



**CITY OF RICHMOND**  
**Recreation & Parks Commission Meeting**  
**AGENDA**

**Wednesday, August 4, 2021 6:00 PM**

This meeting is held on Zoom that is accessible to people with disabilities.

Zoom link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

**Webinar ID: 937 7152 1625**

**Passcode: 156963**

Or One tap mobile: +16699006833, or 93771521625# US (San Jose)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

International numbers available: <https://zoom.us/u/abTvlsoMuj>

**Board Members:** Joey Smith, Chair, Brendan Havenar-Daughton, Vice Chair, Allison Blakeley, Secretary, Remi Payne, Treasurer  
**Commissioners:** Maryn Hurlbut, Soheila Bana, Pardip Saini, Eleanor Thompson, Catalin Kaser

1. **Call to Order** (1 min)

2. **Roll Call** (1 min)

3. **Welcome and Meeting Procedures** (1 min)

*Individuals who would like to address the Recreation and Parks Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under Open Forum.*

*Public comment may be made on agenda items when the item is discussed. The standard amount of time for each speaker, in either instance, will be two (2) minutes.*

4. **Agenda Review** (1 min)

*The order in which items will be heard may be adjusted by Commissioner vote at this time. In addition, items may be removed from or placed on the Consent Calendar at this time. Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.*

5. **Announcements through the Chair** (5 min.)

6. **Open Forum** (10 min.; 2 min per speaker)

*Issues brought to the attention of the commission in Open Forum cannot result in discussion or action at this meeting.*

7. **Ad Hoc Committee Statements** (5 min)

8. **Consent Calendar** (2 min)

*Items on the Consent Calendar are considered matters requiring little or no discussion and will be acted upon in one motion.*

APPROVE minutes of the July 14, 2021 meeting.

9. **Department Reports For Information** (10 min)

*Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.*

- a. Public Works: Facilities and Parks & Landscaping Divisions
- b. Community Services Division: CSD, Pools, Neighborhood & Volunteer Services.

10. **Presentations**

None

11. **Discussions and Action Items**

*Following discussion of each item, the commission may vote to make recommendations to Commissioners, staff and/or to the City Council.*

i. **ACTION ITEM:**

RECEIVE updates from staff and/or requestor of the item on the status of items voted as the first three (3) prioritized items at the June 2, 2021, Commission meeting, and DISCUSS and VOTE on further action. ***This item was carried over from the July 14<sup>th</sup> meeting.***

**Priority #1**

Request to City Council to name Baseball Diamond #2 at Nicholl Park the “Willie Mays Field” – requestor Charles Cavenas. ***See attached report and September 4, 2019 minutes***

**Priority #2**

Request to City Council to accept a resolution to add one or two “Associate (youth) Commissioners” to a Junior College for credit program. ***See attached report from staff.***

**Priority #3**

Address Action Plan for UFAC combined Arbor Day project to include tree plantings for 2021 – requestor Brendan Havenar-Daughton.

ii. **Set priority and call for next action on the remainder of the items for the Commission**

***This item was carried over from the July 14<sup>th</sup> meeting.***

- a. Request to City Council to declare a “Willie Mays Day” with fanfare at the Opening of the Field.

- b. Request to create a Kiosk concept paper to go out to bid as part of a “Walk of Honor” to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes, Michele Seville and Toody Maher.
- c. Send updated Rules for Naming or Re-naming of Parks, Facilities or Streets or Park Tables and Benches with accompanying fill in the blanks application form with imbedded instructions – requestor by Rec. & Parks Commission, Parks & Landscaping and CSD. **See attached draft documents**
- d. Create new business cards for commissioners who do not have them – Brendan Havenar-Daughton.

12. **Commissioner Liaison Reports** (18 minutes, 2 min. per member)

*At 8:00 PM, any items remaining on the agenda that require immediate attention may be moved to this time. All other items will be tabled to another meeting or the following commission meeting in order to make fair and attentive decisions. This meeting adjourns at 8:30 PM. The meeting may be extended by a majority vote of the commissioners.*

13. **Commissioner Comments** (9 min.;1 min. per person)

14. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

15. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, September 1, 2021 at 6:00 p.m. via Zoom

*As presiding officer, the Recreation and Parks Commission Chair has the authority to preserve order at all Recreation and Parks Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Commission regarding any item on this agenda will be made available at the Community Services/Recreation Division located at 3230 Macdonald Avenue, Richmond, California during normal business hours.*

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE  
CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/> Richmond-Coronavirus-Info provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Recreation and Parks Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

**How to observe and/or participate in the meeting from home:**

The Recreation and Parks Commission meetings can be accessed using the below methods:

Zoom webinar link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRnZjeUYxak9RZz09>

**Webinar ID: 937 7152 1625**

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Webinar ID: 937 7152 1625

International numbers available: <https://zoom.us/u/abTvlsoMuJ>

- a. To comment by video conference, click on the Participants button at the bottom of your screen and select the "Raise Your Hand" button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the "Raise Your Hand" feature. When called upon, press the unmute button. After the allotted time, you will then be re-muted. \*\*
- b. To comment by phone, you will be prompted to "Raise Your Hand" by pressing "\*9" to request to speak when Public Comment is asked for. When called upon, you will be asked to unmuted by pressing \*6. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone. \*\*

**MEETING SCHEDULE**

**Regular Commission Meeting: First Wednesday of the month; Second Wednesday for the July and January meetings**

**Public comments may be submitted:**

1. Via email to [rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com) and state "Rec.& Parks Commission Speaker." Your email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before 12 pm of meeting date and must include the following:

- a) Your Name
- b) Your Phone Number
- c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item if closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:** All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting.

