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Created:02/23/1993 Revised by City Council 12/20/2022 Resolution 22-43

Title of Document: 7.1.A LOPR_Park Naming Policy

City-wide Naming Policy Related to City Areas and Facilities

PURPOSE

This policy is to establish a systematic and consistent approach, utilizing public participation, for the naming of City areas (including subareas), facilities, infrastructure, equipment, public art, buildings and rooms (“City areas and facilities”).

OBJECTIVES

The objectives of this policy include:

- Ensuring that City areas and facilities, are easily identifiable.
- Ensuring that given names to City areas and facilities are acceptable to the community.
- Encouraging the dedication of lands, facilities, or donations by individuals and/or groups.

GENERAL GUIDELINES

The following general guidelines should be pursued for the naming of City areas and facilities:

1. Facilities should be named within six months after the City has acquired title to the land and/ or structure.
2. A request for the naming of a City area or facility can be submitted to the City Council. Should the Council seek advice on the proposal of the item be (re)named, it will be referred to the appropriate Board or Commission, in writing, with a brief statement describing why the request is being advanced. Requests may be initiated by community members or groups, recognized Neighborhood Associations, Advisory Boards, City Commissions or Committees, City Staff or City Council.
3. The designated Board or Commission, as assigned by Council, may solicit input from community groups and the public.
4. If suggestions have been received by the Board or Commission, the Board or Commission will forward the suggestions and its recommendation to the City Council. The City Council may accept the recommendation of the Board or Commission, or may select an alternative name for the City area or facility.
5. In unusual or exceptional circumstance, as deemed by the Council in its sole discretion, the City Council may deviate from this policy.

6. The following will be considered when naming City areas and facilities.
 - a. Places and Feature Names
 - i. Recognizable area, neighborhood or major street
 - ii. Assumed Name
 - iii. Use only if the area has been known by this name for an extensive period of time
 - iv. Horticultural
 - v. If the particular subject enhances the area
 - vi. Natural Phenomena
 - vii. Combination of the above
 - b. Historical Event Names
 - i. Can be of local, regional, or national significance.
 - c. Person or Persons Names
 - i. Deceased. No submission of a (re)naming request may be made to Council until the person has been deceased for at least three years.
 1. Civic Leader
 2. Historic group or person
 3. Civilian state and national heroes
 - ii. An asset may be named after a member of the city staff only if the person dies while on duty or preformed an act of exceptional service to the Lake Oswego community
 - d. Groups
 - i. Religious, veteran, fraternal and civic groups that have donated the land, money, or equipment for the City area or facility shall be eligible for area dedications.
 - e. Discouraged Practices
 - i. Names that are overrepresented
 - ii. Names that are derogatory or discriminatory against protected classes, political affiliations or similar categories
 - iii. Duplicate or overly similar names to existing facilities.
 - f. Naming City Assets for Donations and City Sponsorships.
 - i. Should be considered with consultation with the City Manager on a per project basis, with input from a board or commission or similar body. Details related to any agreement should be included in a separate contractual agreement approved by City Council.
7. Plaques or other appropriate types of markers may be used when a City area or facility is dedicated.

Responsibility/Contacts: Director Parks & Recreation, Deputy Directors, Administrative Assistant, City Manager, City Council