



A G E N D A

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, APRIL 17, 2017 AT 6:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

- 1. Call to Order & Roll Call for Parks and Recreation Advisory Board.**

- 2. *Visitor Comments (Anyone wishing to address the Parks and Recreation Advisory Board must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chair may impose a three (3) minute limitation on any person addressing the Board.)***

- 3. Consider Approval of Minutes of a Special Called Meeting Held January 12, 2017.**

- 4. Consider Approval of Minutes of a Special Called Meeting Held February 16, 2017.**

- 5. Receive Presentation on Sunset Point Park and Provide a Recommendation to City Council on Proposed Sunset Point Park Master Plan.**

- 6. Discuss Naming of the New Dog Park located at Unity Park.**

- 7. Status Reports on Current Projects and Discussion on Future Agenda Items.**

A Board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

Next Regular Meeting scheduled for May 15, 2017

Terry L. Golden, Administrative Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 899-5104 for additional information.



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
SPECIAL CALLED MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
THURSDAY, JANUARY 12, 2017 AT 6:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS**

1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS

1. Call to Order & Roll Call for Parks and Recreation Advisory Board.

Chairperson Dave Rush called the meeting to order at 6:00 pm. Due to the absence of Ron Stewart, Scott Preddy will be a voting member for tonight's meeting.

Roll Call

Present	William Irwin	Place 1
	Tamara Lisby	Place 5
	Dave Rush	Place 3
	Gary Patz	Place 4
	Scott Preddy	Alternate Place 1
	Christine Sherry	Alternate Place 2
	Ron Stewart	Place 2 arrived at 6:47 pm

Staff Present: Linda Cornelius, Director Parks and Recreation
Ken Heerman, Assistant City Manager
Terry Golden, Administrative Assistant

2. Visitors' Comments. *(Anyone wishing to address the Parks and Recreation Advisory board must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Parks and Recreation Advisory Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*

No Visitor Comments

3. Consider Approval of Minutes from the Special Called Meeting of the Parks and Recreation Advisory Board held November 30, 2016.

Mr. Irwin motioned to approve the minutes with an amendment to item 5. Mr. Irwin asked that the following be added to the minutes: park board discussed the section of trail from the Service Center to Sellmeyer stating the sense of urgency to identify the trail on the Trail Master Plan and identify that section of trail as a high priority when the monies are available.

Mr. Preddy seconded the motion.

Approved with amendment 5-0

4. Receive Update from Greater Lewisville Area Soccer Association.

Director Cornelius introduced the President of GLASA Mike Malone who presented the Board with a history, mission, and overview of the Greater Lewisville Area Soccer Association. GLASA is a 501(C)3 Youth Sports Organization. GLASA is affiliated with the North Texas State Soccer Association (NTTSA), US Youth Soccer Federation (USYSF), USSF and FIFA. GLASA is the third largest member of NTTSA and the ninth largest in the United States.

Mr. Malone stated all coaches, assistant coaches, managers, administrators and referees must undergo a background check.

Mr. Malone's presentation included Financial Information, rules and procedures, league information including registration, fees, schedule of games and tournaments. GLASA works with City partners and regularly invests in the local soccer complexes.

Mr. Malone stated that Highland Village has participated in GLASA since its inception. Lewisville Soccer was founded in 1975 which has now grown into the Greater Lewisville Area Soccer Association.

Ms. Sherry asked if participation was on target with objectives and goals. Mr. Malone stated GLASA has been flat and stagnant for a couple of years. Stating Highland Village has the most growth in the organization. GLASA is looking for ways to advertise including commercials at the local movie theater.

Mr. Irwin asked what the percentage of kids were from the local area, Mr. Malone stated the approximate number is around 5500 kids are from the 3 participating cities. He explained residents outside of Lewisville, Flower Mound and Highland Village pay higher registration fees.

Mr. Preddy asked why Frisco was growing faster and why Lewisville is behind in growth. Mr. Malone stated FC Dallas has attributed to the growth in Frisco and explained demographics may be the cause of Lewisville's lack of growth.

Discussion about expenses wrapped up general discussion between Mr. Malone and the Board.

5. Receive Update from Highland Village Area Baseball Association.

Walter Fitts Scott Isaacson

Mr. Scott Isaacson provided the Board with a brief history of HVABSA a 501 (C)3 youth sports organization. HVABSA provides Blast-ball, t-ball, softball, and baseball to the local youth. Mr. Isaacson stated the league has spent about \$100,000 dollars improving the fields at Unity Park.