Requests should be emailed to [cprc@ci.richmond.ca.us](mailto:cprc@ci.richmond.ca.us) or submitted by phone at 510-620-6512, ext. 5458. Requests will be granted whenever possible and resolved in favor of accessibility. If an interpreter is required, that request must be submitted seven calendar days prior to the meeting in question by calling the CSD office at 510 620-6793, attention Ranjana Maharaj.

**Effect of Advisory on In-person public participation:** During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

# Richmond Recreation & Parks Commission

## MINUTES

Wednesday, July 14, 2021 6:00 PM



To view a video of this meeting click on this link:  
[https://richmond.granicus.com/ViewPublisher.php?view\\_id=37](https://richmond.granicus.com/ViewPublisher.php?view_id=37)

- **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
Meeting called to order by Chair Smith at 6:02 p.m.
- **ROLL CALL**  
PRESENT: Joey Smith, Brendan Havenar-Daughton, Allison Blakeley, Maryn Hurlbut, Soheila Bana, Pardip Saini, Eleanor Thompson  
  
ABSENT: Remi Payne  
  
Chair Smith provided a brief overview of the meeting procedures.
- **AGENDA REVIEW AND ADOPTION**  
**There were no changes to the published agenda.**  
On motion by Commissioner Hurlbut; seconded by Commissioner Saini, the Commission voted to accept the agenda as published. The motion passed unanimously.
- **ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR**
  1. If you need an interpreter at this meeting, call 510-620-6793 at least seven calendar days before the meeting.
  2. The Next Commission meeting will be held on Wednesday, August 4, 2021 via ZOOM
  3. Currently \$413.80 in the Commission Trust Account and \$1,000 in the RTA Snow Ball Account
  4. Membership Changes: None
  5. Anyone wishing to speak during this meeting must send an e-mail to [rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com) by 12 pm the day of the meeting with subject line -“rec&parks commission speaker” and state your comments and “Open Forum” or “Staff Reports” as example of topic to be discussed.
- **OPEN FORUM**  
None.
- **CONSENT CALENDAR**
  - APPROVE – June 2, 2021 minutes  
Chair Smith called for a motion to accept the minutes. Moved by Commissioner Havenar-Daughton and seconded by Commissioner Kaser, the motion passed unanimously.
- **STAFF REPORTS**
  - Public Works Department – oral report provided by Jose Urquilla, Superintendent of Facilities. Oral and visual report provided by Greg Hardesty, Superintendent, Parks and Landscaping.
  - Library & Community Services Department – oral & visual report provided by Ranjana Maharaj, Community Services Administrative Manager. Budget report provided by Hope Lattell, Senior Accountant.

▪ **PRESENTATIONS**

- a. The Commission received a presentation on the status of the Harbour 8 project from Toody Maher, Founder, Pogo Park. Ms. Maher said they had completed the conceptual design phase of this project and wanted to provide a status update to the Commission.
- b. Jim Nantell, Project Manager assigned to the Recreation and Parks Commission, presented a report to the Commission regarding combining the Commission's monthly Round Table meeting with the Commission's regularly scheduled monthly meeting. This was a recommendation from the City Attorney's Staff.

▪ **DISCUSSIONS, & ACTION ITEMS**

- i. Tetteh Kisseh, Recreation Supervisor, presented to the Commission a request received from Darlene Drapkin, a Richmond Pickleball Ambassador and a member of the East Bay Pickleball Association to superimpose six Pickleball court lines onto the Tennis Courts at Booker T. Anderson Tennis Courts to make this a multi-use facility. This action does not have any financial impact on the City's general fund. The painting of the Pickleball court lines is funded through the ECIA Grant funding that was disbursed through the City Manager's Office and was approved by City Council on May 4, 2021. Staff informed the Commission that playing Pickleball on these courts will not impact the tennis programs.

The following speakers made comments in support of this item:

- Ahmad Anderson, Richmond resident
- Don Lau, Executive Director for YMCA
- Gary Hurlbut, Richmond Tennis Association
- Darlene Drapkin, a Richmond Pickleball Ambassador and a member of the East Bay Pickleball Association
- Caller with phone extension 2404

Chair Smith called for a motion. Moved by Commissioner Hurlbut and seconded by Commissioner Brendan-Havenar, the Commission voted unanimously to accept staff recommendation to make Booker T. Anderson Tennis Courts a multi-use facility to allow the painting of Pickleball lines on the Tennis Courts and recommended that this item be presented to City Council for their approval.

