



**PARKS AND RECREATION ADVISORY BOARD (PRAB)
Tuesday March 22, 2022 at 5:30 p.m.**

Residents can virtually attend Park and Recreation Advisory Board meetings by watching them live on the city's YouTube channel:
<https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215- 8782 and enter Webinar ID: 920 3804 6123 <https://us06web.zoom.us/j/92038046123>

PRAB MEMBERS

Jason Gerwen, Chair
Vito Iacobazzi, Vice Chair
Sylvia Allen
J. Alan Billingsley
Michael Lacadie
Fred Ramey
Janet Spingath

YOUTH COUNCIL

Brandon Elliott

Don Anderson, Council Liaison

STAFF

Mary Dodsworth, Director
Nikki York, Office Assistant

CALL TO ORDER

ATTENDANCE/ROLL CALL

APPROVAL of PRAB February 22, 2022 MINUTES

PUBLIC COMMENT

Per Governor Inslee's Emergency Proclamation 20-25, participation in Public Comments will only be accepted via email at this time. Comments should be sent to Nikki York at nyork@cityoflakewood.us . Comments received up to six hours before the meeting will be provided to the Parks and Recreation Advisory Board electronically. Comments received after that deadline will be provided to the Parks and Recreation Advisory Board after the meeting.

NEW BUSINESS

Prepare for Parks Appreciation Day
Naming Process Recommendation
Nisqually Partnership Projects

PRAB DIRECTORS REPORT

BOARD MEMBER COMMENTS

NEXT PRAB MEETING

Regular Meeting Tuesday April 26, 2022 at
5:30 p.m. via Zoom

ADJOURN

Persons requesting special accommodations contact Nikki York at 253-983-7887 as soon as possible in advance of this meeting so that an attempt to meet a special accommodation need can be made.



**JOINT PARKS & RECREATION ADVISORY BOARD AND
LAKEWOOD HERITAGE ADVISORY BOARD MEETING
MINUTES**

**Tuesday February 22, 2022– 5:30 PM
Zoom Meeting**

CALL TO ORDER

Jason Gerwen called the meeting to order at 5:31 p.m.

ATTENDANCE

PRAB Members Present: Jason Gerwen-Chair, Vito Iacobazzi-Vice-Chair, Sylvia Allen, Alan Billingsley, Michael Lacadie, Fred Ramey, Janet Spingath

LHAB Members Present: Glen Spieth, Joan Cooley, Christina Manetti, Behene Campbell

Youth Council: Brandon Elliott, absent

PRAB Staff Present: Mary Dodsworth – Director, Nikki York – Office Assistant

LHAB Staff Present: Courtney Brunell

Council Liaisons: Don Anderson, Paul Bocchi

APPROVAL OF MINUTES: Alan Billingsley moved and Michael Lacadie seconded the motion to approve the minutes of the February 1, 2022 meeting as written. MPU.

LHAB minutes needed a correction to list Christina Manetti as Vice-Chair. Christina Manetti made a motion to accept the minutes as corrected. Joan Cooley seconded. MPU.

Public Comments: No public comments

NEW BUSINESS:

Update to City Naming Policy: Mary Dodsworth provided history, council comments, and review of the process, public hearing and next steps. The first application review process was in honor of Dr. Claudia Thomas. Since Fort Steilacoom Park is a beloved park, the public was not supportive of changing the name and the PRAB did not recommend this change to City Council. Mary reviewed feedback from the first review process and noted that the Landmarks and Heritage Advisory Board (LHAB) wanted to provide feedback on future renaming reviews. Christina Manetti asked about who can make a request. According to the current resolution, anyone can submit an application. The PRAB and Council suggested that we include some kind of broad community support in future updates. She also commented that there may need to be more effort to communicate future change requests to the entire city. Glen Spieth commented that renaming a street could impact everyone living or working on that street and that could require folks to change their address. Mary Dodsworth noted that if the name change was “honorary” then folks wouldn’t need to change their address but that create a lot of confusion for visitors and emergency response. Jason Gerwen suggested requiring a petition for broad community outreach and using 1% of the population or 600 - 1000 signatures. This would also help inform people about the request before it becomes an application. We want to

