

CITY OF CORPUS CHRISTI
PARKS AND RECREATION DEPARTMENT

PARKS AND RECREATION DEPARTMENT
POLICY/PROCEDURE NUMBER Rec-95-12

SUBJECT: Criteria for Naming or Renaming Parks and Recreation Facilities

APPLICABLE TO: All Parks and Recreation Facilities administered by the City of Corpus Christi

EFFECTIVE DATE: August 30, 2011

I. PURPOSE

To establish the format and criteria for naming or renaming parks and recreation facilities (Facilities) which are under the jurisdiction of the Parks and Recreation Department (Department) and are consistent with City Resolution 021901.

II. SCOPE

This policy applies to facilities situated on City owned or administered property. It is understood that due to the diversity of City operations, varying factors may apply to specific facilities.

1) Naming of New Parks and/or Facilities

Park land received through dedication under the City's Platting Ordinance shall be named by the Parks and Recreation Director or designee and shall be named after the platted subdivision or a geographic reference adjacent or related to the subdivision area. No formal action needs to be taken by the City Council

The Director or designee may seek potential naming rights for new parks or facilities where the potential exists and is deemed appropriate. Any such naming rights would require City Council approval.

2) Renaming or Name Changes for Parks and/or Facilities

Renaming or name changes shall be done in accordance with the remainder of this policy. Only the following facilities are eligible to be considered for name changes: (1) park, or park facility or amenity which is not already named in honor of a person, group, or event; and (2) park, or park facility or amenity which was named for the subdivision in which it is located. The renaming of a park, or park facility or amenity which is already named in honor of a person, group, or event is not permitted.

IV. OBJECTIVES

- 1) Ensure that parks and recreation facilities are easily identified and located;
- 2) Ensure that given names to parks and recreation facilities are consistent with the values and character of the area or neighborhood served;
- 3) Encourage public participation in the naming and renaming of parks and recreation facilities;
- 4) Encourage the dedication of lands, facilities or donations by individuals and/or groups; and

- 5) Encourage the establishment of a trust for improvements of existing parks, maintenance of parks, and preservation of open space.

V. DEFINITIONS

- 1) Parks and recreation facilities includes all property assets under the City's ownership and control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.
- 2) Parks:
 - a. Pocket parks: 0.15 – 3.0 acres;
 - b. Neighborhood parks: 3 -10 acres;
 - c. Community parks: 10 – 30 acres; and
 - d. Large community parks totaling 30 acres or more.

VI. CRITERIA

- 1) Facilities may be named after streets, geographical locations, historical figures, events, concepts, or local, state or national leaders. Facilities may also be named for an individual or group where major donations of land, funds or other exceptional contributions toward the development, maintenance and/or operation of a facility or to the City in general have been made by the nominated individual or group.
- 2) Facilities shall not be named after or in honor of an individual, unless such individual has been deceased at least one year.
- 3) Donation of at least 51 percent of the value of a facility is required.
- 4) Names related to religious denominations will generally not be favorably considered.
- 5) A name which has an obscene connotation or demeans, intimidates or maliciously portrays any racial or ethnic group will not be considered.
- 6) When a facility is named for an individual, this action in no way gives the individual or family members naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.
- 7) The Council may choose to waive any or all provisions herein provided for eligible facilities in commemorating or memorializing an individual, group or event.
- 8) Costs associated with renaming ceremonies and the provisions of markers, signs, plaques, or memorials shall be borne by the entity proposing the name change.

