

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 1 - GENERAL**

**CP 1.03**                      **Naming of Public Facilities and Lands**

<b><u>Adopted</u></b>	<b><u>October 7, 1991</u></b>
Revised	June 21, 1993
Revised	October 21, 1996
Revised	October 18, 1999
Revised	October 21, 2002
Revised	November 7, 2005
Revised	December 1, 2008
Affirmed	December 19, 2011
Revised	December 15, 2014

**1.03.010**                      **Purpose**

To provide procedures and guidelines whereby City of Corvallis public lands and facilities may be officially named by the City Council.

**1.03.020**                      **Policy**

There are occasions when interested parties have proposed to name or re-name City of Corvallis public lands and facilities. It is the policy of City Council to consider naming proposals, seek citizen input, and formally decide on proposed names or re-naming of City of Corvallis public lands or facilities within established criteria.

**1.03.030**                      **Definitions**

1.03.031                      Public Land - Lands which are owned or controlled in use by the City of Corvallis for the long-term benefit of the community. These lands may be within or outside the corporate limits. Examples include, but are not limited to, parks, sports fields, beautification areas, natural areas, and plazas.

1.03.032                      Public Facilities - Physical facilities owned or controlled in use by the City of Corvallis for the long-term benefit of the community. Examples include buildings, bridges, rooms, and ball fields. Street-naming procedures are

covered by a separate City Council policy (91-9.05, "Street-Naming and Addressing").

#### 1.03.040      Naming Criteria

City of Corvallis public lands and facilities may be named after persons, a place or location, or an event that has created an important legacy or achievement. A person's name is eligible for consideration two years after his/her death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

- A noteworthy public figure or official;
- A person, place, or event of historical or cultural significance;
- Special benefactor(s) [living or dead]
- A person, group, place, or feature, particularly identified with the public land or facility;
- Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined.

#### 1.03.050      Procedures

##### 1.03.051      Initiation of Proposed Name

- a. Preliminary consideration of naming proposals by City Council may be initiated by any citizen, Council advisory committee, Council or City task force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee or task force shall be given directly to the City Council through a Department Director. The City Council will then direct the request to the appropriate advisory committee or task force for the public notification and review.
- b. Prior to naming proposals being forwarded to City Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) or task force(s), as determined by the City Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The City Council, through the associated department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.

- c. Meeting minutes or department staff reports shall be prepared that fully document input received from citizens, committee or task force discussions, and a specific naming recommendation(s) for preliminary review of City Council.

1.03.052 Preliminary City Council Review and Formal Decision

- a. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation or a department staff report, will be transmitted to the City Council for review.
- b. City Council, after consideration, by motion and majority vote may:
  - 1) Formally name a public land or facility, or
  - 2) Formally reject a naming proposal, or
  - 3) Hold a public hearing.
- c. The decision of City Council to name or reject a recommendation to name, public lands or facilities at preliminary review is subject to review by appeal.

1.03.053 Additional Public Input and Public Hearing

- a. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal will hold a public hearing no sooner than 30 days following the Council meeting at which recommendations were received by the Council. That public hearing will be announced at least 10 days in advance by a block advertisement in a local newspaper.
- b. The purpose of the public hearing is to provide opportunity for additional public input.
- c. City Council will do one of two things at this time:
  - 1) Formally name a public land or facility, or
  - 2) Formally reject a naming proposal.

#### 1.03.054 Formal City Council Decision

A formal decision of a naming recommendation may be made at the time of:

- a. Preliminary review or following;
- b. Additional public input and public hearing.
- c. Any decision to name a public land or facility or reject a recommendation to name a public land or facility is subject to review by appeal.
- d. A flow chart depicting this process is attached.

#### 1.03.060 Appeal Procedure

- a. Any decision to name or reject a recommendation to name a public land or facility is subject to review by City Council through appeal. Appeals must be filed in writing with the City Recorder within 30 days of the formal Council decision.
- b. Written appeals shall include:
  - Name and address of persons requesting re-consideration,
  - A statement of specific grounds for appeal,
  - A specific naming recommendation for the subject public land or facility.
- c. If written appeal is filed in the appropriate time period, the public land- or facility-naming decision at issue will be suspended until that name is re-affirmed, modified, or deleted by City Council.
- d. Properly filed appeals shall be forwarded to City Council. In considering appeals, the Council, by motion and majority vote, may:
  - 1) Dismiss the appeal with no further review,
  - 2) Act on the appeal upon review without further input, or
  - 3) Set a public hearing date for additional citizen input regarding the appeal, and then modify, re-affirm, or delete the public land or facility name.

- e. Once formal action on an appeal has been completed by City Council, the public land or facility name shall become effective immediately, as applicable and as determined upon City Council decision. The City Manager shall determine the appropriate City Department to inform affected governmental agencies, community organizations, and individuals of the official naming decision.
- f. There is no fee associated with an appeal. All citizens are considered to have a standing in public land and facility naming matters, regardless of residency.

#### 1.03.070      Public Notifications

- a. The City Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised, and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations that may exist.
- b. If additional input is desired by Council, advance notice will be provided for City Council public hearings.
- c. Chairs of the advisory committees and task forces and Department Directors, on behalf of the City Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
- d. The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

#### 1.03.080      Review and Update

In consultation with the Community Development Director, the Parks and Recreation Director will prepare the Council Policy review every three years for Council approval.

Attachment: Naming of Public Facilities and Lands flow chart

# Naming of Public Facilities and Lands