make sure the community knows about requests but not make it so difficult that it is impossible. He said that communicating or informing the public on any topic is difficult and an ongoing issue in all municipalities. He also noted that based on his research that board members should be able to abstain but suggested asking our legal dept. for clarification. Other suggested changes were to advise applicants of the timeline needed to research, prepare and review application to include providing LHAB time to submit comments for the staff report. Public input will be taken at a public hearing. Fred Ramey asked about the recommendation that the PRAB can make. Last time it included additional information. Mary Dodsworth advised that we would make it clear what topics would be considered so that the public would have the opportunity to comment and not add additional items that came up during the public hearing. The Board could add suggestions for Council to consider but not as part of the official recommendation. Michael Lacadie asked about sharing the PRAB recommendation with LHAB prior to sending to council. Jason Gerwen asked if a "silly" suggestion will be considered. Alan Billingsley pointed out that it's covered under the question, how will the new name create an enduring legacy? Vito Iacobazzi asked about having more than one public meeting or hearing if it was needed. Councilmember Anderson confirmed that council wanted to have some type of threshold regarding broad public support and a petition seems to be a good method to use. He noted the work that goes into the process by the city and the Board, and that that shouldn't be initiated or generated by one person. He clarified that the Board should only make a recommendation regarding the "request" as noted on the application, posting, staff report and public process. The Board also concurred that Council doesn't need to meet the petition threshold to make a recommendation regarding naming or renaming but the recommendation should still go through the public review process.

LHAB Park Touring Map Update: Courtney Brunell provided information regarding updates to the historical driving touring map. Primary distribution is 4th grade classrooms. The question came up to include city parks and which city parks would make sense to identify on a historic map. Glen Spieth commented that including parks on the map would make it a bit busier but that would be acceptable. Alan Billingsley loves the idea of showing 4th graders where local Parks are even if it were on a separate sheet. Mary Dodsworth asked about including information on the Nisqually Tribe on the timeline or note historic sites. Christina Manetti suggested including other local tribes as well and that native history should be included. Jason Gerwen commented that parks are a huge part of our heritage. The board agreed that it would be nice for all parks to be included. Courtney Brunell said they will bring back a draft prior to final approval.

Board Comments:

Jason Gerwen thanked LHAB and the Council Members for joining the meeting.

NEXT MEETING: The next meeting is the a regular PRAB meeting on Tuesday, March 22, 2022 at 5:30 p.m. This will be a virtual Zoom Meeting.

ADJOURNMENT: Vito Iacobazzi made a motion to adjourn the meeting at 6:44 p.m. Fred Ramey seconded. MPU.

Jason Gerwen, Chairman

Nikki York, Office Assistant



TO: Parks and Recreation Advisory Board and Landmark and Heritage Advisory Board

FROM: Mary Dodsworth, Parks, Recreation & Community Services Director

DATE: March 18, 2022

SUBJECT: Update to City Naming Policy - Resolution # 2016-2018

ATTACHMENTS: Application Packet and Resolution updates

Summary: City Resolution No. 2016-2018 created a policy and procedure for naming or renaming city parks and facilities. Council selected the Parks and Recreation Advisory Board (PRAB) as the committee to review renaming requests. In 2021 the City received a request to rename a city facility. After processing the application and facilitating the review process the Council provided feedback and asked the PRAB to review and clarify process and make recommendations for future use. Attached are updates to the various documents based on comments and suggestions from Council, Landmarks and Heritage Advisory Board and the PRAB.