Mr. Irwin asked about the percentage of kids from Flower Mound and Highland Village. Mr. Isaacson stated approximately 98 percent.

General discussion between the Mr. Isaacson and board regarding seasons, vetting of coaches, select teams, tournaments, practice fields and practice schedules.

Director Cornelius stated that the organizations put thousands of dollars back into the sports complexes, and that she appreciates the relationship between the two organizations.

6. Receive Update on City Co-Sponsored Youth Flag Football and Basketball Leagues.

Director Cornelius introduced Recreation Manager Andra Foreman who along with David Inderlied with Neighborhood Sports provided the Board with information regarding the Youth Flag Football and Basketball leagues. Youth Flag Football began in 2011 and Basketball was added in 2012, basketball utilizes the local elementary and middle school gymnasiums at no charge. Participation in both leagues has experience rapid growth. David Inderlied thanked the City of Highland Village and staff for partnering with Neighborhood Sports. Neighborhood Sports started in Austin in 2003. Mr. Inderlied talked about the differences between flag football and tackle football and what influenced him to choose flag football for his own children and introduce Neighborhood Sports to Highland Village. Mr. Inderlied discussed parking along Brazos Boulevard on Saturday mornings and the need for an exemption to park along Brazos on game days.

Chair Rush asked what ages participate in Flag Football, Mr. Inderlied stated ages 4-15 participate in Flag Football and ages 6-15 for Basketball.

Mr. Irwin asked what percentages of boys to girls participate in the leagues. Mr. Inderlied stated the leagues consist mainly of boys.

Ms. Lisby asked if overzealous parents were a problem. (Inaudible discussion off microphone) Mr. Inderlied stated parents are required to sign a sportsmanship policy.

Mr. Irwin asked if Neighborhood Sports was a non-profit organization and if background checks were required for coaches. Background checks are required. Neighborhood Sports is a non-profit organization.

Director Cornelius thanked Mr. Inderlied on the great job he does with Neighborhood Sports and the service they provide to our youth.

7. Receive and Discuss Sunset Point Park Conceptual Plans from Environs Group.

Representatives from Environs Group presented 4 conceptual plans for Sunset Park. Ms. Cornelius stated due to some concerns from PD and the neighbors this park has been moved to the top of the list in the design process. Location is 400 N Edgewater Drive and roughly 1 acre in size. Representatives from Environs Group presented 4 conceptual plans for Sunset Park the Park Classification is Mini; the park is located at the end of a cul-de-sac. Conceptual ideas capitalize on different views from the park.

Each conceptual plan capitalizes on the scenic overlook and provides a picnic table, trash receptacle, benches, covered shelter or a pavilion and a parking lot. Concerns with the site are security, erosion control and vandalism; landscaping and amenities have been selected with these concerns in mind.

The Board asked questions about parking, security and flooding. Ms. Cornelius stated that the purpose of tonight was to get the Boards ideas and suggestions but the plans still needs to go thru the public process.

Mr. Irwin suggested more lighting for security; he asked if the Pavilion could be reserved. Ms. Cornelius stated we don't particularly reserve individual picnic areas.

Mr. Stewart there may be an opportunity to install some electrical, and he is hoping for some temporary irrigation to establish the natural landscape.

Ms. Sherry asked which design would offer the greatest number of opportunity to enjoy more activities in grassy area. Concept B and C provides the most grassy area.

Mr. Patz asked about the budget for developing the park. Ms. Cornelius replied approximately \$160,000.

Mr. Irwin asked about the development of Peninsula Park – Ms. Cornelius informed the Board that Peninsula Park is designated an environmentally sensitive area by the Corp of Engineers and she would need to find out if picnic units are allowed.

Mr. Stewart explained the Board would have another opportunity to view the plans after the public forum.

Mr. Irwin suggested Board members drive down to Sunset Point Park.

- 8. Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Date and Sites for Park Tour
Discuss Park Space for Athletic Field Practice
Ladera Preliminary and Final Plat – Possible Special Meeting

Next Regular Parks and Recreation Advisory Board meeting is scheduled for January 16, 2017 – City Holiday – cancelled.

February 20, 2017.