At 8:20 pm, on a motion from Chair Smith, Commissioner Bana moved to extend the meeting for half an hour. Commissioner Kaser amended the motion to extend the meeting to finish the pickle ball item by allowing the public to speak on this item and carry over the rest of the items to the next meeting. This motion was seconded by Commissioner Bana; the motion carried.

- ii. **ACTION ITEM:** Discussion and prioritization of all pending items by Commission:
  - a) Request to City Council to name Baseball Diamond #2 at Nicholl Park the "Willie Mays Field" – requestor Charles Cavenes *Agendized as priority item #1 for an update*
  - b) Request to City Council to declare a "Willie Mays Day" with fanfare at the Opening of the Field
  - c) Request to City Council to accept a resolution to add one or two "Associate (youth) Commissioners" to a Junior College for credit program – requestor Recreation & Parks Commission with CSD (resolution letter was included) *Agendized as priority item #2 for an update*
  - d) Request to create a Kiosk concept paper to go out to bid as part of a "Walk of Honor" to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes, Michele Seville and Toody Maher

- e) Send updated Rules for Naming or Re-naming of Parks, Facilities or Streets or Park Tables and Benches with accompanying fill in the blanks application form with imbedded instructions – requestor by Rec. & Parks Commission, Parks & Landscaping and CSD
  - f) Request to present to the Recreation & Parks Commission a renaming of part of South Street to Ethel Dotson South – requestor Naomi Williams – *This item was already addressed at the June 2, 2021 Commission meeting.*
  - g) Create new business cards for commissioners who do not have them – Remi Payne and Brendan Havenar-Daughton
  - h) Address issues around the monthly Recreation & Parks Commission Round Table meeting *Agendized as a presentation item on July 14, 2021 Commission meeting.*
  - i) Address presentations from staff and RTA on location and timing of placement of Pickle Ball lines on existing city tennis courts. *Agendized as a presentation item on July 14, 2021 Commission meeting.*
  - j) Address Action Plan for UFAC combined Arbor Day project to include tree plantings for 2021 – requestor Brendan Havenar-Daughton. *Agendized as priority item #3 for an update*
- *Note: From the list above, c, a, and j were determined to be the top priority items at the June 2, 2021 meeting. The remainder of the items carried over to the August meeting.*

- **ACTION ITEMS RECAP**

All items not addressed at the July 14, 2021 meeting were moved to the August 4<sup>th</sup> meeting.

- **COMMISSIONER LIASON REPORTS**

Item tabled to the August meeting.

- **ADJOURNMENT**

- Meeting adjourned at 8:58 P.M.

Respectfully Submitted,  
Ranjana Maharaj, Community Services Administrative Manager



**RECREATION AND PARKS  
COMMISSION  
REPORT FROM STAFF**

**COMMUNITY SERVICES DEPARTMENT  
RECREATION DIVISION**

**DATE:** June 14, 2021  
**TO:** Recreation and Parks Commission  
**FROM:** Ranjana Maharaj, Community Services Administrative Manager  
**SUBJECT:** Request to Rename Baseball Diamond #2 to Wille May Field

**STATEMENT OF THE ISSUE:**

Response to the Recreation and Parks Commission regarding renaming Baseball Diamond # 2 at Nicholl Park to Willie May Field.

**DISCUSSION:**

On September 4, 2019, the Recreation and Parks Commission received a request to rename Baseball Diamond # 2 at Nicholl Park to Willie May Field. Although this item was presented to the Commission in 2019; the attached minutes of the September 4, 2019 meeting do not indicate that the Commission took a vote to move this item along the next process. This item was listed as a presentation item on the agenda.

**RECOMMENDED ACTION:**

Staff recommends that this item be agendaized at a future Recreation and Parks Commission meeting for their review and approval. Staff will provide the updated 'Naming and Renaming of Facilities" document at the August meeting so that the process can be provided to the initiator of this item who can complete the required steps before placing it on the Recreation and Parks Commission agenda.

**City of Richmond - RECREATION AND PARKS COMMISSION**  
Community Services Building, Council Chambers, 440 Civic Center Plaza

**MINUTES**  
**WEDNESDAY, SEPTEMBER 4, 2019, 6:00 PM\***

*\*digital sound recording unavailable*

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Hurlbut at 6:00 p.m.

**B. ROLL CALL**

PRESENT: Maryn Hurlbut, Pardip Saini, Soheila Bana, Joey Smith (6:05), Eleanor Thompson, Remi Payne (6:12)

ABSENT:

**C. AGENDA REVIEW AND ADOPTION**

Chair Hurlbut advised Presentation b. will be conducted by Jermaine Worley in the absence of Charles Caveness; Commissioner Bana motioned to accept agenda with announced speaker change; Commissioner Thompson seconded; passed unanimously.