Background: In 2016 City Council updated the policy, criteria and procedures to name or rename a City park or facility. The resolution emphasized that name changes should be the exception and naming something new should be done thoughtfully and with care. The purpose of the update was to ensure that the City's past, present and future is always considered when naming or renaming facilities. It is noted in the resolution that names (old or new) should create an enduring legacy, meet current city vision, mission and goals, are appropriate for the site, remain relevant as the city changes and grows, creates a positive image of the city and has broad public support. An application and review process was created to ensure consistency and to reduce the risk of reacting to sudden situations, incidents or emotional requests. The PRAB used the application and review process in 2021 to review a request to change the name of Fort Steilacoom Park. This was the first request since updating the policy. Throughout the review process there were several procedural questions. A review of the naming policy was added to the PRAB 2022 work program and the PRAB reviewed and suggested updates to the policy and procedures at their February meeting.

Review Notes: Application was clear and easy to complete and review. Clarifications and suggestions to the materials and process included:

- adding information regarding the cost to make the name change (building or street signs, addresses, stationary) and impact to others (property owners, nearby businesses or visitors);
- adding a requirement to show broad community support (a petition signed by 600-1,000 people) or official action by a governing body.
- Include that Council can make a recommendation to name or rename a facility without a petition, however, they should follow the assigned public review process.
- Only information gathered at the public hearing would be included in official record. However, the petition or a summary of any other community input, surveys, polls, etc. could be noted in the staff report.
- Add a timeline to manage expectations. Include time for LHAB to provide input.
- Add that the application (or designee) must present proposal to board.
- Add that the PRAB will only make a recommendation on the request noted on the application form which will also be the topic advertised for the public hearing.
- Add that after the PRAB makes a recommendation to approve or deny the request, they will send a memo to the City Council and to the applicant regarding their recommendation.
- Add that Council will receive information and determine if it will be added to a future Council agenda for consideration. Council makes final decision.

Updated documents: See updated documents to include application packet and resolution.

Staff Review Process:

- An application will be submitted to the City.
- The City will review for completeness, provide verification of submittal to applicant and request additional information as needed. The verification will include an anticipated timeline for review.
- Application will be shared with LHAB or others to provide information for report. Additional methods may be used to generate public input regarding the request.
- A staff report will be prepared and include responses regarding criteria noted in the resolution, to include:
 - Information on the past, present and future name and uses of the building, road or land.
 - How will the name or new name create an enduring legacy for the city?
 - How will the name remain relevant as the city changes and grows?
 - Does the name reflect the significance of a feature or appropriate to the location?
 - Does the name reflect the current mission and vision of the city?
 - Did an individual or entity (past or present) donate substantial monies or land or has been otherwise instrumental in the acquisition, development or use of the property.
 - How was broad public support shown, to include a petition, surveys, polls and response from residents of the neighborhood surrounding the public facility?
 - How will the name change add to the commercialization of the park and/or facility?
 - Is the name change considered posthumously and has 3 years passed?

- Was this person exceptionally dedicated to our community or demonstrated excellence in service or risked their life to protect others.
- Is the request to name an historic place? Consideration will be given to its founders, other historical figures, Native American heritage, local landmarks, prominent geographical locations and natural features.
- Is the name /renaming associated with a significant contribution or gift?
- What other information may be included for consideration.
- The proposal will be reviewed by the Parks and Recreation Advisory Board (PRAB) at a meeting where public input will be taken at a public hearing.
- The PRAB will review the request and when ready forward a recommendation to City Council for consideration. The recommendation will only be for the request noted on the application and as advertised for the public hearing.
- A copy of the recommendation will be provided to the applicant.
- Council will determine if the request will be added to a future meeting agenda for consideration.

**City of Lakewood application instructions for name/renaming
City parks, streets or public facilities.**

We thank you for your interest and time in completing the application for name/renaming a City park, street or public facility.

Following is the process for submitting and review of your application.

