

**RESOLUTION NO. 1013**

**POLICY ON THE NAMING OF CITY PARKS, AMENITIES, AND PUBLIC FACILITIES AND THE DESIGNATION OF MEMORIALS**

**WHEREAS**, the City of Stayton does not have a policy for naming City parks, amenities and public facilities, and designation of memorials;

**WHEREAS**, it is a best practice and standard practice for a community to have a policy in place for naming City parks, amenities and public facilities, and designation of memorials; and

**WHEREAS**, the City of Stayton wishes to have a standard and uniform process for the naming of City parks, amenities and public facilities, and designation of memorials.

**NOW THEREFORE, BE IT RESOLVED THAT:**

**SECTION 1.** It is the policy of the City of Stayton to name or rename the City's parks, amenities and public facilities in a manner that serves the City's best interests and that ensures a worthy and enduring legacy for the City's parks and public facilities. It is, therefore, the City's policy to choose names for parks, amenities, and public facilities within the following broad categories:

1. A person, persons (living or deceased) or organization that has made a significant contribution of land, service or funds to the City.
2. A historically or culturally significant person, place, event, or other instance of historical or cultural significance.
3. A neighborhood, geographic or common usage identification.
4. Natural or geological features.

In addition to fitting within one of the above categories, the proposed name should:

1. Create a strong positive image;
2. Be respectful, appropriate, with regard to the park/facility's location and/or history;
3. Have historical, cultural, or social significance for future generations;
4. Have broad public support; and
5. Shall not result in the undue commercialization of the park or facility if it accompanies a gift from a business or commercial enterprise.

**SECTION 2.** The following procedures are established for the naming or renaming of a park, amenity, or public facility:

1. All requests to name a City Park, amenity, or public facility shall be made in writing to the City Manager. Except in the case of a substantial donation to the City of land for a park, an amenity, or a public facility, or funds given to the city and accepted for the acquisition or substantial improvement of a park, amenity, or public facility, if a request is made for the purpose of commemorating an event, activity or occurrence, the request may not be considered less than two years after the event, activity, or occurrence that has generated the request.
2. In the case of a substantial donation to the City of land for a park, an amenity, or a public facility, or funds given to the city and accepted for the acquisition or substantial improvement of a park, amenity, or public facility, a request made by the donor of such land, amenity, facility, or funds may be made concurrent with the donation.
3. Requests to name a City Park property, amenity, or public facility shall be evaluated by the Stayton Parks and Recreation Board, along with a staff recommendation. The Parks and Recreation Board shall make a recommendation to the City Council for approval of the name. The City Council shall make the final decision on all naming requests, and may (but is not required to) hold a public hearing on a request.

**SECTION 3.** Existing named parks, amenities, and public facilities may be renamed. Renaming is subject to Sections 1, 2, and 3. In addition, a park, amenity, or public facility should be renamed only under the following circumstances:

1. Where the person, family, corporation, association, or other entity after which the park, amenity, or facility has been named has been convicted of a felony, a crime involving moral turpitude, or participated in any other illegal or disreputable behavior which would bring discredit to the City and do substantial harm to the reputation and mission of the City;
2. Where the donor, or the donor's legally authorized representative, after whom a park, amenity, or public facility has been named, has consented in writing to renaming the park, amenity, or public facility;
3. Where the useful life of the park, amenity, or public facility has expired and must be replaced or substantially renovated; or
4. The specified period of time for use of the name given in conjunction with a donation has expired.

**SECTION 4.** A park's, amenity's, or public facility's larger or dominant and readily identifiable interior features or facilities (including, but not limited to playgrounds, picnic shelters, gazebos, ball fields, great lawns, public art, and other significant landscaping features) may have a different name than the entire park or facility.

Sections 1, 2, and 3 apply to the naming and renaming of such interior features or facilities

**SECTION 5.** The City may accept donations of or for memorial items for placement in parks. Memorial items may include, but are not limited to, plaques, markers, trees, benches, children's play equipment, and other appropriate items. All memorial donation requests shall be submitted in writing to the City Manager. The City Manager shall forward all such requests to the Public Works Department and Parks and Recreation Board for review.

The City Manager shall make the final decision to accept or reject all memorial donation requests, and may propose conditions upon any acceptance.

The criteria to be used to evaluate a memorial donation request should include, but not be limited to, the following:

1. Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party.
2. Whether the memorial will interfere with the existing or planned design, function, or intended user experience of the area in which it is to be located.
3. Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision, or appeal of any park facility or property.
4. Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under rare and unusual circumstances should existing memorials be replaced by another memorial.
5. Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City.
6. Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality bronze material and of appropriate dimensions (no more than five (5) inches by seven (7) inches in size).
7. Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.

8. Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.

The requesting party must agree and understand that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that the memorial may be removed, at the City's sole discretion, if the City Manager finds the removal to be in the public's best interest.

The City will make every effort to preserve any dedication plaque or other dedicated object. Due to repair of surrounding areas, construction, or redesign of a facility, the plaque or dedication object may be relocated. If the memorial or dedication object cannot continue to be reasonably maintained, it may be removed by the City. If the dedication includes the gift of a tree or other plant, the City will provide it with regular standard of landscape care. If a tree donated as a memorial gift does not survive, the City is not obligated to provide a replacement. If the dedication includes the gift of an object (e.g. bench, picnic table, and children's play equipment) the City will provide its regular standard of care and maintenance for the object. The City is not obligated to provide a replacement after the gift's life cycle expires.

In no event will the City be liable to the donor of a memorial gift, or the donor's heirs, personal representatives and assigns, for damage to or loss of a memorial gift.

This Resolution shall become effective upon adoption by the City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 21<sup>ST</sup> DAY OF SEPTEMBER, 2020.

Signed: 10/19, 2020

CITY OF STAYTON

By: 

Mayor Henry A. Porter

Signed: 10/19, 2020

ATTEST: 

Keith D. Campbell, City Manager