**D. ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR**

- Outstanding Items
  1. Commission Roundtable work session scheduled for Tuesday, September 10, 2019
  2. Commission Trust balance: \$413.08
  3. Procedure for requesting speed bump installation from CIP (see the DIMO/Engineering-CIP punch list hand-out)
  4. Safety grab bars at the Richmond Swim Center and Plunge will be installed prior to the end of August
  5. There has been an outcry for expanded hours at the Plunge that should be noted again
  6. Construction at Shields-Reid is 65% complete – no specified end date
  7. Briefing from ad-hoc committees
- Membership Changes
  1. Resignation of Commissioner Payal Patel

**E. OPEN FORUM**

- Cordell Hindler, Richmond Resident – invited Commission members to a meeting event; asked Commissioners to attend other meetings
- Philip Rosenthal, Richmond Resident – made announcements regarding tree issues and concerns
- Benita Thomas – discussed issues with trees at their residence
- Cheryl Powell - discussed issues with trees at their residence
- Aimee Flynn-Curran - discussed issues with trees at their residence
- Garry Hurlbut, Richmond Resident, RTA President – provided updates on RTA school program

**F. CONSENT CALENDAR**

- APPROVE – letter to City Council dated August 19, 2019 re: Huntington Ave. renaming to Dalai lama Ave.
  1. Commissioner Smith so moved request to accept approval of letter as written; Commissioner Saini seconded; passed unanimously.
- APPROVE – August 7, 2019 minutes
  1. Commissioner Smith motioned to accept the minutes as written; Commissioner Saini seconded; passed unanimously.

**G. STAFF REPORTS**

- Parks and Landscaping Division – oral & visual report provided by Greg Hardesty

- Engineering & Capital Improvement Projects – no report
- Community Services Department – oral & visual report provided by Tetteh Kisseh

#### H. PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS

- **Action Item** – Nomination and Election of Vice Chair – Maryn Hurlbut, Chair, Recreation and Parks Commission
  1. Chair recommended Commissioner Smith to hold position; Commissioner Thompson motioned to accept Joey Smith as new Vice Chair; Commissioner Saini seconded; passed unanimously.
- **Presentation** - Fiscal Year 2019-2020 Community Services Department Budget Presentation – Beth Cayme, Finance Manager II, CSD provided a budget summary
- **Presentation** - Concept and proposal to achieve three separate elements of "Honors" being requested by the Museum of African Americans – Jermaine Worley gave an oral and visual presentation of the following proposed projects, including status updates:
  1. Rename “Nicholl 1” baseball diamond to “Giants Willie Mays Field”
  2. Create a walkway to honor Richmond sports & civic heroes
  3. Acquire the property at 12<sup>th</sup> and Virginia Streets from the City of Richmond and create a proper project plan for The Museum of African Americans

#### I. COMMISSIONER LIAISON REPORTS

- Commissioner Payne – noted she attended Soulful Sunday and was welcomed
- Commissioner Bana – no report (no longer present)
- Commissioner Saini – talked about vacation and his visits to parks abroad; noted his observations from events
- Commissioner Smith – was not able to attend parks recently; will be available henceforth to participate fully
- Commissioner Thompson – asked about the fencing at Wendell Park and the after-school program at the Lucky A’s ball field
- Chair Hurlbut – announced email; reminded public re: punch list and priority items; noted positive park visits; discussed plan for fountain

#### A. ACTION ITEMS RECAP

#### B. FUTURE AGENDA ITEM RECOMMENDATIONS

- Budget review for DIMO & CIP
- presentations on any of the ad hoc committee completions

#### C. ADJOURNMENT

Meeting adjourned at 7:24 p.m.

#### D. SCHEDULED MEETINGS

Round Table Discussion – Tuesday, September 10, 2019

Commission Meeting – Wednesday, October 2, 2019, 6:00 p.m., Community Services Building, Council Chambers, 440 Civic Center Plaza.

Minutes respectfully submitted by:

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Ms. Johann M. Frazier, Executive Secretary



**RECREATION AND PARKS  
COMMISSION  
REPORT FROM STAFF**

**COMMUNITY SERVICES DEPARTMENT  
RECREATION DIVISION**

**DATE:** June 14, 2021  
**TO:** Recreation and Parks Commission  
**FROM:** Ranjana Maharaj, Community Services Administrative Manager  
**SUBJECT:** Associate Commissioner Position

**STATEMENT OF THE ISSUE:**

Response to the Recreation and Parks Commission regarding creating an Associate Commissioner position to serve as a non-voting member of the Recreation and Parks Commission.

**DISCUSSION:**

The Recreation and Parks Commission has requested that staff look into the possibility of creating an Associate Commissioner position on the Recreation and Parks Commission. This Associate Commissioner position was to be a non-voting member position and designed for a college student to receive college course credits for participating on the commission. The Recreation and Parks Commission has developed a curriculum and established relationships with local community colleges to start this program.

