



## CITY COUNCIL ACTION REPORT

November 30, 2009

TO: Honorable Mayor and City Council

FROM: John Szerlag, City Manager  
John M. Lamerato, Assistant City Manager/Finance and Administration  
Carol K. Anderson, Parks and Recreation Director *CKA*

SUBJECT: Section 36 Park Naming

### Background:

- At the August 17, 2009 City Council meeting, City Council adopted the revised Policy for Naming Public Places Specific to Parks and Recreation and directed staff to initiate the process for naming the park in Section 36 (Resolution # 2009-08-248).
- Press releases were issued and letters to nearby residents were mailed seeking nominations to name the park.

### Financial Considerations:

- There are no financial considerations.

### Legal Considerations:

- There are no legal considerations.

### Policy Considerations:

- The Policy for Naming Public Places Specific to Parks and Recreation indicates the next step in the process is for the submitted names and background information be on display and available for public inspection for not less than 60 days and the public be given the opportunity to submit written comments.

Options:

City management recommends City Council follow the policy by:

1. Directing staff to display names and background information at the Community Center and/or other public places for not less than 60 days.
2. Direct staff that all comments be forwarded to the Parks and Recreation Advisory Board.
3. Direct the Parks and Recreation Advisory Board to hold a public hearing prior to making a recommendation to the City Council.

## Section 36 Park Naming Nominations

1. Old Orchard Park
2. Blue Star Mothers Park
3. Maple Orchard Park
4. Neighborhood Park
5. Mapleton Park
6. Brace Park
7. Homesteader's park
8. Troy-Apple
9. Old Orchard VFW Veterans Park
10. VFW Old Orchard Veterans Park
11. VFW Old Orchard Park
12. Greenleaf Park
13. Apple Blossom Park
14. Serenity Park
15. Freedom Acres
16. Greenbridge Park
17. Maple Ave Park
18. Hildebrant Park

## **POLICY FOR NAMING PUBLIC PLACES SPECIFIC TO PARKS AND RECREATION**

The following criteria is established for proposed names of parks and/or public places.

1. Parks and recreational facilities can be named for any of the following: a deceased person, a group, the function of the park or facility, neighborhood, location or other appropriate name.
2. All Troy Parks and Recreational facilities should ultimately be named. The City Council of the City of Troy reserves unto itself the authority and responsibility of naming public places including, but not limited to, public grounds and buildings.
3. Park names are permanent and shall not be changed unless the name is deemed inappropriate or reflects poorly on the image of the City.
4. Parks shall carry the name of the original property owner, if such was specified in the deed or purchase agreement.
5. Parks shall not be referred to as "Memorial" in that such term generally becomes the common name and therefore would detract from the intent of naming the park after the individual being honored.
6. Naming a park after a group or organization may be considered if that group contributes 60% or more of the cost of development of that park and demonstrates significant dedication and/or contributes to the improvement, advancement and furtherance of the facility and/or the Troy community.
7. Parks may be named for the neighborhood, abutting streets, schools or other well-known landmark.
8. Names featuring, representing, or including alcohol or tobacco products, or other places or products deemed unsuitable shall be rejected.

### Procedure For Naming Parks

The City of Troy will publicly post a request for Troy citizens to name parks and recreational facilities as the need arises. This public request for names should reach as many Troy citizens as possible and be made through multiple forms of communication. A special effort should be made to notify those neighborhoods or citizens that would most likely use the park or facility.

Names will be submitted to the Parks and Recreation department and submissions will be accepted for a minimum of sixty (60) days.

#### **Persons or groups recommending a park name shall follow this procedure:**

1. Submit a letter outlining the request and reasons for the name.
  - a. If the name proposed is for an individual, any or all of the following should be submitted: a biographical sketch, proof of significant contribution to Parks and Recreation or the Troy community, photo journal of family, projects, community contributions, awards, media articles, testimonial letters, etc. Parks may be named after a person (and only after death) when such person has made an outstanding, generally recognized contribution to the community.
  - b. Organizations/Groups recommending a park name must submit excerpts of organization's minutes approving the request and an assurance that they would pay at least 60% of the park development costs. Communications suggesting an organizational name must be accompanied by background information on the organization, its affiliation with the community, its contributions to the community and evidence of same including its charter, and any other appropriate information.
  - c. Proposed names for the neighborhood, landmark, streets, school, etc. should be submitted in writing by any resident with reasons the name is appropriate.

#### **The City Council shall follow the procedure below:**

1. Upon receipt of a request and accompanying background information the City Council will cause same to be on display and available for public inspection at public places selected by the city council for not less than 60 days during which time the public will be given the opportunity to submit written comments regarding the proposed name.
  - a. During its consideration, the City Council shall refer the request, all supporting material and public comments to the Parks and Recreation Advisory Board.

2. A public hearing shall be held by the Parks and Recreation Advisory Board prior to any recommendation. The Parks and Recreation Advisory Board will review proposed names and public comments, and recommend a name to the City Council, together with reasons for the recommendation.

3. After expiration of the 60 day period for public review and comment, the City Council will reserve an additional 30 days for public review of comments received after which time the matter will be available for consideration by the City Council.

4. The City Council may approve the name or, at its discretion, postpone a final decision.

5. All records, documents, photographs and papers emanating from this process shall be forever retained in the records of the City of Troy and its archives.

#### Naming Park Amenities

A facility, amenity or section of a park within an existing park may be named after an individual, group or organization, if the purchase and installation of the facility, amenity or equipment proposed for the section of the park is fully funded. Any request of this type shall be submitted to the Parks and Recreation Advisory Board. The board will determine if the proposed facility conforms to or meets the intentions of the master park plan as defined by the Parks and Recreation department.

Where an amenity is named after a living person, that person must remain a citizen in good standing for the name to remain.

The names will be reviewed by the Parks and Recreation Advisory Board after five years. Should the effort and contribution of the group and the conditions of the amenity be satisfactory, the name will be renewed.

Any amenity/facility donated by a group, organization or individual may have a recognition sign, funded by the group/organization. All signs must conform to the City of Troy's sign ordinance. City management will approve signage location, size and type, etc.