- 9. Adjournment**

7:58



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
SPECIAL CALLED MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
THURSDAY, FEBRUARY 16, 2017 AT 6:00 PM
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

1. Call to Order & Roll Call for Parks and Recreation Advisory Board.

Roll Call

Present	Dave Rush Gary Patz William Irwin Scott Preddy	Chair, Place 3 Place 4 Vice Chair, Place 1 Alternate
Absent	Tamara Lisby Christine Sherry Ron Stewart	Place 5 Alternate Place 2
Staff Present	Linda Cornelius Scott Kriston Ken Heerman Fince Espinoza Autumn Aman Sasha Torres Terry Golden	Director of Parks and Recreation Director of Public Works Assistant City Manager Parks Project Manager Community Development Coordinator Administrative Assistant Administrative Assistant

Due to absences Scott Preddy will be a voting member.

- 2. Visitors' Comments.** *(Anyone wishing to address the Parks and Recreation Advisory board must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Parks and Recreation Advisory Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*

No Visitor Comments

- 3. Consider a Preliminary Plat for 26.153+ Acres in the J. Edmonson Survey, Abstract No. 398 and the G.W Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group.**

Public Works Director informed the board an application for review and consideration of the Preliminary Plat, Tree Plan, and Landscape Plan was submitted for Ladera Highland Village.

The approximate total 26.153 acre tract, located on the East side of Chinn Chapel Rd., South of the railroad tracks, directly north of Chapel Hill Estates II, was purchased by The Integrity Group for development of a Detached Residential Condominium Development consisting of 100 dwelling units on one lot. This development will be an age restricted, maintenance free, gated residential community integrated with amenities such as walking trails, community pool, gazebos and pavilions, sports court, parks, and open space.

On July 26, 2016, the City Council approved Ordinance No. 2016-1201, changing the zoning of the property from SF-40 to a Planned Development in order to allow the property to be developed as described above setting forth the standards on how the property shall be developed. City staff and the City's engineer have reviewed the application relating to drainage, utilities, and the tree mitigation plan, landscape plan, and submitted comments back to the applicant. Based on review of the application, City staff is of the opinion the preliminary plat complies with the City's existing regulations.

The site developer explained the need for clear cutting the trees regarding the property. The site has severe flood issues.

Mr. Irwin asked questions about the flooding and topography of the property. Mr. Irwin verbally reviewed the property with the developer referencing trails, fencing, landscaping and the adjacent pond area located in Chapel Hills... Mr. Rush asked if Chapel Hill residents would have access to the trail within the development. The Activity Center and portions of the trail will be completed ahead of time. Mr. Irwin asked if there would be sidewalks within the development. Mr. Dillon stated there are sidewalks on one side of every street.

Mr. Patz asked for explanation of the tree mitigation plan. The developer stated essentially approximately 440 trees will be added back to the development. Mr. Patz asked Director Cornelius if the plan met the City's requirement. Ms. Cornelius replied it did.

Mr. Irwin motioned to approve the Preliminary Plat Abstract No 1599 as submitted.

Mr. Preddy seconded the motion

Approved 4-0

4. **Consider a Final Plat for 26.153+ Acres in the J. Edmonson Survey, Abstract No. 398 and the G.W Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group.**

No discussion of item.

Mr. Irwin motioned to approve the Final Plat Abstract No.1599.

Mr. Preddy seconded the motion.

Approved 4-0

5. **Consider Request from G&A Consultants, on behalf of The Integrity Group, for an abatement of Park Fees associated with the Ladera Highland Village development, and request for payment of any park fees due to be paid at the time of the unit permitting process.**

The Board was provided a letter requesting abatement of Park Fees, Mr. Dillon stated the development is asking for some relief from the Park fees.

Mr. Irwin reviewed each Park Fee and how it applied to the development.

Linear Park Fee (trail) stated the trail within Ladera is a self contained trail but it would be important for local residents to have access to the trail within the development.

Mr. Irwin stated the Activity Center and Pool and Pond area satisfies the Neighborhood Park fee.

Mr. Patz asked Mr. Dillon if he feels the improvement and maintenance of the Chapel Hill Pond and trail loop qualifies as a Neighborhood Park. Mr. Dillon stated along with the many green space, benches and pavilions he believe they have met the requirements for neighborhood

The Board agreed the requirements for Community Park fees have not been met.

