



NORTH TAHOE PUBLIC UTILITY DISTRICT

POLICY:

Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board

NUMBER: REC002**EFFECTIVE:** September 16, 2024**RESPONSIBLE PERSON:**

Recreation, Parks, and Facilities Manager

SUPERSEDES: 05-02

Index: Recreation, Parks and Facilities Department
Naming of Parks and/or District Facilities
Commemorative Seating Program

POLICY: Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board

PURPOSE: The Parks owned and operated by the North Tahoe Public Utility District (District) have become an important part of the local community. As such, individuals and groups currently, and well into the future, wish to acknowledge individuals for their contribution to the Parks and the community in general. Additionally, family members may wish to acknowledge other members of their family. In order to ensure a consistent and appropriate response to all requests this policy was created.

NAMING OF PARKS OR FACILITIES

Naming of a Park

All of the Parks presently owned by the District are currently named appropriately. Changing the name of a park significantly impacts numerous individuals, governmental entities, and the community. Therefore, it is the District's policy not to rename any of the existing Parks.

1. The intent of naming is for permanent recognition. The renaming of Park facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those facilities named for geographic location or outstanding feature should be considered for renaming.
3. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.

Naming of Facilities within a Park

Facilities within Parks (i.e. playfields, playgrounds, picnic shelters, etc.) can be named separately from the Parks and facilities they are in, subject to the general approval process described throughout the policy. Requests to name or rename a portion of the park, trail, facility, or garden within the park will be considered when, and if, the following guidelines are met.

Guidelines

1. For District to consider naming of Facilities within a Park, the requested name must have significant impact within the North Lake Tahoe region. Names should provide some form of individual identity. Examples of a significant impact are provided below but are not intended to be a comprehensive list:
 - a. Commonly recognized historical event, group, or individual.
 - b. An individual or group who contributed significantly to the acquisition or development of the Park and/or individual facility.
 - c. An individual who provided an exceptional service in the interest of the park system as a whole.
 - d. An individual who provided an exceptional service in the interest of the community as a whole.
2. For District to consider naming of facilities or Parks, the contributions of said individual or group must be well documented and broadly acknowledged within the community.
3. An endowment or bequest is a welcome piece to accompany any facility naming request, but requests must meet above requirements first. This allows for ongoing maintenance and operations of said facility.

Process

1. The request for naming gardens, trails, facilities, or memorials must begin with a written proposal to the Recreation, Parks and Facilities Manager providing sufficient information as to how the proposed name satisfies the criteria of the Park naming guidelines.
 - a. Adequate historical or descriptive information, including a biographical sketch which shall provide evidence of contributions to community, park, facility or District shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
 - b. A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence may be letters from local residents, government officials, and/or community leaders. The proposal may also include petitions containing signatures of local citizens.
 - c. When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
2. The Recreation, Parks and Facilities Manager will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual. If the request is incomplete, staff will contact the applicant and provide them with the opportunity to resubmit a revised request.
3. If the Recreation, Parks and Facilities Manager determines a naming application meets the recognition policy guidelines, the complete application and any accompanying documents will be submitted to a joint meeting of the Recreation and Parks Commission and Board Recreation and Parks Committee held at the first available Commission meeting. The Recreation, Parks and Facility Manager will notify the Board of Directors at its next regular Board meeting of the receipt of a request and complete application.

4. The Recreation and Park Commission and Recreation and Parks Committee will each take formal action to recommend or deny the request. If both the Commission and Committee recommend approval, the recommendation will then go to the Board of Directors for review at the first available Board of Directors meeting.
5. Upon review by the Board of Directors, the Board of Directors will take formal action to proceed with or deny the request. If the Board of Directors vote to proceed with the naming request, staff will post a public notice of the recommended qualifying name for a 30-day period to solicit public comment and notify the public of the proposed facility naming. The notification will include the date, time, and place of the regularly scheduled Board meeting at which the Board of Directors will consider approving the naming request. Public comments must be in writing to the District and delivered within the 30-day public notice period.
6. At the next regularly scheduled Board meeting after the 30-day public notice period, the Board of Directors will consider any written public comment received as well as any public comment received during the meeting and will then take formal action to either approve, via Resolution, or deny the naming request.
7. If approved by the Board of Directors, the Recreation, Parks and Facilities Manager will then begin the process of formally changing the name of signage, informational bulletins, website and in other areas. The formal name changing process can take up to 12 months from date of initial approval.

Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the District's Board of Directors. Facilities that are given with a request for naming shall include a fund for the ongoing maintenance and operations of said facilities.

