

CITY OF SISTERS	
POLICY: City of Sisters Parks, Facilities, and City Assets Naming Policy	NUMBER: CMO 106
EFFECTIVE DATE: SEPTEMBER 25, 2024	APPROVAL: RESOLUTION 2024-20

1. Purpose

The City of Sisters' naming policy will establish consistent guidelines for the naming of public parks, facilities, and other assets within the city limits. The naming policy is intended to uphold the city's unique identity while honoring its heritage, culture, and values.

2. Objectives

- a. Ensure that City parks, facilities and other assets are easily identifiable
- b. Ensure that given names are acceptable to the community

3. Applicability

Parks, recreation areas, facilities, and city assets: Includes all property under the City’s ownership and control including buildings, structures, open space, public parks, natural areas, wetlands, environmental habitat, trails, paths, trees, and land.

4. Guidelines

- a. Local Significance: Names should reflect local history, geography, culture, or significant local figures who have made notable contributions to the community.
- b. Historical Preservation: The names of existing landmarks that hold historical significance should be preserved whenever possible to maintain continuity with the city's heritage.
- c. Avoidance of Duplicates: New names should not duplicate or closely resemble existing names of parks or facilities within the city to prevent confusion among residents, emergency services, and visitors.
- d. Geographical Themes: Names can draw inspiration from geographical features, landmarks, flora, or fauna native to the Sisters area, reflecting the natural landscape of the region.
- e. Person or Persons Names: Naming after an individual or group should be done carefully and deliberately.
 - Except in extraordinary circumstances, parks, facilities, and public property shall not be named for living individuals.
 - Verification showing the individual has made significant community contribution such as community leadership or advocacy.

- No submission of a (re)naming request may be made until the person has been deceased for at least two years and the proposal meets the approval of the individuals surviving, spouse, children, or parents, if any.
- f. Cultural Sensitivity: Names shall respect cultural diversity and avoid any terminology or references that could be deemed offensive or insensitive to any group or community.
- g. Stated policies and goals should be considered as well as community and City values as expressed in City documents such as the adopted Vision or Comprehensive Plan. The following criteria should also be considered:
- Relevance to local history, culture, or geography.
 - Potential for enhancing civic pride and community identity.
 - Ease of pronunciation and spelling.
 - Uniqueness within the city and broader region.
- h. Proposed names may be removed from consideration if the name or the acronym of the name is profane, frivolous, inconsistent with City values, or not related to city owned facility or property.
- i. Public Input: Solicit public input when naming new parks, or significant public facilities to involve community stakeholders in the naming process.
- j. Existing names shall not be subject to change unless, after review, the proposed name is found to be more appropriate than the existing name.
- k. Approval Process: All proposed names must be reviewed and approved by the City Council to ensure compliance with this policy.

5. Procedure

- a. A request for naming may be initiated by a resident of the city, Advisory Boards or Commissions, City Staff, or City Council members in writing to the City Manager's office. Naming proposals may also be solicited from the public.
- b. A naming request shall explain how the proposed name is consistent with the guidelines stated in this policy.
- c. When naming after a person or persons, the applicant must describe their contribution(s) to the Community. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- d. City staff will review the proposal for adherence to the stated guidelines and authentication of statements relative to contributions in the case of an individual before forwarding to the City Council.

- e. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- f. The City Council may determine to seek input from a designated City Advisory Board or Commission.
- g. The City may offer the opportunity for public input on the proposed name(s).
- h. Recommendations shall be forwarded to the City Council for a final decision.
- i. City Staff can initiate the naming process whenever deemed necessary and/or in the best interest of the City.

6. Implementation

This policy shall be implemented by the City Manager's office in coordination with relevant city departments and Boards responsible for naming decisions. The policy will be periodically reviewed and updated as necessary.

7. Adoption and Amendments

This naming policy shall be adopted by the City Council through a resolution and may be amended from time to time through a similar formal process to accommodate changing circumstances or community needs.