1. Please carefully read the Resolution No. ~~2016-2018~~ (new resolution # here) provided in this packet. The Resolution provides further details regarding application questions, criteria, and the anticipated timeline for the name/renaming application.
2. Complete the application and include any maps or relevant supporting documents. To determine broad public support a petition or like document with no less than 600 signatures is required to accompany the application.
3. Submit your completed application and supplemental information by mail or electronically to: City of Lakewood, Office of the City Clerk, 6000 Main St. SW, Lakewood, WA 98499 OR bschumacher@cityoflakewood.us
4. The City will review for completeness and provide verification of submittal.
5. A staff report will be prepared. Additional information may be needed and staff will contact you with the anticipated timeline for review. Part of the review will include a recommendation from the Landmarks and Heritage Advisory Board. They meet on the fourth Thursday of each month at 6:00 p.m.
6. The City's Parks and Recreation Advisory Board (PRAB) will review the application and hold a public hearing at a future meeting. The Board typically meets on the fourth Tuesday of each month at 5:30 p.m. The applicant (or designee) will present the request at the public hearing.
7. Following the PRAB review, a recommendation will be forwarded to City Council for consideration. A copy of the recommendation will be provided to the applicant.
8. Additional public notices may be placed to generate public input regarding the request.

Please contact the City Clerk at 253-983-7705 if you have any questions.

RESOLUTION NO. ~~2016-18~~

A RESOLUTION of the City Council of the City of Lakewood, Washington, relating to parks and public facilities, creating a policy and procedure for naming/renaming City parks and facilities.

WHEREAS, the City Council may have occasions to name or rename City parks and other City facilities; and,

WHEREAS, it is appropriate to establish criteria and procedures for the official naming/renaming of City parks and other facilities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1.

- A. The naming/renaming of City Parks and other City facilities shall only be in accordance with the procedures and criteria set forth below. Once adopted, name changes should occur on an exceptional basis only. Permanent naming/renaming opportunities: (1) are non-sponsorship and non-fundraising related opportunities; (2) are permanent and do not expire; and (3) are opportunities that comply with this policy.
- B. The following criteria shall be considered:
1. The past, present and future history of the land or community should be considered. Consideration for naming and re-naming should ensure that:
 - a) It is in the best interest of the city and provides a worthy and enduring legacy for the city.
 - b) The name reflects the significance of a feature and the mission and vision of the city.
 - c) The name is appropriate to the location and remains relevant as the city grows and changes.
 2. The individual or entity who has donated substantial monies or land or has been otherwise instrumental in the acquisition of the property;
 3. The articulated preference of residents of the neighborhood surrounding the public facility;
 4. Engender a strong, positive image.
 5. Have broad public support.

6. Avoid undue commercialization of the park and/or recreational facility.

7. Outstanding Individuals

Outstanding individuals will be considered posthumously. Consideration will be given when:

- a) The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, park, or city department;
or
- b) The person risked his or her life to save or protect others.

8. The naming of historic events, culture, people and places:

When a park and/or facility is associated with or located near events, people, and places of historic, cultural or social significance: consideration will be given to naming the park, facility, etc., after such events, people and places. This history may include its founders, other historical figures, Native American heritage, local landmarks, prominent geographical locations, and natural features.

9. Gift Related Naming

A gift-related naming occurs when a donor makes a significant contribution that adds considerable value to the City of Lakewood. If the city benefits from the generosity of residents, businesses and foundations, the significance of the donation may warrant consideration for requests from either the donor or another party to acknowledge such a gift by naming. Decisions regarding such recognition are made on a case-by-case basis and will take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. All gift-related naming will be documented by a written donor agreement. As a guideline, the threshold for considering the naming of an asset will include one or more of the following:

Land for the majority of the park was deeded to the City by the donor.

- a) Contribution of a minimum of 60% of the capital construction costs associated with developing the park/facility.
- b) Provision of a minimum 20-year endowment for the continued maintenance, operation and/or programming of the Asset.

10. Renaming

The renaming and reconsideration of current names of parks, facilities, natural areas, etc., is allowed but discouraged. Name changes will be subject to a critical review that includes consideration of the original justification for the current name, the monetary value of prior contributors, and the rationale for changing the name. The renaming process would follow all other steps in the Naming process.