COMMEMORATIVE SEATING PROGRAM

The Commemorative Seating Program provides a bench or comparable seating option with an engraved plaque to be installed within the North Tahoe PUD Parks and Facilities. This program gives participants an opportunity to honor family or friends who had a special connection to the nature and beauty of the North Lake Tahoe Parks and beaches while providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation. The North Tahoe PUD or North Tahoe PUD Friends of the Park Foundation may provide receipt or acknowledgement of any funds received but do not provide any warranty or assurance regarding the tax implications of any expenditure.

Guidelines

1. A request for commemoration must be submitted via an application (Exhibit A). All applications must be submitted to the Recreation, Parks and Facilities Manager. The Manager will base approval of the request and the inscription on adherence to the stated criteria,

2. New benches will be selected and purchased by staff to ensure consistency throughout District facilities. Benches may not be altered by public. The bench that will be selected as well as current pricing of seating will be provided upon request.
3. The District shall not be responsible for any damage caused to the bench or plaque. In the event of accident, environmental, weather-related, or other damage, the District shall have no duty to repair or replace the bench or plaque. However, if vandalism occurs during the course of the Commemoration, the District will restore or replace the product at no cost to the applicant.

Plaque Design

1. The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription will be limited to three lines of text. Plaques will be ordered and installed by District to ensure consistency.

Commemorative Seating Locations

There are a limited number of locations throughout District parks and facilities where a seating commemoration can be placed, and these locations are included as an attachment to this Policy (Exhibit B). Additional seating opportunities will be available via an update to Exhibit B and subject to Board approval

Commemoration Term

1. The term of a Commemorative Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration and have the plaque removed and returned to the donor. The seating will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Rates for all terms are listed in Exhibit C and may be updated by the Board of Directors.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

Process

1. Applications (Exhibit A) must be completed and submitted to the Recreation, Parks and Facilities Manager. Applications will be honored once plaque inscription has been approved and fees received.
2. Upon approval the Park staff will order and install Commemorative Seating and/or plaque within 12 months of the contract, pending seasonal snow load around the desired location and processing time for plaque and bench.

3. Following installation, all benches will be recorded in the District's Computerized Asset Management System software. This will serve to track the installation date and maintenance history for the bench.

FRIENDS OF THE PARK RECOGNITION BOARD

The Friends of the Park Recognition Board gives individuals an opportunity to recognize meaningful people, pets or places in their lives through an artistic donor board at an attainable price range. Located within North Tahoe Regional Park, the Recognition Board will serve as a commemoration location for friends, pets, or family members that considered North Tahoe special. Recognition Board Plaques providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation, which exists to support improvement projects at any of the Districts' parks and facilities, and District residents in their involvement and participation in the District's Recreation and Park Department sponsored events and programs.

Plaque Design

The Friends of the Park Recognition Board will offer a personalized 10"x2" plaque. Plaque inscription will be limited to three lines of text. All plaques will be ordered and installed by District to ensure consistency.

Friends of the Park Recognition Board Term

1. The Recognition board operates on 10-year cycles. Plaques are placed on a single frame that remains on display for 10-years. At the culmination of 10-years, the frame will be replaced with a new frame for the next 10-years.
2. The term of a Recognition Board Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or have the plaque removed and returned to the donor.
3. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are listed in Exhibit C.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their Recognition. Should the original applicant decline to renew their existing plaque or fail to notify the District of an intent to rededicate, the plaque will be removed.

Process

1. A plaque request for the Recognition Board must be submitted via an application (Exhibit A). All requests must be submitted to the Recreation, Parks and Facilities Manager.
2. Applications will be honored once plaque inscription has been approved and fees received. Plaque will be installed within 12 months of approval of application.

Approval: _____
General Manager/CEO

Effective Date: _____

Revision History:

Version: _____

Effective Date: _____

Pricelist

North Tahoe Public Utility District

875 National Avenue
 Tahoe Vista, CA 96148
www.ntpud.org









North Tahoe Regional Park

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Forest View Bench	\$7,500	\$13,500	\$16,875
Friends of the Park Plaque	\$500	\$900	\$1,125

Tahoe Vista Recreation Area

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Scenic Overlook Square	\$15,000	\$27,000	\$33,750
Scenic Overlook Bench	\$20,000	\$36,000	\$45,000

North Tahoe Public Utility District
 Commemorative Seating Locations

NORTH TAHOE REGIONAL PARK	# AVAILABLE	TYPE	
Field 1 & parking lot	2	Lake View Bench	
Top of Field 2 stairs	2	Forest View Bench	
Top of Sunny Slope Sled Hill	2	Lake View Bench	
Lakeview Trail scenic view	1	Lake View Bench	
Northridge Trail scenic view	1	Lake View Bench	
Tennis Court plaza	2	Forest View Bench	