After consulting with the City Clerk’s Department and the City Attorney’s Office, staff does not recommend creating this position for the following reasons. The Fair Political Practices Commission (FPPC) requires that members of Boards and Commissions complete Form 700s when appointed to the commission. Members must also comply with all state laws that govern in this context such as the Brown Act, the FPPC’s gift limitations, and conflict of interest rules. In addition, they must complete ethics training (AB 1234). This is a significant responsibility that may not be the right fit for a student to receive course credit for one semester. Moreover, all members of boards and commissions are appointed by the Mayor and then approved by a vote of the City Council, not by members of the Recreation and Parks Commission.

**RECOMMENDED ACTION:**

Staff recommends that the Recreation and Parks Commission create an internship program that allows a student to shadow a commissioner during meetings. This way, youth can learn the issues the Recreation and Parks Commission address and how the Commission serves the public and the Richmond community.

**ORIGINAL DOCUMENT  
STATEMENT OF POLICY  
AND GUIDELINES  
JULY 31, 2001**

City of Richmond  
*Recreation & Parks Department*  
**Recreation & Parks Commission**

**Statement of Policy and Guidelines**  
**for**  
**Naming of Parks, Facilities and Re-Naming Streets**

**I Preamble**

The naming of parks, facilities and re-naming of streets within the City of Richmond is an important task. The policy statement contained herein will add meaning, significance and uniformity and will enhance the values and heritage of Richmond. Efforts shall be made to ensure that in naming parks, facilities and re-naming of streets attention is paid to proportionate representation of ethnic and cultural heritages. All eligible recognitions or contributions of individuals, groups or organizations shall be submitted for consideration to the City Council.

**II Classification**

It shall be the policy of the City of Richmond to name parks, City of Richmond facilities and re-name streets in order to identify the character, location or special or unusual features of the area:

- A. Individuals, groups and organizations who have made a significant service or historical contribution to the City of Richmond shall be recognized by plaques, statues or other markings within parks, facilities and streets.
- B. Individuals, groups and organizations who have made a significant monetary, materials or capital contributions to the City of Richmond shall be recognized by plaques, statues or other markings within parks, facilities and streets.
- C. Local or national heroes shall be recognized by plaques, statues or other markings within parks, facilities and streets.

**III Criteria For Recognition of Individuals**

- A. Service Recognition
  - 1. Living Or Deceased Individuals Who Were Not In A Pay Status For A Significant Service Contribution:

- a. Contribution shall have been in a voluntary, non-pay status.
  - b. Contributions shall have exceeded 5 years in duration.
  - c. Contribution shall have been outside normal political duties if the individual was an appointed official.
  - d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.
2. Living Or Deceased Individuals Who Were In A Pay Status For Services
- a. Must not have served in such capacity of the preceding 3 years.
  - b. Contribution shall have been above and beyond regular duties.
  - c. Contribution shall have exceeded 10 years in duration.
  - d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.
3. Groups Or Organizations:
- a. Contribution shall have been in a voluntary, non-pay status.
  - d. Contribution shall have exceeded 5 years in duration.
  - e. Contribution shall have been outside the normal function of a profit-making group or organization.
  - f. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.
- B. Monetary, Capital Or Material Contribution:
1. A person, group or organization may be recognized as outlined in Section II B as follows:
    - a. The contribution must exceed 50% of the capital cost of the facility.
    - b. The honoree must have a record of good citizenship.
    - c. The request for a specific honor must be made at the time of the donation.

2. Land or in lieu fees received through subdivision ordinance requirements shall not be considered a contribution. However, land or financial payments received, that are in excess of those otherwise required City Ordinance, may be considered a contribution.

C. Local Heroes Or National Heroes

1. Local Heroes

- a. To be considered a local hero, the deed for which the individual is being honored must have occurred two years prior to the date of consideration and must have been common knowledge throughout the full two year period.
- b. The honoree must have a record of good citizenship.

2. National Heroes

- c. To be considered a national hero, the individual must have been recognized as such by an agency of the U.S. Government.

**IV Agreements**

When certain stipulations are connected with the recognition or contribution of individuals, groups or organizations, these stipulations should be part of the deed. All such stipulations and agreements must be approved by the City Council.

**V Change of Name**

It shall be the policy of the City of Richmond to re-name Parks and other Public Facilities, when appropriate and But only if the following conditions are met:

- A. When an event of national significance occurs, however, a waiting period of no less than two years should occur between the events and the actual naming of the park, street or facility or;
- B. When the current name proves to be inappropriate or ineffectual.
- C. Such re-naming may take place when the person, place or event on which the old name is based has, due to the passage of time, a change in values, and/or cultural changes, lost its connection to the City of Richmond and its residents.

- D. If the change being considered involves removing a person's name, every effort should be made to locate and involve local descendants of that person in the process. Those descendants should be given an opportunity to make a case for retaining the name during the public hearing process required by this policy.
- E. In choosing a new name, the Classifications available, and the Criteria for recognition shall be as in Sections II and III, above.

## **VI Plaques and Markers**

Plaques and markers shall be used to honor individuals, groups and organizations in the community or to designate history related to a particular property. It is important that plaques and markers be regulated, appropriately designed and placed in a manner serving the best interests of the community. The regulations, design and placement of plaques and markers are declared to be a proper function of the Director of Recreation and Parks in collaboration with the Director of Public Services or designated staff. All costs incurred in obtaining and installing a plaque shall be the burden of the individual group or organization submitting the proposed name or unless otherwise approved by the City Council.

