

RESOLUTION NO. 33-2000

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING THE CITY OF MILWAUKIE POLICY AND PROCEDURES FOR NAMING FACILITIES.

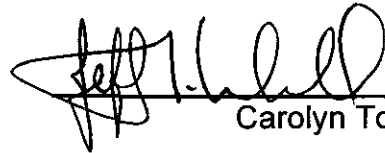
WHEREAS, the City of Milwaukie owns and may acquire additional facilities; and

WHEREAS, the City of Milwaukie has need to rename existing and name new facilities; and

WHEREAS, the City has an interest in establishing systematic and consistent procedures for initiating and naming such facilities;

NOW, THEREFORE, BE IT RESOLVED by the Milwaukie City Council that the attached City of Milwaukie Policy and Procedures for Naming Facilities dated December 2000 is hereby adopted.

Introduced and adopted by the City Council of the City of Milwaukie, Oregon, this 21~~st~~ day of November 2000.




Carolyn Tomei, Mayor

ATTEST:



Pat DuVal, City Recorder

APPROVED AS TO FORM:



Rams, Crew, Corrigan & Bachrach, LLP

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City of Milwaukie Policy and Procedures For Naming Facilities

I. Purpose

It is a goal of the City of Milwaukie, herein after referred to as the CITY, to be seen as part of the fabric of the community. Stewardship of public parks, recreational facilities, environmental habitat and other assets as defined below for the greatest benefit of the CITY community over the long term is a primary value. Geographic, historic or names based upon distinguishing characteristics are the standard for this community.

At the same time, it is recognized that individuals and community organizations periodically wish to honor individuals, groups or events by naming facilities after them. The challenge is to accommodate this desire where warranted while still supporting the primary community values.

II. Objectives

The objective of this policy is to establish a systematic and consistent approach for the official naming of facilities that:

- Ensures that facilities are easily identifiable.
- Ensures that names given to facilities are consistent with the values and character of the neighborhood or area served.
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups.
- Encourages public participation in the naming, renaming and dedication of facilities.

III. Definition

Facilities – includes all property assets under the CITY's ownership including buildings, structures, open spaces, public parks, recreational facilities, environmental habitat and land but does not include streets.

IV. Criteria

The policy of the CITY is to name facilities through an adopted process utilizing established criteria emphasizing community values and character, local history and geography and service to the community.

1. The CITY in determining the appropriateness of the naming designation should use the following categories:
 - a. Any person who has made significant contributions to the CITY or the community,
 - b. A person, group, place, or feature, particularly identified with the public land or facility or of historical or cultural significance,
 - c. Geographic location (neighborhood, streets, etc.) and

- d. Natural features or resources.
- 2. Where properties are jointly acquired and/or operated, the other agency shall be consulted and their consent received for the proposed name.
- 3. The process to name facilities should begin within six months after the CITY has acquired title to the land and/or formally accepted the dedication.
- 4. Conditions of property donation as agreed upon by the donor and the CITY shall be honored regarding the naming of the facility subject to these adopted policies.
- 5. Names that are similar to existing properties or facilities in the CITY system (or other systems in the Metro area) should not be used in order to minimize confusion.
- 6. The CITY reserves the right to change the name to maintain consistency with these policies.

V. Procedures

1. Naming of Facilities by Request of Private Party

- a. A request for the naming of a facility will be submitted in writing to the CITY Park and Recreation Board, herein after referred to as the PARB. The request should demonstrate how the proposed name is consistent with the criteria stated in this policy.
- b. Those submitting a naming request will be provided with a packet that includes: a cover letter, Naming Program criteria, policies and procedures and forms of recognition.
- c. The PARB will notify the relevant Neighborhood District Association, herein after referred to as the NDA, and other interested parties of the request.
- d. The PARB will utilize the following process to make its determination:
 - i. The PARB refers the request to the NDA or a special sub-committee if the facility is intended to service more than one NDA.
 - ii. The NDA or special sub-committee will offer at least one opportunity for public comment on the proposed naming. Further hearings and input shall be at the discretion of the PARB.
 - iii. The PARB will review the public input and recommendations received and will forward no more than three names to the City Council within 30 days for consideration.
 - iv. The City Council will consider the recommendation of the PARB within 60 days of its submittal. The City Council may accept the PARB's recommendation or decide on an alternative name for the facility under consideration.

2. Renaming of Facilities by Request of Private Party

Renaming of 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. Each application must meet the criteria stated in this policy, but meeting all criteria does not assure renaming.

- a. A request for the renaming of a facility shall be submitted in writing to the PARB. The request shall include the following information: (1) the proposed name change and the purpose of the change, and (2) how the proposed name is consistent with the criteria established.

If the proposal is to rename a facility after a person or persons, the application will describe the contributions to the CITY and community made by the person and why the specific naming proposal is an appropriate honor. Written documentation of approval by the person to be honored (or next of kin, as appropriate) 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 it to the PARB. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

- b. The PARB will notify the relevant NDA and other interested parties of the request.
- c. The PARB will utilize the following process to make its determination:
 - i. The PARB will ask the NDA or a special sub-committee, if the facility is intended to service more than one NDA, to consider the request.
 - ii. The NDA or sub-committee will offer at least one opportunity for public comment on the proposed naming. Further hearings and input shall be at the discretion of the NDA or sub-committee.
 - iii. The NDA or sub-committee will review the public input and recommendations received and will forward no more than three names to the PARB within 30 days for consideration.
 - iv. The PARB will consider the recommendation of the NDA or sub-committee within 60 days of its submittal. The PARB may accept the NDA or sub-committee's recommendation or propose an alternative name for facility under consideration.
 - v. The PARB will vote to recommend the name for the facility to the City Council.
 - vi. The City Council will vote to select the name for the facility or decide on an alternative name for the facility under consideration.

3. Naming or Renaming Facilities Initiated by the City

The PARB shall initiate the naming or renaming process whenever necessary and may initiate the process at any other time. When initiated by the PARB, the procedures shall be followed for naming as set out in Section V. 1. c & d and for renaming as set out in Section V. 2.

4. Reconsideration

- a. Any individual or group may submit a written request to reconsider a naming or renaming decision to the City Manager. Written requests shall include: (1) name and address of person(s) requesting reconsideration; (2) a statement of specific grounds for appeal; and (3) a specific naming recommendation for the subject facility.
- b. The PARB will review the request to reconsider and make a recommendation to the City Council at the next regularly scheduled meeting. The person/s requesting the reconsideration will be given an opportunity to state their reasons for opposition before the City Council.
- c. The City Council will make a final determination within 45 days and inform the appellant of its decision.

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