
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Keith S. Mays, Council President

ATTEST:

  
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C.L. Wiley, City Recorder