

City of Fruita
Parks, Open Space and Trails
Naming and Renaming Procedure
Adopted by
Resolution 2011-03

The purpose of this procedure is to clearly define the process for naming City of Fruita's parks, trails, open space areas and associated structures or facilities. It is designed in the spirit of neighborhood involvement and influence as well as to facilitate a naming process for present and future needs. The values, contributions, services and heritage of the community can be embodied and preserved by appropriate and logical naming of parks and facilities.

Parks, open space and trails areas shall be defined as any parcel of land, including ponds and lakes that are donated, dedicated or acquired for public use as a park, trail or open space. Park structures or facilities shall be defined to include but not limited to athletic fields, tennis courts, playgrounds, shelters, picnic area, horseshoe courts, gymnasiums and swimming pools. For additional details, refer to the 2009 City of Fruita Parks, Open Space and Trails Master Plan available at City Hall.

For name requests that do not meet the standards or conditions set forth in this procedure, alternatives are given at the end of this document.

PRIMARY NAMING PROCEDURE

1. Naming Criteria

Each of the following conditions describes an opportunity for implementing the park naming procedure:

- Any planned park, trail or park facility that is not yet built and has no official name.
- Any park, trail or park facility that is built and has no official name or is not named in memory of a person or organization.
- Open space areas that are acquired by the City for public use.

Any interested person may become involved in the naming process for the park or facility. To be considered, proposed names may be submitted from one of the following sources:

- The Fruita City Council
- A steering committee appointed by the City Council to participate in the planning and/or development of a new park.
- Any person(s) or firm(s) that contributes significantly to the development of the park or facility. Land developers of adjoining property may be included in this group regardless of whether their contribution is voluntary or required by the City.
- An ad hoc naming committee may be assembled under the guidance of PRAB and/or the Fruita Parks and Recreation Department staff. This committee may be comprised of residents from neighborhoods near or adjacent to the park or facility to be named.
 - Special interest groups, E.G., (City of Fruita Historical Society, past park landowner, etc.) may also participate in the park naming process.

- Any person with an interest in the park or facility.
- Any agreements with school districts shall be considered.
- City Council, the Fruita Parks and Recreation Advisory Board (PRAB), or City staff.

2. Selection of a Name

Notification to the Parks and Recreation Department (970-858-0360) is the first step in the selection process. The Parks and Recreation Department shall then notify the City Council liaison for the PRAB. The Council member can serve as a resource during the selection process and become an advocate for the requested name during the approval process. If City Council Liaison is unavailable, this responsibility can defer to an at-large Council member.

Those participating in the naming process should carefully consider the selection of a name. The name may be chosen within a group or the group may come up with a process, such as a contest, to produce a name.

Name selections should maintain themes established for adjoining developments or express appreciation to those who have contributed significantly to the City. Preference will be given to names having local and/or historical significance.

The selection of a name shall begin following the acquisition of the property. The selection process must be completed in a timely manner. Names submitted should adhere to the following standards and guidelines:

- Geographic names descriptive of the location or significant natural features in or near the park or facility.
- Historic names or events relevant to the park or facility. The name submitted should be one of significance to a substantial portion of the community and this fact shall be documented.
- Organization or person who made a significant contribution to the park or facility being named. Contribution, whether years of service or monetary donation, should be extensive, substantial and documented.
- Person who made a significant contribution to the City as a whole over an extended period of time. It should be someone who has contributed in a definitive and outstanding manner to the betterment of this community and its citizens.

3. Submitting a Name Request

After a name is agreed upon by the naming participants, the requested name shall be submitted to the Fruita Parks and Recreation Advisory Board. This committee shall be responsible for the initial evaluation of the requested name.

To submit a name to the Parks and Recreation Advisory Board:

- Document the reasoning for the requested name and show community support that includes neighbors of the park or facility in the request. To *change* the name of a

park or facility, valid and adequate reasons must be given in the request to the Fruita Parks and Recreation Advisory Board.

- Call the Parks and Recreation Director to schedule the presentation of the requested name to the Fruita Parks and Recreation Advisory Board.
- At the PRAB meeting, present the request to the committee and submit 8 copies of the written recommendation, including any historical documentation, a biographical profile and signed petitions, if applicable.

Additional submission requirements if requested park name is for a person or group:

- The inclusion of a biographical profile of the person, or a historical background of the group / organization.
- Written approval from that person (or next of kin if that person is deceased), or from the group's current leadership, ie Board of Directors.
- Signed petitions with 100 signatures from Fruita residents, including neighbors of the park or facility to be named.

After the presentation and submission of written materials, the Fruita Parks and Recreation Advisory Board shall then begin the review process.

4. Approval Process

The approval process is a determination of the appropriateness of the requested name according to the standards set forth in this document. PRAB has primary responsibility for completing all duties required for this determination. The approval process shall begin with an evaluation period based on the type of name request.

NAME REQUESTS COMMEMORATING A PERSON OR GROUP:

A minimum 90-day evaluation period shall begin upon presentation and written submission to PRAB. The evaluation process shall include:

- A careful review of the person or group being recognized in the request
- Neighborhood meeting(s) to inform the adjacent public about the request.
- PRAB will prepare a 'naming' packet for City Council that includes the name request, supporting documentation and the name of the acting liaison from the PRAB.
- At the request of City Council, a study session may be scheduled with PRAB to fully discuss the name request. Before a final determination is made, PRAB shall inform City Council of their discussions about the name request.

All other name requests:

- Shall be evaluated by PRAB for a minimum of 60 days from the date of presentation and written submission to PRAB.
- During this evaluation period, City Council shall be notified about the name request.

Once PRAB has verified the submitted documentation, and fully reviewed and discussed the request, they will then formally present the name request to City Council for approval. The final decision for naming parks and facilities shall always remain in control of City Council.

If the name is approved by City Council, the City will provide signs, where appropriate. If requested, the City may also provide additional signage displaying background information about the name. The City shall keep a permanent record of the name's documented history either on the City's website and/or with the Fruita Historical Society.

5. Summary of the naming / renaming procedure(s):

Selecting a Name:

First contact the Fruita Parks and Recreation Department (970-858-0360)

Consider names of geographic or historic significance, or of people and/or organization's that made significant contributions to the park, facility or City overall.

Submitting a Name Request:

Document the reason for the name and show community support.

Call Fruita Parks and Recreation Department (970-858-0360) to schedule a presentation to the Parks and Recreation Advisory Board..

At PRAB meeting, make your request and submit 8 copies of documentation.

If the requested name commemorates a person or group, the following also are required:

Inclusion of a biographical profile (person) or historical background (group).

Written approval from the person (or next of kin if deceased), or group's current leadership, i.e., board of directors.

Signed petitions with 100 signatures of Fruita residents, including neighbors of the park or facility.

Approval Process:

Name Requests Commemorating a Person or Group:

Minimum 90-day approval process.

Detailed review by PRAB of person and/or group.

Neighborhood meeting(s) to inform public near park or facility being named.

Information packet about request is submitted by PRAB to City Council.

PRAB presentation to City Council about name request discussions.

Final decision regarding name change considered by City Council.

All Other Name Requests:

Minimum 60-day approval process.

PRAB presentation to City Council about name request discussions.

Final decision regarding name change considered by City Council.

ALTERNATIVE NAMING PROCEDURE:

Should the Mayor or a City Council member desire to submit a name to be considered, said individual should make a request that a Resolution stating the desired name of the park, trail, open space area or associated structures or facilities be prepared for consideration. Following a public hearing to consider said Resolution naming the, park, trail, open space area or associated structures or facilities, if the City Council votes unanimously to adopt the proposed Resolution, the standard naming process outlined in this procedure will not be required and the facility/area will be named as detailed in the adopted Resolution. If the proposed Resolution does not pass unanimously, the standard naming procedure should be followed.

Alternatives to naming a park, open space or trail

If the requested name does not meet the criteria, three alternatives exist to commemorate a person and/or a name.

Plant-a-Tree Program: The Plant-A-Tree program was designed to promote the planting of trees in Fruita parks and open spaces, as a rewarding and unique means of paying tribute, honoring or commemorating a person or event.

The donor must notify the Parks and Recreation Department of their intent to participate in the Plant-a-Tree program. The donor chooses the type of tree from our list (provided by the Tree Board) and can purchase the tree at a local nursery. The parks division will plant the tree in a local park of the donor's choice.

Donate a Bench: Benches with commemorative name plaques may be donated through the Fruita Parks and Recreation Department and will be placed along trails or in parks located in the City. The donor must notify the Parks and Recreation Department of their intent to participate in the Donate-a-Bench program. Benches are typically crafted by a local artist and will have themes in the bench to commemorate the person or group being honored. The donor will pay for the bench and plaque and the parks division will install the bench at an agreed upon location.

Clean a Park or Trail: The Adopt-A-Trail program may be used as an ongoing memorial activity. The requesting party may organize a group to clean a favorite park or trail. For participating in this program, the City will place a sign at the selected park or trail. The requesting party may use this sign to commemorate or honor someone. For example, "This trail cleaned by Group A in memory of J. Doe."

For more information on any of these programs, please contact the City of Fruita Parks and Recreation Department at 970-858-0360.