Mr. Irwin motioned to approve the abatement of Linear Park fees of \$28,700 and the Neighborhood Park fees of \$109,700 the Community Park fee of \$68,400 will be assessed at the time of individual permitting.

Mr. Preddy seconded the motion
Approved 3-1

6. **Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Next Regular Parks and Recreation Advisory Board meeting is scheduled for February 20, 2017 –cancelled.

March 20, 2017

7. **Adjournment**

7:02 pm

CITY OF HIGHLAND VILLAGE

PARKS AND RECREATION ADVISORY BOARD BRIEFING

AGENDA#: 5

MEETING DATE: April 17, 2017

SUBJECT: Receive Presentation on Sunset Point Park and Provide Recommendation to City Council on Proposed Sunset Point Park Master Plan.

PREPARED BY: Linda Cornelius, Director of Parks and Recreation

BACKGROUND:

The Highland Village City Council approved funds in the FY2017 Budget to hire a design consultant to assist the City in developing a master plan for Sunset Point Park.

The City acquired the services of Ron Stewart with Environs Group to assist in the development of the master plan for the park site. Mr. Stewart is a long time resident of Highland Village, and has served as the landscape architect on various projects throughout the City such as the Veterans Memorial and the FM 2499 Landscape Beautification Project. Mr. Stewart also resides in the Clearwater Estates sub-division and is very familiar with the Sunset Point Park site.

Sunset Point Park is a 1.00 acre, undeveloped mini park located at 400 Edgewater Drive. Although the park site is a small site it provides a beautiful and peaceful overlook of Lake Lewisville and serves as a neighborhood park providing waterfront access to residents who reside in the Clearwater Estates sub-division.

The Parks, Recreation and Open Space Master Plan notes that this park site as a perfect location for a Lake Lewisville overlook and makes recommendations for improvements. Recommendations include addition of site furnishings, landscaping and improvements to stabilize erosion providing a more welcoming atmosphere and encouraging public access and use.

Ongoing issues with the park such as illegal activities, compaction of the site due to vehicular traffic, safety concerns, resident concerns and erosion have hastened the need to get the park site developed.

On January 12, 2017 at a special called meeting of the Parks and Recreation Advisory Board, Environs Group presented details about the park and three conceptual plans which included examples of site furnishings, pavilions and bollards for security.

To seek public input a letter was mailed to all Clearwater Estates residents inviting them to a "come and go" public forum which was held on Thursday, March 2, 2017 at

Doubletree Ranch Park Barn Facility from 5:30 p.m. -7:00 p.m. In addition, three concept plans were posted on the City Web site for an additional three weeks to seed additional public input.

Environs Group has utilized public and staff input to develop a single concept Master Plan for consideration.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

NA

RECOMMENDATION:

Receive Presentation on Sunset Point Park and Provide Recommendation to City Council on Proposed Sunset Point Park Master Plan.

CITY OF HIGHLAND VILLAGE

PARKS AND RECREATION ADVISORY BOARD BRIEFING

AGENDA#: 6

MEETING DATE: April 17, 2017

SUBJECT: Naming of the New Dog Park Located in Unity Park

PREPARED BY: Linda Cornelius

BACKGROUND:

The City Council approved resolution number 2016-2639 on May 24, 2016 which established guidelines and procedures for the naming and renaming of City facilities, to include the naming of City parks and other parks and recreation facilities and improvements.

The new policy requires that a committee be formed for the purpose of reviewing names, including names submitted by the public for consideration, and making a recommendation to the City Council ("the Committee"). The Parks and Recreation Advisory Board shall serve as the Committee for purposes of recommending names for the City's parks, recreational facilities, and trails.

IDENTIFIED NEED/S:

The Unity Park Dog Park was opened to the public on Friday, April 14, 2017.

The City has received numerous requests to allow the public to submit names for consideration for the new dog park. As a result, the City will be seeking citizen input on the naming of the dog park.

A notice will be posted on the City's Web page accepting nominations for consideration.