VII. NAMING PROCEDURE

Where the naming of a park or park facility is proposed, the following steps shall be taken; as per city Resolution and this policy/procedure:

1. Persons, groups, or organizations proposing naming or renaming of facilities shall complete a Naming Facilities Form and submit the request to the staff of the Parks and Recreation Department for review and consultation with the requesting entity. The Naming Facilities Form shall include at minimum:
 - a. Reasons for the proposed change;
 - b. Biographical data;
 - c. Description of the person's involvement in the community or toward the development, maintenance and/or operation of a park or facility.
 - d. Community support for the proposed name change;

- e. Signatures. The number of signatures required are as follows. Signatures must include the name, age (must be 18 or older, address, zip code and telephone number of each signer as proof of residency).
 - i. Pocket parks from 0.15 – 3.0 acres and neighborhood parks from 3 – 10 acres require 50 signatures with zip codes within a half (1/2) mile radius of the park;
 - ii. Community parks from 10 – 30 acres require 250 signatures with zip codes within a one (1) mile radius of the park;
 - iii. Regional parks of 10-25 acres require 750 signatures with zip codes within the city limits;
 - iv. Regional parks of 25-50 acres require 1000 signatures with zip codes within the city limits;
 - v. Regional parks of 50-75 acres require 1500 signatures with zip codes within the city limits;
 - vi. Regional parks over 75 acres require 2000 signatures with zip codes within the city limits.
 - f. The Naming Facilities Form shall be accompanied by a letter of consent from the next of kin or trustee of the estate for the deceased.
2. Upon receipt of a completed Naming Facilities Form, the Department will:
 - a. send a letter to the requestor confirming receipt of request; and
 - b. complete a Research Report consisting of:
 - i. research of the current facility name and any previous naming attempts;
 - ii. historical data (for example: property area, facility, etc.),
 - iii. plat description and map of the facility
 - iv. title information, and
 - v. donation information, including any previous or planned donations, if applicable
 - c. The Department will make every effort to have the Research Report completed within sixty (60) days. If the Research Report is not completed within sixty (60) days, the Department will report to the Park and Recreation Advisory Committee why additional time is needed.
 3. The Department shall provide the Naming Facilities Report and Research Report to the Committee for review one week prior to the next Committee meeting. If the information provided does not meet the policy/procedure requirements, the matter will be referred back to the nominator stating the reason for the rejection. If the Committee needs further information, it may request the Department gather additional information. If the information provided meets the policy/procedure requirements, the matter will be given to the Department to complete the citizen engagement process:
 - a. publish legal notice twice in a newspaper of general circulation giving notice of the proposed name change;
 - b. post a sign at the facility noting that a name change request is being considered along with the Department telephone number at the facility;
 - c. distribute fliers noting the proposed name change to the neighbors in the immediate vicinity;
 - d. provide a Public Announcement through the City's Public Information Office when addressing a request involving a park of Community, or Regional size;
 - e. Post notice of the proposed name change on the City's website;
 - f. Notify the City Council of the proposed name change; and

- g. complete a due diligence report and provide it to the Committee no later than the first meeting after the 60-day waiting period.
4. The Parks and Recreation Advisory Committee will not consider the proposed name change until 60 days after the first legal notice has been published in the newspaper (60-day waiting period). Written comments received by the Department are to be submitted to the Committee. Persons wanting to make public comment on a proposed name change should appear and give public comment when the issue is placed on the agenda of the Parks and Recreation Advisory Committee. If during the 60-day waiting period other Naming Facilities Forms are received concerning the same park property, additional name(s) will not be considered by the Parks and Recreation Advisory Committee until such time as the Committee has taken action on the proposed name change.
5. At the first meeting after the 60-day waiting period, the Parks and Recreation Advisory Committee will take one of the following actions:
 - a. Approve the request;
 - b. Reject the request; or
 - c. Table the request for future action or additional information.

In the event the request is rejected by the Committee, the requesting entity may appeal the rejection to the City Council by filing written notice of appeal with the City Secretary within thirty (30) days from the Committee's decision. If the Committee rejects a naming request and it is not timely appealed to City Council, or if the naming request is rejected by the Committee and it is appealed to City Council and the naming request is rejected, any Naming Facilities Form requesting the same name for the same facility will not be considered for a period of six years after the date of the rejection.

6. The City Council shall consider the request and either approve or reject the request. The City Council, at its option, can waive any or all provisions herein provided in commemorating or memorializing an individual, group or event. If approved, the Parks and Recreation Department shall arrange suitable renaming ceremonies. Costs associated with naming ceremonies and the provisions of markers, signs, plaques, or memorials shall be borne by the entity proposing the name. Additionally, the cost associated with new park signage, whether single sign or multiple signs, shall be borne by the entity proposing the name change. (The proposing entity shall request a current signage estimate from the Parks & Recreation Director.)

