

**PARKS, RECREATION & CULTURAL SERVICES MEMORANDUM
#12-2023**

DATE: May 22, 2023

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*
Jason Loveland, Interim Deputy City Manager *JL*

FROM: Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*

SUBJECT: CR-80 – Park Naming Policy

PURPOSE

To consider CR-80, a resolution amending the park naming policy.

BACKGROUND

The existing park naming policy was adopted in October 2009 by Resolution No. 09-112. Since 2009, the policy has been utilized for the naming of four parks or facilities.

The current policy requires a written proposal be submitted to the Parks and Recreation Advisory Board, after which a 90-day evaluation period begins. The board is encouraged to consider alternatives (i.e., naming a garden or memorial within a park, in lieu of the entire park or facility). Limits are placed on renaming, and the criteria for naming a park or facility after an individual are broad. Once the 90-day evaluation period is complete, the board makes a recommendation and submits the recommendation to City Council. The naming can then be considered by Council in the form of a resolution.

At the study session on April 17, Council provided consensus to move forward with the following modifications to the Park Naming Policy:

- Inclusion of minimum requirements during the 90-day evaluation period, including listing the item on the board agenda for each regular meeting held throughout the 90-day evaluation period and notifying the public of the opportunity to provide comment via existing print or electronic means
- Inclusion of the option for a call for names to be initiated by the City
- Allowance for staff-level approval for wayfinding purposes (e.g., pavilions, classrooms)

BUDGET/TIME IMPLICATIONS

There are no financial or time impacts to the City.

STAFF RECOMMENDATION

Staff recommends approval of CR-80.

STAFF REFERENCE

If Council Members have any questions, please contact Amanda Peterson, Director of Parks, Recreation & Culture, at apeterson@northglenn.org or 303.450.8950.

CR-80 – Park Naming Policy

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-80
Series of 2023

Series of 2023

A RESOLUTION ADOPTING AN AMENDED POLICY FOR NAMING AND RENAMING PARKS AND RECRATION FACILITIES

WHEREAS, the City Council previously established a policy for the naming and renaming of parks and park facilities in the City of Northglenn by resolution; and

WHEREAS, the City Council wishes to make amendments to the policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The guidelines for naming and renaming parks and park facilities in the City of Northglenn shall be as follows:

1. Any interested organization, group of citizens, City Board or Commission, on their own initiative or in response to a City call for proposals, shall submit a written proposal for naming/renaming a park, garden dedication, memorial or park facility to the Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board shall be responsible for initial evaluation of the proposal and subsequently making a recommendation to City Council.

2. There shall be a ninety (90) day evaluation period from the date of written submission at a regularly scheduled Parks and Recreation Advisory Board meeting before the Board can make its recommendation to City Council. The proposal shall be included on the Board agenda for each regular meeting held throughout the ninety (90) day evaluation period. Public notice shall be made and there shall be an opportunity for public comment to be received regarding the proposal.

3. Alternatives to naming or renaming a park or recreation facility should be considered by the Parks and Recreation Advisory Board.

4. The Parks and Recreation Advisory Board has the authority to recommend to City Council the naming or dedication of a garden, memorial, etc. within a park.

5. Only parks or facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks or facilities named after individuals shall never be changed unless it is found that because of the individual's character, the continued use of their name would not be in the best interest of the community. No park named for a geographic location, outstanding feature or subdivision should be renamed for a period of ten years.

6. Contribution, whether years of service, monetary donation or significant contribution to the community, should be extensive and substantial.

7. Consideration of agreements with school districts and neighboring entities shall be considered.

8. The Council shall pass a resolution to effect the requested naming, renaming or dedication in order to make the action official.

9. Notwithstanding the requirement for Council to pass a resolution to name, rename, or dedicate a park or recreation facility, City staff shall have the authority to name parks and recreation facilities for wayfinding purposes.

Section 2. Resolution No. 09-112, Series of 2009, is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2023.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney