

**PARKS COMMISSION
POLICY AND PROCEDURE GUIDELINES**

Subject: Naming or Renaming of Parks, Recreation Facilities, and Parks Features

I. OBJECTIVE

- A. To establish a uniform policy and procedure regarding the naming or renaming of parks, recreation facilities, and parks features.
- B. To facilitate the prompt naming of such facilities so they will be readily identified and will reflect on the history and geography of our local community.
- C. To encourage public participation in the naming of such facilities, and as well, the dedication of land or funds by individuals or groups for public use who wish to perpetuate a name of their choice.

II. POLICY

- A. Neighborhood parks adjacent to public schools may be named similarly.
- B. Neighborhood parks not adjacent to schools, major parks, recreation facilities, and special features within parks such as playgrounds, picnic areas, sports fields, structures, groves of trees, etc. may be named for the following:
 - 1. Geographic features, such as adjacent streets, neighborhoods, plants or trees, lakes or rivers, etc.
 - 2. Events or persons of historical significance.
 - 3. Individuals, living or deceased, or organizations of local significance bearing a relationship to the City of Lodi or its parks and recreation system. Generally this relationship is noted by outstanding and unusual contributions to the community in terms of leadership, involvement, or substantial and significant donations of land and/or funds.

III. PROCEDURE

- A. Citizen input and/or written requests shall be directed to the Parks and Recreation Director to initiate the process of naming or renaming a City park, recreation facility or park feature.
- B. The Parks and Recreation Director shall receive and review potential names submitted for a new City park, recreation facility or park feature. Upon review, the Parks and Recreation Director shall forward all requests and/or submissions made to the Parks and Recreation Commission. Jointly, the

Parks and Recreation Commission and the Parks and Recreation Director will determine the appropriate means of soliciting public input, if deemed necessary, in naming the park, recreation facility or park feature. Such may include, but not necessarily be limited to, advertising in a local newspaper, inviting citizens to participate in the naming process or convening an ad hoc committee composed of representatives of various sectors of the community.

A deadline date for submission of names shall be 45 days from the date the Parks and Recreation Commission determine to proceed with public input. Notification of a public hearing will be posted in compliance with the Brown Act.

- C. The Parks and Recreation Director shall receive these written suggestions and refer a master list of proposed names to the Parks and Recreation Commission following a determined deadline for submissions.**
- D. The Parks and Recreation Commission shall review the proposed names and the recommendation of the Parks and Recreation Director. All other factors being equal, priority shall be given to private citizens. The Parks and Recreation Commission shall then recommend the name(s) deemed the most appropriate and forward its recommendation(s) to the City Council for final consideration and/or approval and adoption of an appropriate resolution.**