Director
Parks and Recreation Department

ADOPTED: December 6, 1995
REVISED: September 11, 2002
REVISED: February 8, 2006
REVISED: February 10, 2010
REVISED: September 30, 2011

REQUEST FOR THE NAMING
OF PARKS AND FACILITIES

PARK AND RECREATION DEPARTMENT
CITY OF COPRUS CHRISTI, TEXAS

1. Current name and type of area or facility (park, building, pool, etc.)
_____Coves of Lago Vista Park_____

2. Location:_____5718 Lago Vista Dr. Corpus Christi, TX 78414_____

3. Suggested Name (a person for which a park and recreation facility is being named must be deceased) _____Mildred and William A Barclay Park_____

4. Biographical data:

Length of time in City _____Spent their life in Silsbee, TX_____

Summary of employment history _Mr. Barclay was President of Silsbee State Bank
After retirement, he served as Municipal Court Judge (Assistant Judge 1990-1992)

Military record, if any _____World War II Veteran_____

Criminal background check _____

5. Please state the reason for the proposed change:

My wife and I are planning to donate >51% of the cost of the development of the park,
and would like to honor my wife's grandparents by naming the park after them.

6. Please state the person's involvement in the community or toward the development,
maintenance and/or operation of a park and recreation facility. This should include
dates and awards received, if any.

Mildred Barclay lived her whole life in Silsbee, TX where she was very active in United
Methodist Women and the Silsbee Christian Care Center.

Here is an excerpt from her Obituary:

"A native and lifelong resident of Silsbee, Mildred was a loving wife, mother, grandmother and great-grandmother. She was a long time member of the First United Methodist Church and was active in the Silsbee Woman's Club and the Literary Club. Mrs. Barclay served as a district officer for the United Methodist Women and numerous volunteer positions in the past."

Her obituary and condolences can be accessed via web:

http://www.timeformemory.com/fh_obituary.cfm?obitid=33329&fhid=375

William Barclay lived his whole life in Silsbee, TX where, after serving his country in World War II, returned home and started working at the community bank. Over years he worked his way to a pillar of the community, becoming the bank president and retiring with this title. He was also involved in the Kiwanis (as seen in the picture below), Lions Club, Boy Scouts and United Methodist church. In his retirement, he further helped Silsbee as an associate City Judge. Some of his community activities and awards include

NABAC Texas-Louisiana Chapter President 1966-67 ("The National Association for Bank Audit, Control and Operation")

Silsbee Chamber of Commerce President 1970-71

Silsbee Chamber of Commerce Citizen of the Year 1989

Kiwanis – Silsbee Club President 2000-2001

Kiwanian of the Year – Kiwanis Club of Silsbee 2002

Kiwanis International Lieutenant Governor, Division 10 2004-2005

Mentor for Silsbee Independent School District

Municipal Court Judge (Assistant Judge 1990-1992)

Here is an excerpt from his Obituary:

"A native of Call, Bill was a lifelong resident of Silsbee. He retired after many years from Silsbee State Bank as president. Mr. Barclay was a member of and active in several civic organizations. He proudly served his country in the US Army during WWII."

His obituary and condolences can be accessed via web:

http://www.timeformemory.com/fh_obituary.cfm?obitid=37660&fhid=375

-
7. A short essay, by other than a family member as to the reason the facility renaming: In order for the community to have access to playground equipment, the cost of a playground will be >\$50K total. To date we have raised approximately \$21K of the needed \$50K. The HOA has agreed to continue maintenance of the park grounds and equipment; however, we have not been able to raise adequate funds as of this date. Due to this, we have chosen honor my wife's grandparents, who taught us by example the importance of community giving, and provide the remaining funds to make the park a reality.
 8. Provide documentation of community support for the proposed name change. Name change request due to funding. _____

9. Provide your plan for future maintenance of the park.

We as the HOA have promised for future maintenance of the park as signed in the MOA.

