

POLICY AND PROCEDURE FOR NAMING OR RENAMING FACILITIES AND PLACEMENT OF ARCHITECTURAL FEATURES

1. Intent: The intent of the Carbon Valley Parks and Recreation District (CVPRD) Board of Directors is to implement a policy regarding the naming or renaming of parks, trails, recreation centers, swimming pools, ball fields, and other facilities within the communities served by the District. This policy aims to ensure that the names of these facilities reflect the contributions and significance of individuals, events, and features within the community.

2. Authority for Naming or Renaming Facilities: The CVPRD Board of Directors holds the final authority for naming or renaming any park, trail, facility, or placement of architectural features within any park, trail, or facility managed and controlled by the District. This includes recognition of significant events or contributions.

3. Submitting Requests for Naming or Renaming: Requests for naming or renaming parks, trails, ball fields, facilities, or the placement of architectural features must be submitted in writing to the Board of Directors. The request must include the following information: a. The reason for the proposed name, name change, or placement of the architectural feature. b. A letter of support from the local homeowners group, community or sports association, or adjoining property owners if no homeowners group exists. c. For requests involving the placement of architectural features, the request must include a sketch plan indicating the proposed location, type of material, and/or a sketch, rendering, or photograph of the architectural feature (brochure information is acceptable).

4. Review Process: a. The CVPRD staff will review the request and submit an analysis and recommendation to the Board of Directors. b. The review will ensure compliance with adopted Board policies, the District Master Plan, and approved site and/or building plans. c. The Board of Directors will consider the following criteria when making a determination: - Consistency with the District Master Plan - Consistency with approved site and/or building plans - Consistency with existing field conditions such as topography, vegetation, wetlands, and water features - Consistency with existing budget policies and guidelines - Alignment with other relevant policies and vision statements of the District - Other criteria deemed appropriate by the Board

5. Classifications for Naming or Renaming:

- Person(s) with local significance, donors of land and/or property
- Historic events
- Natural features, flora, and fauna that symbolize community identity

6. Implementation: This policy shall become effective upon adoption by the CVPRD Board of Directors and remain in effect until such time as the Board determines that it should be amended, suspended, or rewritten.

7. Right to Request Background Check: The CVPRD reserves the right to request a background check for any individual proposed for recognition through naming.

8. Right to Remove Naming: The CVPRD reserves the right to remove any naming of a facility or feature in the future for any reason.