RECOMMENDATION:

No action required at this time.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2016-2639

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING GUIDELINES AND PROCEDURES RELATING TO THE NAMING AND RENAMING OF CITY FACILITIES, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ordinance No. 01-857, later codified as Section 14.04.003 of the Code of Ordinances, was enacted to establish a policy and procedure for the naming of City parks and other parks and recreation facilities and improvements; and

WHEREAS, the City has recently received various requests to name City-owned facilities which are not parks or parks and recreation facilities; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to establish a guidelines and procedures for the naming and renaming of city streets and all City-owned or leased facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The following shall constitute guidelines for the naming of municipal parks, buildings, and other facilities, significant structures or landmarks, and streets ("City Facilities"):

- A. Names of City Facilities should be familiar to the majority of citizens, easy to recall, unique and lasting.
- B. In order of importance, City Facilities should be named as follows:
 1. By referring to outstanding and/or dominant physical characteristics of the property or structure constituting the City Facility such as:
 - a. Naturally occurring features, such as forested areas, streams, rivers, lakes and creeks;
 - b. Man-made features such as subdivisions, streets, office/industrial or commercial complexes in or adjacent to which the City Facility is located;
 - c. Landmark significance, such as an identifiable man-made or naturally occurring monument; and/or
 - d. Historical significance, such as the names of early residents or citizens and/or a significant event;
 2. In honor of a person who provided extraordinary service to the community, state, or country or died in the line of duty while serving the City, the State of Texas, or the United States of America while performing a heroic act subject

to the following:

- a. The person's name is not eligible for consideration until one (1) year after the person's death;
 - b. The person must not have been convicted of a felony or a misdemeanor involving a crime of moral turpitude;
 - c. The person must have been a resident of the City for ten (10) years or more unless the person was a first responder employed by the City who died in the line of duty;
 - d. The recommendation of the person is accompanied by a biographical sketch and other information which can be used to corroborate the occurrence of the acts for which the person is being honored;
 - e. The recommendation is accompanied by a letter of support from a spouse or other close family member (e.g., parent, child, sibling, etc.) for the proposed honor if required by the City Council; and
 - f. If the person served in one of the branches of the United States Armed Forces and was discharged from that service, the person must have received an Honorable Discharge.
3. In honor of a person or family, living or deceased, who was significant in making, arranging for, or facilitating the acquisition, development and/or construction of the City Facility; and/or
 4. In a manner descriptive of the nature of the activities or events likely to occur at the City Facility or the function served by the City Facility.
- C. City parks shall be named in their entirety; provided, however, a City Facility located within a City park which is clearly identifiable (e.g. a playing field, pavilion, concession stand, trail segment, etc.) may bear a different name than the park within which it is located. Trail segments which are named shall, to the extent possible, begin and end at identifiable geographic landmarks or features such as intersections with streets or other roadways.
- D. Compliance with the provisions of any deed, grant agreement, or gift agreement approved by the City Council which include requirements for naming of a City Facility or street shall take precedence over these guidelines including any restrictions relating to the future renaming of such City Facility or street.
- E. A City Facility or street named for a person or business entity should not be changed unless it is found the character or reputation of the person or business entity is, or was, such that the continued use of the name for a City Facility would not reflect positively on the City. Likewise, consideration for the renaming of a City Facility should be considered if the character of the person or entity for which the City Facility is named changes such that continued presence of the name in association with the City and the City Facility will reflect negatively on the City.

- F. Street names shall not duplicate or cause confusion with names of existing streets within the City or, in the case of streets and highways which run continuously from the City into adjacent cities or unincorporated areas of Denton County, such that there may be a tendency to negatively impact or delay responses from law enforcement, fire, or emergency medical services personnel. Similarly, street names which have different spellings but similar pronunciation should be avoided.
- G. The renaming of a street must include the entire length of the street unless the street is adjacent to a significant landmark, commercial business, or other City Facility such that the segment of the street is to be renamed in order to associate that street with such adjacency.
- H. The naming of a City Facility in honor of a living person should be exercised in a manner to ensure that the person is of such a character that the name shall still hold honor upon the person's death.
- I. The costs related to renaming a City Facility, especially the renaming of a street and the impact such renaming will have on residents and businesses affected by such remaining, shall be taken into consideration in any recommendation to the City Council. The City Council may require as a condition for approval of the renaming of a street or City Facility that the applicant provide the funding to pay for some or all of the cost associated with such renaming.

SECTION 2. The following procedures shall be followed with respect to the naming or renaming of City Facilities.