The naming of physical entities is intended to be in place for the life of the specific physical entity. If, in the determination of the City Council, circumstances change so that the purpose for which the physical entity was established is significantly altered or if the physical entity is no longer needed or habitable, they will determine an appropriate way to recognize the donor's naming gift in perpetuity. If the City and the donor(s) previously established a contract that provides a practicable course of action, then that action shall be followed.

11. Moral Clause

Under circumstances that would cast a negative image upon the City (such as committing a serious crime), any naming of City-owned facilities in honor of an individual, family or group may be revoked at the discretion of the City Council.

The names of individuals or corporations or groups involved in controversial enterprises or activities that would be detrimental to the mission or image of the City should be avoided. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the City to name the land and/or facility or any portion thereof after an individual, family or organization.

12. Modification or Relocation of Property and Names

As modifications are made to property over time, situations may occur where it is in the best interest of the city to relocate, modify, or reallocate named city property. This is to insure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate.

C. Prior to City Council approval, the proposed naming information will be reviewed by the appropriate City staff or committee who will consider names based on the criteria outlined below and with consideration of public comment. The following guidelines shall be followed for naming/renaming of City parks and other City facilities:

1. The City Council may recommend to name or rename a City park or facility. If the City Council determines that a City Park or other City facility should be named or renamed, the City ~~shall~~may solicit suggestions for names from private organizations and individuals. All suggestions, whether solicited or independently offered, shall be acknowledged and recorded by the City.
2. Following a review of recommendations, suggestions and public comments, the City Council shall determine the name for City parks and other City facilities.
3. There shall be a lapse of at least thirty six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City park or City facility; or at the discretion of the City Council.

D. Naming Application Process

Any group, person, or organization may submit an application to name or re-name a public park, facility, street, natural area or significant capital asset. The application should be submitted to the City Manager. Applications should contain the following information:

Name of applicant

1. Proposed name for asset
2. Background/support for proposed name
3. Demonstrated community support for proposed name will be provided on a petition that includes not less than 600 signatures. The petition requirement will be waived for City Council requests.

4. Identification of interested/impacted stakeholders
5. Description/Map showing location
6. If proposing to name an asset after an outstanding person, documentation of that person's community or financial contribution to the City, State or Nation's history
7. If proposing to re-name a facility, the application should also include background information on the current name and the rationale for requesting a new name.

E. Naming Approval Process

City Council will be advised based on a transparent process and utilize the following steps. The following steps will be used as guidelines for approval:

Advertise intent to name a park or facility or consider proposed names.

1. Refer completed application to appropriate staff or committee for review.
2. Take public comment, the purpose of which is to represent the broad range of demographics and interests of city residents;
3. Forward recommendation to City Council for consideration.
4. Notify the applicant of the application status once the City Council has taken action.

Section 2. That Resolution 2016-18 is hereby repealed.

Section 3. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this ~~3rd~~ day of ~~October, 2016.~~

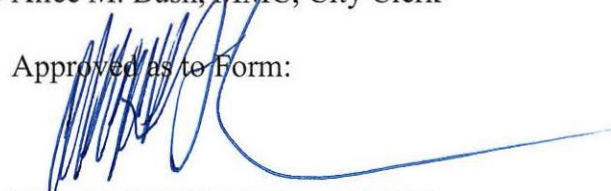
CITY OF LAKEWOOD

Attest:


Don Anderson, Mayor


Alice M. Bush, MMC, City Clerk

Approved as to Form:


Heidi Wachter, City Attorney
yVI,f.,4S11 !!A 1



City of Lakewood
Office of the City Clerk
6000 Main St. SW
Lakewood, WA 98499
(253) 589-2489

Application for name/renaming City parks, streets or public facilities.