10. Attach the following to this application:

- Picture of person for which facilities name change is being suggested.
- Release of information and release of photo signed by the immediate family.
- Agreement signed by the family for costs pertaining to park renaming if approved by City Council.
- Application deposit to be subtracted from total. If application is denied, the deposit will be returned within 10 working days after expenses of process deducted.
- Number of signatures required according to Park and Recreation Department Policy/Procedure Number ???
 - Neighborhood and pocket parks require 50 signatures with zip codes within a half (1/2) mile radius of the park;
 - Community parks require 250 signatures with zip codes within a one (1) mile radius of the park;
 - Regional parks of 10-25 acres require 750 signatures with zip codes within the city limits;
 - Regional parks of 25-50 acres require 1000 signatures with zip codes within the city limits;
 - Regional parks of 50-75 acres require 1500 signatures with zip codes within the city limits;
 - Regional parks over 75 acres require 2000 signatures with zip codes within the city limits.

11. Name and address of person making request.

Name _____ Dan Franklin Martin MD, FACS _____

Address _____ 5720 S Oso Pkwy, Corpus Christi, TX 78414 _____

Phone _____ 361-813-2222 _____

12. Do you represent an organization with respect to this request? ___ No ___

If 'yes', name of organization _____

13. Date of this request _____ 4/11/2016 _____

14. By my signature below, I understand that if this request is approved by the Parks and Recreation Advisory Committee, I will be required to pay the park naming fee in

accordance with the City of Corpus Christi Fee Schedule (attached) before the matter will be considered by City Council.

Signature: _____ 

Printed Name: _____ *Dan F Martin*

FOR OFFICE USE ONLY:

Request: Approved _____ Rejected _____ Tabled _____

Date of Committee Action _____

Date of Council Action _____

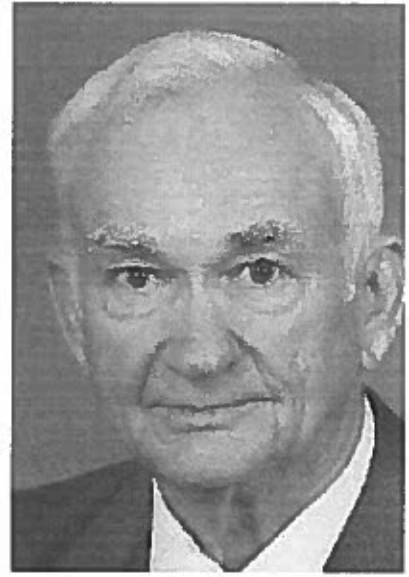
Legal Notice – Newspaper _____

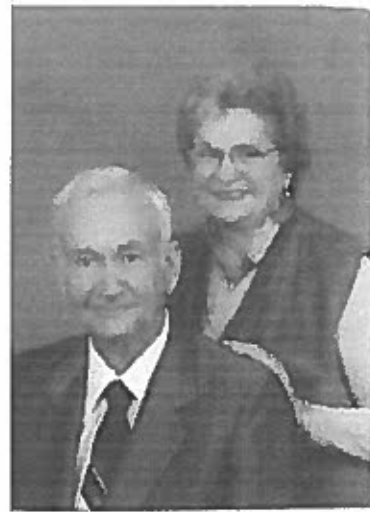
Notice to Appropriate Councilmember _____

Public Notice – Neighborhood _____



Kiwanis Club of Silsbee





Daniel A. Barclay
3446 W Park Ave
Orange, TX 77630

April 11, 2016

City of Corpus Christi
Parks and Recreation Department
Corpus Christi, TX

RE: Release of information and use of park name Mildred and William A Barclay Park

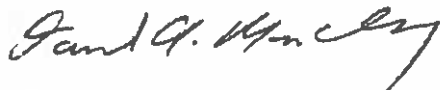
Dear Sir:

I am writing to authorize the use of Mildred and William A Barclay Park as requested by Drs Dan Martin and Kimberly Barclay Martin. This release is as requested in your Policy number Rec-95-12

I am the son of Mildred and William A Barclay, Jr and independent executor of the estate. I have also obtained permission from my brother Harry E Barclay, my only other living sibling.