- A. Initially, an application must be submitted to the Office of the City Secretary, completed in its entirety, accompanied by a petition containing no fewer than twenty-five (25) residents of the City in support of the naming proposal; provided, however, a request for the renaming of a street must be accompanied by a petition containing the signatures of 100% of the owners of the property adjacent to the street to be renamed and whose property addresses would be affected by the name change. The person submitting the application must be a resident of the City who owns the property in which the person resides.
- B. Once the application is determined to be complete, the City Secretary shall refer the application to the appropriate department director for the purpose of administering the application through the process set forth in this policy until a final decision is made on the application by the City Council, which shall be as follows:
 - 1. Parks, recreational facilities, pavilions, playing fields, trail segments, and other City Facilities under the management of the Parks and Recreation Department shall be referred to the Director of Parks and Recreation;
 - 2. Streets and buildings under the management of the Public Works Department shall be referred to the Director of Public Works; and
 - 3. All other naming/renaming applications shall be referred to the City Manager.

- C. With respect to new City Facilities or City Facilities which have not previously been named but which the City Council or Committee desires to solicit suggested names or receive public input on submitted names, the City Secretary shall, upon direction of the City Council or Committee, as the case may be, provide a public notice for the solicitation of names, which notice shall contain:
1. A statement explaining the process for naming the City Facility;
 2. A description of the City Facility, or part thereof, being named and its general location;
 3. A list of any names which have been submitted prior to publication of the notice, if applicable;
 4. The date, time, and place of the meeting when consideration of the suggested names will occur;
 5. A statement that the meeting shall be open to the public and shall provide time for public comments; and
 6. Information directing that any written response in favor of or against a submitted name may be sent to the department director or city manager to whom the naming request application was referred at a corresponding mailing address up until and including the scheduled Committee hearing date.

If the naming of more than one (1) City Facility or any part thereof is to be considered at the same Committee meeting, the notice published by the City Secretary may include all City Facilities where naming is being considered. The department director responsible for handling the application process for the renaming as cited in Paragraph B, above, shall be responsible for preparation and ensuring the publication of such notice.

- D. Regardless of whether the City Facility is being named for the first time or being renamed, a review committee shall be formed for the purpose of reviewing names, including names submitted by the public for consideration, and making a recommendation to the City Council ("the Committee"). The Parks and Recreation Advisory Board shall serve as the Committee for purposes of recommending names for the City's parks, recreational facilities, and trails. A committee of two residents of the City and two Councilmembers appointed by the City Council and three City employees appointed by the City Manager, shall serve as the Committee for purposes of naming City Facilities not under the administrative management of the Parks and Recreation Department.
- E. The Committee, supported by the department director to whom the application is referred, shall be responsible for research, study and recommendation of a proposed name to the City Council. Rationale for the recommended name shall be given in writing and accompany the recommendation. The Committee shall prepare a report regarding the Committee's findings relating to the naming/renaming request and make a recommendation to the City Council on

whether to approve or deny the request. Such report shall include any public and private costs associated with affecting the naming/renaming of the City Facility and identify the source of funding which may be used to pay such costs.

- F. The recommended name, along with the accompanying report from the Committee, will be forwarded to the City Council for its consideration on whether to approve or deny the request.

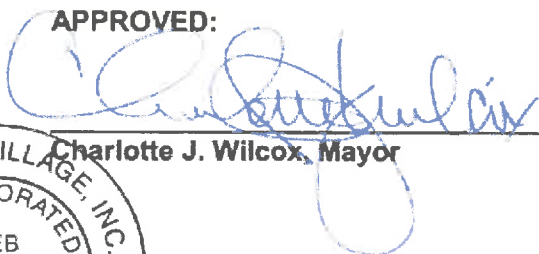
SECTION 3. This resolution shall not apply to the initial naming or renaming of public or private streets dedicated as part of the approval of a plat or replat of land pursuant to the City's Subdivision Ordinance, as amended.

SECTION 4. Nothing in this resolution shall be construed as limiting the City Council in the exercise of its legislative authority to name and rename City Facilities in a manner without complying with the process established by this resolution under such circumstances as may be determined by the City Council, it being the intent of the City Council in the passage of this resolution to primarily establish a procedure wherein City residents may petition the City Council to name and rename City Facilities.

SECTION 5. This resolution shall be effective upon the effective date of the ordinance repealing Section 14.03.003 of the Code of Ordinances.

PASSED AND APPROVED this the 24th day of May, 2016.

APPROVED:



Charlotte J. Wilcox, Mayor

ATTEST:


Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:


Kevin B. Laughlin, City Attorney
(kbl: 5/24/16:76979)