## **VII Nominations Procedures**

All sponsors (individuals or groups) desiring to submit a name for a Park, other Public Facility, subsections thereof, for the placement of a plaque or marker on public property, or for re-naming public facilities including streets shall complete a nomination form available at the Recreation & Parks Department of the City of Richmond.

- A. The nomination must, at a minimum, include the following:
  - 1. A description of the naming opportunity.
  - 2. A location map, or building floor plans, of where the name is to apply.
  - 3. A reason why this particular structure, space, or street was deemed to be the appropriate place for this recognition.
  - 4. The Classification being used to support the application, per Section II.
  - 5. The sponsor's justification for this recognition, providing detailed information about the proposed name, including how the candidate name meets the Criteria established in Section DI.

6. For any change in name, the following additional information is required:
- a. The sponsors must research the history of the old name and provide adequate information as to why the name was originally assigned to that element.
  - b. In cases where a person's or family's name is being dropped, the sponsor must make a substantial effort to locate the descendants and provide the City their names and addresses.
  - c. In the case of name change for a street, the sponsor shall first contact the Richmond Police Department and the Richmond Fire Department to assess whether the new name is likely to cause confusion among emergency services personnel.
  - d. In the case of a name change for a street, the sponsor shall notify all residences and/or businesses located on that street and secure petition signatures from as many of them as possible. The sponsor's ability or inability to garner significant support for the name change from these residents and/or businesses will be used by the reviewing bodies in making their approval decision.

B. The nomination documents will be submitted to the Recreation & Parks Director, who will:

- a. Assess the application's completeness.
- b. Provide written comments on the appropriateness of the proposal.
- c. Refer the applications to the Recreation & Parks Department for review and recommendation by the Recreation & Parks Commission.

C. Upon recommendation by the \_\_\_\_\_ (Commission or Board), the nomination application will be forwarded to the City Council for approval.

***In order for a park, facility or street to be named for an individual (living or deceased) the proposed honoree must fit the criteria in one of the designated categories and meet all of the items in that section.***

# **STATEMENT OF POLICY AND GUIDELINES**

**- REVISED DRAFT -  
DECEMBER 11, 2019**

**City of Richmond**  
**Community Services Department**  
**Parks and Landscaping Division**  
**Recreation & Parks Commission**

**Statement of Policy and Guidelines**  
**for**

- **Naming or Re-naming of Parks, Facilities and Streets.**
- **Naming or re-naming Overpass walkways, observation overlooks and subsets of Parks or Facilities (aka auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park.**
- **Naming of new park benches, tables and monuments.**
- **Temporary memorials on public thoroughfares or City property for up to 90 days.**

**I Preamble**

The naming of parks, facilities and re-naming of streets within the City of Richmond is an important task. The policy statement contained herein will add meaning, significance and uniformity and will enhance the values and heritage of Richmond. All eligible recognitions or contributions of individuals, groups or organizations shall be submitted for consideration to the City Council. Requestors, please use form (*number to be assigned*) (click here (*hyper-link*)).

**II Classification**

It shall be the policy of the City of Richmond to have five categories of recognition or remembrance when considering the naming or re-naming of property within the city:

1. Recognition of special civic or monetary contribution to the city by a group or individual
2. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national or international level thereby bringing honor to the city of Richmond (local heroes).
3. Those brave individuals who have lost their lives during their service to the City of Richmond.
4. Recognition of a loved one's name as a gift is given to the city such as a new bench or table for a neighborhood park or new tree or garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests. It shall be the policy of the City of

Richmond to name or re-name parks, City of Richmond facilities and streets in order to identify the character, location or special or unusual features of the area.

5. Temporary memorials or signage at a city property or roadway location.

### **III Description of types of approved monuments and plaques**

In order to standardize for cost management and containment, the types of items being created or purchased by or for the City of Richmond for the above stated purpose, categories of equipment, monuments, furniture and signage used for all classifications of recognition shall be standardized as one of the following types:

Classifications 1 through 3 (II Classification, above) may request any of the following:

- A. New Park or Facility:** The Group that has created/funded the park must submit a proposed Name and type of Name plaque from the list of approved items per Parks and Landscaping Division using form *((number to be assigned) (click here for hyper-link))*.
- B. Rename:** Signage will replicate original form as accepted by Parks and Landscaping Division as part of the Recreation and Parks Commission Approval process.
- C. Sub renaming:** A portion of a street may have a second sign above the current street sign if requested as part of the acceptance of the request by the Recreation and Parks Commission if approved by the Parks and Landscaping Division.
- D. Addition of a name to an existing monument:** This may be requested only after the group who paid for the original monument has been contacted and approves the change.
- E. Monument:** All future monuments shall be of a standard type of “kiosk”. The “kiosks” will be created by a standard, approved design by the City chosen vendor. The “kiosk” will contain adult and child appropriate biographic information to explain who the individual is and why he/she/they is(are) important to the history, present or future of Richmond. The “kiosk” will be placed in the next approved spot on the Richmond Walk of Honor. The current proposed site of this Walk of Honor is the Yellow Brick Road project.
- F. Plaques on buildings or in parks:** They are considered non-standard and will be considered on an individual request basis.
- G. Benches, table groupings:** All categories of requests shall be able to acquire only

approved and new equipment using appropriate application forms.