Pickleball Court plaza

2

Forest View
Bench



Various Disc Golf tees

3+

Forest View
Bench



Aspen ADA Trail

1+

Forest View
Bench



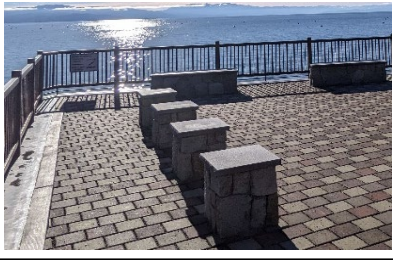
Pam Emmerich Trailhead & Pinedro

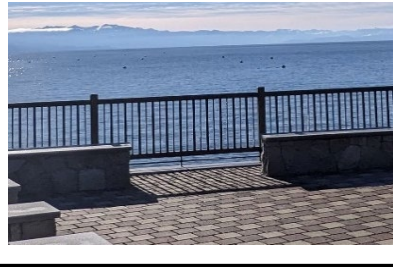
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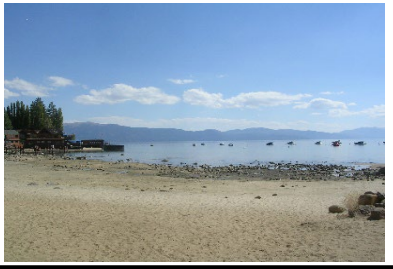
Forest View
Bench



TAHOE VISTA RECREATION AREA # AVAILABLE TYPE

Scenic overlook cube	4	Scenic Overlook Cube	
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Scenic overlook bench	2	Scenic Overlook Bench	
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Beach bench	3	Lake View Bench	
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**North Tahoe Public Utility District
Commemorative Seating and Friends of the Park Recognition Board Application**

Applications must be filled out in full.
Submit completed application to parks@ntpud.org

Applicant Details:

Applicant First Name: _____ Last Name: _____

Applicant Mailing Address: Street: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Cell Phone Number: _____ Alternate Phone Number: _____

Plaque Location Request:

Tahoe Vista Recreation Area

Commemorative Bench: Scenic Overlook Square: Scenic Overlook Bench:

North Tahoe Regional Park

Commemorative Bench: Friends of the Park Recognition Board:

If Commemorative seating has been selected, list desired location choices here (refer to seating locations list):

Preferred location #1: _____

Preferred location #2: _____

Preferred location #3: _____

Plaque Information:

Print memorial plaque inscription exactly as you would like to see on actual product. Your dedication will be manufactured in the exact same formatting and spelling as noted on the application.

Plaque is 10"x 2" of engraved metal. Option of 1-3 lines of text.

Line 1: 21 characters including spaces ^{3/8"} font:

Line 2 (optional) 27 characters including spaces ^{1/4"} font:



Line 3 (optional)- 27 characters including spaces ¼" font:

Commemorative Bench Guidelines:

1. A request for commemoration must be submitted via this application. All applications must be submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. The Manager will base approval of the request and the inscription on adherence to the stated criteria.
3. New benches will be selected and purchased by staff to ensure consistency throughout District facilities and may not be altered by public.
4. In the case of destruction of property in the form of a natural disaster or unforeseeable circumstances, the District is not responsible for replacing the bench nor returning the donation to applicant. If vandalized during the course of the Commemoration, District will replace the product at no cost to the applicant.

Plaque Design:

1. The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription will be limited to three lines of text. Line one will have a 28-character limit with ¾" font. Lines two and three are optional and will be 42-character with ¼" font. All plaques will be ordered and installed by District to ensure consistency.

Term:

1. The term of a Commemorative Plaque and Recognition Board is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration/recognition and have the plaque removed and returned to the donor. The seating will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are available upon request.
3. It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

Approval Process:

1. Applications must be completed and submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. Following installation, all benches will be recorded in the District's Computerized Asset Management System software.



Friends of the Park Recognition Board Approval Process:

1. A plaque request for the Recognition Board must be submitted via an application. All requests must be submitted to the Recreation, Parks and Facilities Manager.
2. Applications will be honored once plaque inscription has been approved and fees received. Fees are payable to the Friends of the Park 501c3 Fund held by the Truckee Tahoe Community Foundation. Plaque will be installed within 12 months of approval of application.

I have reviewed and acknowledge the North Tahoe PUD Commemorative Seating Program Policy and agree to the terms. I acknowledge that the information on this application is correct, and all spelling is accurate.

Signature

Name

Date