If you have any questions, please call me at 713-898-3715.

Sincerely,



Daniel A. Barclay

(Not mailed, for inclusion with application)

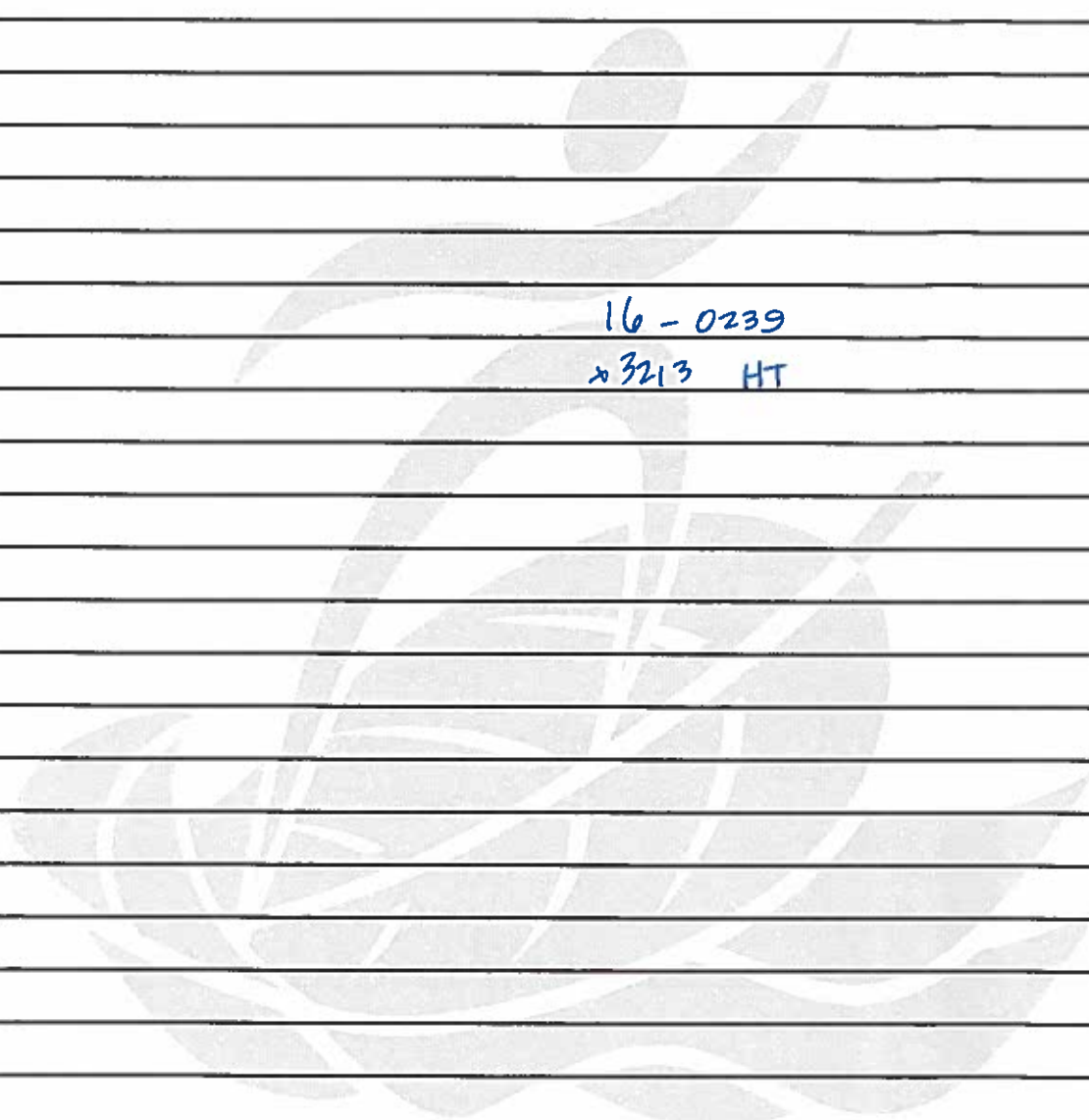
**CORPUS CHRISTI
PARKS & RECREATION DEPARTMENT**

Loves of Lago Vista Subdivision
.80 acres


December 2007

veil
Viel

16 - 0239
x3213 HT





Date: April 14, 2016
To: Parks & Recreation Advisory Committee
From: Stacie Talbert Anaya, Interim Director 
Re: Park Naming Request – Coves at Lago Vista Subdivision

In December 2007, Corpus Christi Land Ventures dedicated approximately .80 acre park located at Coves at Lago Vista Subdivision, located at or near 5718 Lago Vista Drive. In addition, the developer paid approximately \$39,000 in park development fees. Due to an administrative error the park was not added to the department's inventory; the department did not develop nor maintain the park and development fees have been used at Oso Creek Park per the master plan. The property will, however, serve as a good neighborhood access point for future recreational trails planned for the Oso Creek Greenbelt area. The Coves at King Estates Homeowners Association (CKHOA), has maintained the property since its dedication.

Last summer, members of CKHOA approached the department about developing the park including a playground, fencing and other amenities totaling more than \$51,000. However, at .80 acre the property would be categorized as a niche/pocket park and development options are limited to shade trees, sidewalks and benches according to the 2012 Park and Open Space Master Plan. This was less than the CKHOA anticipated and requested a variance to the development standard.

In order to develop the property, the department negotiated the following agreement:

- Parks and Recreation will allocated \$12,000 in park development funds for the development of the park amenities.
- CKHOA will pay for the balance of the development cost of the park improvements.
- CKHOA can use the PALS account for donations collected for the balance of the development costs.
- CKHOA will commit to continue maintenance requirements for the park.
- The park will remain a public park – available to everyone.
- An area for a future trailhead will be reserved in the park.

The Parks & Recreation Department Policy and Procedure for Naming or Renaming Parks & Recreation Facilities list the following procedure for Naming of New Parks and/or Facilities:

- Park land received through dedication under the City's Platting Ordinance shall be named by the Parks and Recreation Director or designee and shall be named after