Classification 4 may only request type F.

#### **IV Criteria for Recognition of Individuals**

##### **A. Voluntary Service Recognition**

###### **1. Living Or Deceased Individuals Who Were Not In A Pay Status For A Significant Service Contribution:**

Contribution shall have been in a voluntary, non-pay status.

- a. Contributions shall have exceeded 5 years in duration.
- b. Contribution shall have been outside normal political duties if the individual was an appointed official.
- c. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

###### **2. Living or Deceased Individuals who were a pay status for services**

- a. Must not have served in such capacity of the preceding 3 years.
- b. Contribution shall have been above and beyond regular duties.
- c. Contribution shall have exceeded 10 years in duration.
- d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

###### **3. Groups or Organizations:**

- a. Contribution shall have been in a voluntary and non-pay status.
- d. Contribution shall have exceeded 5 years in duration.
- e. Contribution shall have been outside the normal function of a profit-making group or organization.
- f. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

##### **B. Monetary, Capital or Material Contribution:**

1. A person, group or organization may be recognized as outlined in Section II B as follows:
  - a. The contribution must exceed 50% of the capital cost of the facility.
  - b. The honoree must have a record of good citizenship.
  - c. The request for a specific honor must be made at the time of the donation.
  
2. Land or in lieu fees received through subdivision ordinance requirements shall not be considered a contribution. However, land or financial payments received, that are in excess of those otherwise required City Ordinance, may be considered a contribution.

C. Local Heroes or National Heroes

1. Local Heroes
  - a. To be considered a local hero, the deed for which the individual is being honored must have occurred two years prior to the date of consideration and must have been common knowledge throughout the full two year period.
  - b. The honoree must have a record of good citizenship.
  
2. National Heroes
  - c. To be considered a national hero, the individual must have been recognized as such by an agency of the U.S. Government or National organization of Sports or Humanitarian interests.

**V Agreements**

When certain stipulations are connected with the recognition or contribution of individuals, groups or organizations, these stipulations should be part of the deed. All such stipulations and agreements must be approved by the City Council.

**VI Change of Name**

It shall be the policy of the City of Richmond to re-name Parks and other Public Facilities, when appropriate and only if the following conditions are met:

- A. When an event of national significance occurs, however, a waiting period of no less than two years should occur between the events and the actual naming of the park, street or facility or;

- B. When the current name proves to be inappropriate or ineffectual.
- C. Such re-naming may take place when the person, place or event on which the old name is based has, due to the passage of time, a change in values, and/or cultural changes, lost its connection to the City of Richmond and its residents.
- D. If the change being considered involves removing a person's name, every effort should be made to locate and involve local descendants of that person in the process. Those descendants should be given an opportunity to make a case for retaining the name during the public hearing process required by this policy.
- E. In choosing a new name, the Classifications available, and the Criteria for recognition shall be as in Sections II and III, above.

## **VI Plaques and Markers**

Plaques and markers shall be used to honor individuals or their family members, groups and organizations in the community or to designate history related to a particular property. It is important that plaques and markers be regulated, appropriately designed and placed in a manner serving the best interests of the community. The regulations, design and placement of plaques and markers are declared to be a proper function of the Director of Community Services in collaboration with the Superintendent of Parks and Landscaping Division or designated staff. All costs incurred in obtaining and installing a plaque shall be the burden of the individual, group or organization submitting the proposed name or unless otherwise approved by the City Council.

## **VII Nominations Procedures**

All sponsors (individuals or groups) desiring to submit a name for a Park, other Public Facility, subsections thereof, for the placement of a plaque or marker on public property, or for re-naming public facilities including streets shall complete a nomination form available at the Community Services Department of the City of Richmond.

- A. The nomination must, at a minimum, include the following:
  - 1. A description of the naming opportunity.
  - 2. A location map, or building floor plans, of where the name is to apply.
  - 3. A reason why this particular structure, space, or street was deemed to be the appropriate place for this recognition.
  - 4. The Classification being used to support the application, per Section II.
  - 5. The sponsor's justification for this recognition, providing detailed information about the proposed name, including how the candidate name meets the Criteria established in Section DI.