NAME OF APPLICANT

ADDRESS OF APPLICANT

PHONE NUMBER OF APPLICANT

EMAIL ADDRESS FOR APPLICANT

LOCATION OF STREET, PARK OR PUBLIC BUILDING FOR PROPOSAL TO NAME/RENAME

PROPOSED SITE NAME

CURRENT SITE NAME IF PROPOSING TO RENAME

BACKGROUND/HISTORY SUPPORT FOR PROPOSED NAME

DEMONSTRATED COMMUNITY SUPPORT FOR PROPOSED NAME

IDENTIFICATION OF INTERESTED/IMPACTED STAKEHOLDERS

IF PROPOSING TO NAME AN ASSET AFTER AN OUTSTANDING PERSON, DOCUMENTATION OF THAT PERSON'S COMMUNITY OR FINANCIAL CONTRIBUTION TO THE CITY, STATE OR NATION'S HISTORY

ANY ASSETS OR RESOURCES TO CONTRIBUTE TO COST ASSOCIATED WITH A NAME CHANGE (SIGNS, ADDRESS CHANGE, ETC.)

YOU ARE WELCOME TO ATTACH ANY MAPS, OR ADDITIONAL INFORMATION THAT RELATES TO THIS REQUEST

DATE: _____ SIGNATURE: _____

(PLEASE READ THE INSTRUCTIONS AND RESOLUTION NO. ~~2016-18~~ INCLUDED IN PACKET FOR DETAILS AND TIMELINE)

DATE RECEIVED BY CITY OF LAKEWOOD _____ RECEIVED BY _____

Nisqually Tribe City of Lakewood Partnership Projects



Fort Steilacoom Park Project Areas

- 1. Plaza Area
- 2. Chief Leschi Story
- 3. Nisqually Loop Trail
- 4. Barn / Outdoor Interpretive area

All areas can include various forms of art and interpretation



Fort Steilacoom Park

Fort Steilacoom Park

1. Plaza Area

- Central location
- Gathering place
- Gateway to other park features



Fort Steilacoom Park

Plaza Area





Two Sided
Kiosk
Trailhead



- Pictures
- History
- Art
- Stories
- Traditions



Plaza Area

Gathering Areas

Seating Areas

Benches



Engraved benches and seating with native symbols, language, tribal history, stories or beadwork or weaving patterns

Fort Steilacoom Park

2. Chief Leschi Story



Fort Steilacoom Park

Fort Steilacoom Park Chief Leschi Story

Discovery Trail Sign
Location #6 on Map

Chief Leschi Story
from Nisqually Tribe
Perspective

DISCOVERY TRAIL

Fort Steilacoom Park

FORT STEILACOOM STORY

The land that is now Fort Steilacoom Park has been a hunting and gathering ground, a Hudson's Bay Company farm, a military base, a hospital farm and now a recreational area. The site was leased from the state for public use in 1970 and named Fort Steilacoom Park.

DISCOVERY TRAIL LEGEND

1 Hudson's Bay Company	8 Native Plants
2 Farming Legacy	9 Ornamental Plant History
3 Patient Cemetery	10 Native Wildlife
4 Poultry Farm	11 Waughop Lake Geology & Plants
5 Old Military Road	12 Hill Ward Memorial
6 Chief Leschi's Story	13 Orchard
7 Prairie	14 Ethnobotany
..... Discovery Trail	 Orienteering [www.CascadeOe.org]

The Discovery Trail is a work in progress. For more information and educational material, visit www.discoverfortsteilacoom.com