the platted subdivision or a geographic reference adjacent or related to the subdivision area. No formal action needs to be taken by the City Council.

- The Director or designee may seek potential naming rights for new parks or facilities where the potential exists and is deemed appropriate. Any such naming rights would require City Council approval.

As this property has never been formally listed in the Parks & Recreation Department's inventory, it will be treated as a new park and subject to the second portion of the policy for new parks and facilities.

The policy subsequently lists criteria for naming parks including:

- Facilities may be named after streets, geographical locations, historical figures, events, concepts, or local, state or national leaders. Facilities may also be named for an individual or group where major donations of land, funds or other exceptional contributions toward the development, maintenance and/or operation of a facility or to the City in general have been made by the nominated individual or group.
- Facilities shall not be named after or in honor of an individual, unless such individual has been deceased at least one year.
- Donation of at least 51 percent of the value of a facility is required.
- Names related to religious denominations will generally not be favorably considered.
- A name which has an obscene connotation or demeans, intimidates or maliciously portrays any racial or ethnic group will not be considered.
- When a facility is named for an individual, this action in no way gives the individual or family members naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.
- The Council may choose to waive any or all provisions herein provided for eligible facilities in commemorating or memorializing an individual, group or event.
- Costs associated with renaming ceremonies and the provisions of markers, signs, plaques, or memorials shall be borne by the entity proposing the name change.

Dr. Dan Martin and his family have donated 58% of the cost of the development of the park (including the cost of the park sign) that is estimated to be completed in July 2016. Dr. Martin has requested the park be named Barclay Park to posthumously honor his wife's grandparents and their life-long commitment to public service. This request meets the criteria established in the policy.

I ask that you support my recommendation to accept the generous donation from Dr. Martin as well as his request to name the property Barclay Park.