6. For any change in name, the following additional information is required:
  - a. The sponsors must research the history of the old name and provide adequate information as to why the name was originally assigned to that element.
  - b. In cases where a person's or family's name is being dropped, the sponsor must make a substantial effort to locate the descendants and provide the City their names and addresses.
  - c. In the case of name change for a street, the sponsor shall first contact the Richmond Police Department and the Richmond Fire Department to assess whether the new name is likely to cause confusion among emergency services personnel.
  - d. In the case of a name change for a street, the sponsor shall notify all residences and/or businesses located on that street and secure petition signatures from as many of them as possible. The Neighborhood Council responsible for that street needs to be notified and vote on acceptance of request and provide a letter to the Recreation & Parks Commission. The sponsor's ability or inability to garner significant support for the name change from these residents and/or businesses will be used by the reviewing bodies in making their approval decision.

B. The nomination documents will be submitted to the Community Services Department Director, who will:

- a. Assess the application's completeness.
- b. Provide a list of all applications (complete or not) to the Recreation and Parks Commission Chair
- c. Provide written comments on the appropriateness of the proposal to requestor.
- c. Refer the applications to the Community Services Department for review and recommendation by the Recreation & Parks Commission.
- d. Community Services Dept. head and the Chair of the Recreation and

Parks Commission will schedule the requestor to present their case at the next appropriate Recreation and Parks Commission meeting at which time a vote will either ask for more due diligence or accept the request.

- C. Upon recommendation by the Recreation and Parks Commission, the nomination application will be forwarded to the City Council for approval.

## VIII Temporary Monuments

There may be a request for permission to construct a temporary point of remembrance of a past or upcoming event. These are temporary memorials commemorating a loss or tragedy. They need only be constructed in a safe way that does not obstruct public thoroughfares and are polite in language. They may not be any sight obstruction to drivers. They are required to be removed after 90 days.

***In order for a park, facility or street to be named for an individual (living or deceased) the proposed honoree must fit the criteria in one of the designated categories and meet all of the items in that section.***

**NAMING APPLICATION FORM**  
**– REVISED DRAFT –**  
**DECEMBER 11, 2019**

**12/11/2019 draft**

**City of Richmond**

**Community Service Department**

**Parks and Landscaping Division**

**Request application form (to be assigned) for:**

**STEP 1** (Circle one, below)

- 1. Naming or Re-naming of Parks, Facilities and Streets.**
- 2. Naming or re-naming Overpass walkways, observation overlooks and subsets of Parks or Facilities (aka auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park.**
- 3. Naming of new park benches, tables and monuments.**
- 4. Temporary memorials on public thoroughfares or City property for up to 90 days.**

This application form is used in conjunction with Statement of Policy and Guidelines for Naming and renaming or acquiring monument “kiosks” or benches of commemoration honoring families of or luminaries and friends of Richmond. These Guidelines may be found (*click here for hyper-link*).

**STEP 2**

Applicant Name: \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone home \_\_\_\_\_ cell \_\_\_\_\_ office \_\_\_\_\_

Best time to reach: \_\_\_\_\_

E-mail \_\_\_\_\_

**STEP 3**

Location of request (be specific if within a park or existing facility): \_\_\_\_\_

Specific area or room within the park or facility (if appropriate) \_\_\_\_\_

Additional Description if needed:

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**STEP 4** (*Circle one or more, below*)

Classification of type of request:

1. Recognition of special civic or monetary contribution to the city by a group or individual
2. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national or international level thereby bringing honor to the city of Richmond (local heroes).
3. Those brave individuals who have lost their lives during their service to the City of Richmond.
4. Recognition of a loved one's name as a gift is given to the city such as a new bench or table for a neighborhood park or new tree or garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests. It shall be the policy of the City of Richmond to name or re-name parks, City of Richmond facilities and streets in order to identify the character, location or special or unusual features of the area.
5. Temporary memorials or signage at a city property or roadway location.

**STEP 5**

State the rationale for the request. Please include details of the history of why this honor should be bestowed and what monetary, civic or historic items to consider. Please include dates of significance and duration of service.

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**STEP 6**

**STEP 7**

Date of Submission \_\_\_\_\_ Signature of requestor \_\_\_\_\_

\*\*\*\*\*internal use\*\*\*\*\*

Log In Number and date (office use) \_\_\_\_\_

**Any request for a new park or capital improvement to any facility must be referred to Police, Fire and Engineering prior to step 8. Municipal Code must also be checked for compliance.**

\*\*\*\*\*

COMPLETE THE FOLLOWING STEPS AFTER SUBMITTING ABOVE APPLICATION:

**STEP 8**

Select requested approved item or items from a current list provided by the Superintendent of Parks and Landscaping.

**STEP 9**

- a. Conduct survey of neighbors that are in the location of concern using global postings and signature petitions.
- b. Present your request to your local Neighborhood Council and ask for a vote of approval and receive a letter from them. For a contact list, ([click here](#)).
- c. Submit a and b to CSD office and request date to present to the Recreation and Parks Commission after walk through with Superintendent, Parks and Landscaping at desired site

**STEP 10**

Presentation to Recreation and Parks Commission. If accepted, proceed to step 11 otherwise, complete conditions put forth by the Commission

**STEP 11**

**Review purchase orders as completed by Parks and Landscaping Division. Pay vendors directly. Parks and Landscaping with inform requestor when installation is complete.**