FORT STEILACOOM PARK



Fort Steilacoom Park

Chief Leschi Story

Site redeveloped


Trailhead Kiosk w/map

Ready for Nisqually

- signage
- art
- displays
- interpretation





sq'wali?abš
NISQUALLY TRIBE

MEDICINE CREEK NATION



Fort Steilacoom Park

3- Nisqually Loop Trail

Signs, Art
interactive displays
Story Telling



Fort Steilacoom Park

#3 Nisqually Loop Trail

Nisqually Trail
Outlined in **Orange**

1.7 miles

Trail Markers

Tell stories ~ share history



Fort Steilacoom Park Project Areas

4. Barn / Outdoor Interpretive area

- Renovation
- Interpretation
- Outdoor Gathering Event Spaces



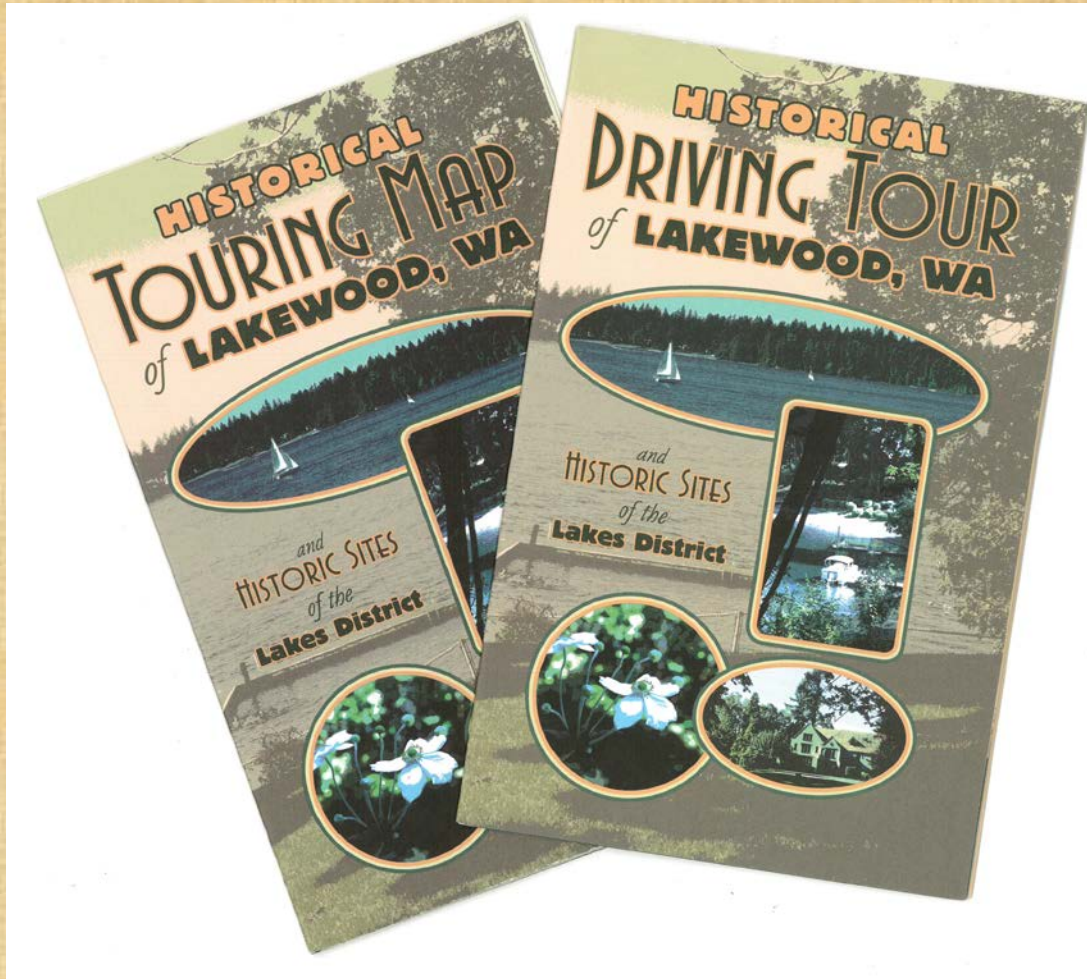
Fort Steilacoom Park

Fort Steilacoom Park

#4 Barn / Outdoor Interpretive areas



Landmark and Heritage Map Driving and Touring Map



Park Sites

Heritage Sites

Historic timeline

Fort Steilacoom Park Project Areas

- 1. Plaza Area
- 2. Chief Leschi Story
- 3. Nisqually Loop Trail
- 4. Barn / Outdoor Interpretive area



Fort Steilacoom Park