



Town of Yountville

"The Heart of the Napa Valley"

Town of Yountville Parks, Recreation Areas, & Facilities Naming and Dedication/Memorial Policy

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities and other Town owned facilities and to provide a systemic and consistent approach for the acceptance of dedications and/or memorials in public parks, recreation areas and open space.

Objectives:

- Ensure that parks, recreational areas and facilities and other Town facilities are easily identified and located.
- Ensure that given names to parks, recreational areas and facilities and other Town facilities are consistent with the values and character of the area or neighborhood served and/or Town as applicable.
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities and other Town facilities.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

Definitions:

Parks, recreation areas and facilities – includes all property assets under the Town's ownership and the Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, pathways, bike paths, environmental habitat and land.

Other Town facilities - buildings, facilities, and streets owned and operated by the Town that are not a park and recreation facility such as the Corporation Yard, other Town buildings, Waste Water Treatment facility, pump station, parking area, etc.

Dedication or Memorial - plaque and/or donated object (bench, tree, playground equipment, equipment used in a recreation program) or other such object provided to serve as a memorial. Such object or item must be approved by the Town.

Naming Policy Criteria:

The policy of the Town of Yountville is to name parks, recreation areas and facilities, and other Town facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, and/or civics and service that is unique to the Town of Yountville community.

Under ordinary circumstances, the naming of a park, recreational areas and facilities and other Town facilities should be considered permanent. Any proposal to change an established name shall be subject to the procedures set for in this policy.

1. The final recommendation for a name shall be consistent with the following criteria:

- a. Geographic location (identification with a specific place, neighborhood, street, significant areas, etc.)
- b. Natural geographic features
- c. An individual (living or deceased) who has given outstanding civic service to the Town of Yountville, or who has donated substantial funds or property to the Town for parks and recreation facilities. Parks and facilities shall not ordinarily be named for a living person, unless that person has made an exceptional contribution of land, money or civic service.
- d. A civic group or corporation whose mission statement is compatible with Town goals and objectives that has made a significant contribution of land, money or civic service to the Town of Yountville.

2. When possible, the process to name parks, recreation areas and facilities should begin within 12 months after the Town has acquired title to the land and/or formally accepted the dedication or completion of the improvements (e.g. Van de Leur Park, Yountville Community Center & Library, etc.)

3. Conditions of property donation as agreed upon by the donor and the Town shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

4. Names that are similar to existing parks, properties or facilities in the Town system (or other systems in the Napa County area) should not be considered in order to minimize confusion.

5. The Town reserves the right to change the name to maintain consistency with these policies.

6. Town shall develop and maintain a submittal form for naming nomination and memorial/dedication requests.

7. The Town Council, in its sole discretion, makes the final determination as to the naming of any Town parks, recreation areas and facilities and other Town facilities.

Procedure:

1. Initial Naming of Parks, Recreation Areas and Facilities and other Town facilities.
 - a. A request for naming of a park, recreational area or facility or other Town facility shall be submitted in writing to the Parks and Community Services Commission through the Town Manager's Office.
 - b. A request may be initiated by a Council member, the Parks and Community Services Commission or a member, or from a public individual or community group. Requests shall be made using the Town's Nomination for Naming/Dedication of Facilities Form.
 - c. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the Town. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Community Services Commission. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
 - d. The Parks and Community Services Commission will offer the opportunity for public input on the proposed naming.
 - e. The Parks and Community Services Commission shall forward their recommendation to Town Council for final decision.
 - f. Town Council shall make the final decision and may accept the Commission recommendation, request the Commission further review and provide suggestions based on feedback provided or the Town Council may adopt its own recommendation whenever deemed necessary and/or in the best interest of the Town.

2. Renaming of Parks, Recreation Areas and Facilities

Renaming of parks, recreation areas and facilities and other Town facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Parks and Community Services Commission, through the Town Manager's Office.

- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the Town. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Community Services Commission. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request. Requests shall be made using the Town's Nomination for Naming/Dedication of Facilities Form.
- c. The Parks and Community Services Commission will offer the opportunity for public input on the proposed naming.
- d. The Parks and Recreation Commission shall forward their recommendation to Town Council for final decision.
- e. The Town Council shall make the final decision and may accept the Commission recommendation, request the Commission further review and provide suggestions based on feedback provided or the Town Council may adopt its own recommendation.

3. Dedications and Memorials in Public Parks, Recreation Areas, and Open Space Policy and Procedure

- a. Facilities, or portions thereof, may be dedicated in the memory, or honor of, individuals, groups or organizations. Dedications are encouraged to be in the form of facility improvements or enhancements.
- b. Dedication may be in recognition of someone who has provided outstanding service to the community, a donation or contribution to the facility or community.
- c. Dedication may be in memory of someone who has contributed to the facility or community.
- d. Any individual, family, group or organization sponsoring a dedication or memorial must provide sufficient funds to purchase, install, and maintain any plaque or other form of label associated with the recognition. The dedication or memorial may take the form of a ceremony or other testimonial in honor of the person or group involved.
- e. The Town will make every effort to preserve any dedication plaque or other dedicated object. If necessary, due to repair of surrounding areas, construction or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained or after a period of ten years it may be removed by the Town.
- f. If the dedication includes the gift of a tree or other plant, the Town will provide its regular standard of landscape care. The tree or plant provided must be approved by the Town and appropriate and consistent with Town landscaping. If the tree or plant does not survive, the Town is not obligated to provide a replacement.

- g. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment, flat screen television, etc.), the Town will provide its regular standard of care and maintenance for the object.
- h. Dedication or memorial plaques may not be placed in or on Town facilities without written Town approval.
- i. The Town will not be responsible for the upkeep, repair or replacement of any dedication or memorial plaque which was not sponsored by the Town.
- j. The Parks and Community Services Commission, will, on behalf of the Town Council, oversee the provisions of this policy.
- k. The Town Council shall refer dedications and requests for dedications and memorials in Public Park, recreation areas, and open space to the Commission for their recommendation to the Town Council. The final decision is at the sole discretion of the Town Council and they may accept, reject, refer back or make a different determination.



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NOMINATION FOR NAMING/DEDICATION

DATE: _____

NAME OF PERSON BEING NOMINATED: _____

NAME OF PERSON COMPLETING THIS FORM: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

REQUESTED SITE: _____

IF NOMINATING A FAMILY MEMBER, WHAT THE RELATIONSHIP: _____

Please illustrate below the reasons for your nomination. Please be as complete as possible. Attach additional pages or supportive materials if needed to clarify the nomination.

Community-wide activities responsible for:

Local clubs or organizations served:

School attended:

Major benefit(s) to the history of Yountville?

Why are you nominating this person?

Submit form to:

*Yountville Parks and Recreation Department
6516 Washington Street
Yountville, Ca 94599
or by email to sholland@Yville.com*