



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

April 19, 2017

12:00 p.m. CITY COUNCIL WORK SESSION

Harris Hall

125 East 8th Avenue

Eugene, Oregon 97401

**Meeting of April 19, 2017;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Alan Zelenka, President

Emily Semple

Claire Syrett

Mike Clark, Vice President

Greg Evans

Chris Pryor

Betty Taylor

12:00 p.m. CITY COUNCIL WORK SESSION
Harris Hall, 125 East 8th Avenue

A. WORK SESSION

Overview of Nuisance Codes

B. WORK SESSION

Broadway Plaza Next Steps

The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the receptionist at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El consejo de la Ciudad de Eugene agradece su interés en estos asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,
or visit us online at ***www.eugene-or.gov***.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Overview of Nuisance Codes

Meeting Date: April 19, 2017
Department: Planning and Development
www.eugene-or.gov

Agenda Item Number: A
Staff Contact: Rachele Nicholas
Contact Telephone Number: 541-682-5495

ISSUE STATEMENT

City Council requested this work session to discuss abandoned, vacant properties and other neighborhood livability related codes. Staff will provide an overview of the City's existing codes and the enforcement process. Additionally, staff will provide examples of regulations from other communities that may inform Council discussion related to concerns about vacant properties.

BACKGROUND

At previous work sessions, Council indicated an interest in discussing the impacts of vacant properties as well as other nuisance topics such as; parking on lawns, trash, and a general overview of the City's code compliance process.

Current Eugene Livability Codes

The City has a number of existing codes in place to help protect neighborhood livability and address problem properties. These codes are enforced on a complaint based system. The City receives about 1,600 complaints each year. When a complaint is received staff will attempt to contact the owner or the party responsible for the property. After attempting to contact an owner, staff will conduct an inspection to determine if a violation exists. If necessary, the City can issue an Order to Correct with a deadline for compliance. If a complaint is not resolved through this process the City may issue a Notice of Civil Penalty or a Notice to Abate depending on the situation.

In cases where there's an immediate concern for life and safety of the occupants or first responders who may need to enter the structure, more immediate action may be required. Examples include; unsafe electrical conditions, inadequate exit ways, or unsanitary conditions that threaten the health of the occupant or community. In these situations, the City may take immediate action including posting a building as unsafe or dangerous, vacating any occupants, or disconnecting the power. The City may need to board doors and windows to protect the safety of community members and deter people from entering the structure. Last year the City identified 93 properties as unsafe or dangerous.

The owner of a dangerous building is provided ten days to address the violations. In most situations owners make the necessary corrections to reoccupy the building. There are situations

where the owner may choose to secure the building and leave it vacant rather than make any corrections to reoccupy. As long as the building remains vacant, secure and in compliance with other City codes no further enforcement action can be taken. A number of reasons can cause a house to become vacant. Some of these homes are vacant because the owners have defaulted on their mortgage payments and the banks are in the process of foreclosing on the property. Other times a house remains vacant because the repairs require additional time and money for the owner to address the issues.

Vacant buildings may become an ongoing nuisance for the neighborhood and have an impact on City resources. Without an owner or tenant actively managing and monitoring the upkeep and activity of a property a house may deteriorate into a state of disrepair. Buildings that are vacant and left boarded for long periods of time tend to attract unauthorized occupants (squatters) and other criminal activity. The City's current code does not require a house or building be maintained to any minimum standards which may minimize the impacts abandoned buildings can have on the neighborhood.

Other Communities

Council asked staff to provide information on how other cities are handling the impacts created by the rising number of abandoned buildings. Staff researched other communities including Portland, Gresham, Salem, Hillsboro, Brownsville, Dallas and Corvallis. Staff found that each of these communities has codes in place to address abandoned buildings. The definition of a dangerous or abandoned building varies among communities. Similar to Eugene, these cities can require the abatement of any violations and issue penalties. Corvallis, Gresham, Salem and Portland code include the option to apply to the court for receivership.

RELATED CITY POLICIES

City Council Goals

- Safe Community: A community where all people are safe, valued and welcome.
- Sustainable Development: A community that meets its present environmental, economic and social needs without compromising the ability of future generations to meet their own needs.

Envision Eugene Pillars

- Provide affordable housing for all income levels
- Promote compact urban development and efficient transportation options
- Protect, repair, and enhance neighborhood livability

COUNCIL OPTIONS

No options at this time. Staff will be looking for Council input and direction on next steps.

CITY MANAGER'S RECOMMENDATION

No recommendation is proposed at this time.

SUGGESTED MOTION

No motion is proposed at this time.

ATTACHMENTS

A. Abandoned or Foreclosed Properties

FOR MORE INFORMATION

Staff Contact: Rachelle Nicholas

Telephone: 541-682-5495

Staff E-Mail: rachelle.d.nicholas@ci.eugene.or.us

Abandoned or Foreclosed Properties			
City	Type of Code(s)	Compliance Tools	Property Registration Required
Eugene, OR	Dangerous Building Code Open and Vacant	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Utility Disconnect 	No
Other Cities			
Brownsville, OR	Dangerous Building Code Nuisance: partially dismantled, or constructed more than 30-days	<ul style="list-style-type: none"> • Civil Penalty • Abatement 	No
Corvallis, OR	Dangerous Building Code Livability Code (Aesthetics) https://www.municode.com/library/or/corvallis/codes/code_of_ordinances?nodeId=TIT9BUSACOST_CH9.02COLICO Nuisance Code Derelict Structure Code	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Receivership • Misdemeanor (Class C) <p>Limit use of tarps on roofs to 45 days in a 12 month period.</p>	No
Dallas, OR	Dangerous Building Code Housing Code Standards-Interior and Exterior (Aesthetics) http://library.amlegal.com/nxt/gateway.dll/Oregon/dallas_or/dallascitycode?f=templates\$fn=default.htm\$3.0\$vid=amlegal:dallas_or Nuisance Code includes language to address abandoned building	<ul style="list-style-type: none"> • Abatement • Misdemeanor (Class C) <p>Limit use of tarps on roofs to 30-day with two extensions for weather.</p>	No

Abandoned or Foreclosed Properties			
City	Type of Code(s)	Compliance Tools	Property Registration Required
	<p>“So dilapidated it has become an attractive nuisance, a harbor for vagrants, or enable persons to resort for purposes of committing crime.”</p> <p>“Abandoned for a period in excess of 6-month constitutes an attractive nuisance or hazard to public.”</p>		
Hillsboro, OR	<p>Dangerous Building Code http://qcode.us/codes/hillsboro/</p> <p>Distressed Residential Property Registration</p>	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Registration with fee. 	<p>Yes</p> <p>Local property manager required.</p>
Gresham, OR	<p>Property Maintenance Code-adopted International Property Maintenance Code (Aesthetics) https://greshamoregon.gov/City-Codes-and-Policies/</p> <p>Dangerous Building</p> <p>Derelict Building</p>	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Receivership • Registration Required <p>Limit use of tarps on roofs.</p> <p>Relocation cost for displaced tenant.</p>	<p>Yes</p> <p>Require local contact to be posted on structure.</p>
Salem, OR	<p>Dangerous Building http://new.cityofsalem.net/code/salem-revised-code-056-building-code.pdf</p> <p>Derelict Building</p>	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Receivership • Derelict Structure Fee 	<p>Yes</p> <p>Require local contact to be posted on structure.</p>

Abandoned or Foreclosed Properties			
City	Type of Code(s)	Compliance Tools	Property Registration Required
	Building Property Maintenance (Aesthetics) http://new.cityofsalem.net/code/salem-revised-code-050-property-maintenance.pdf Housing Code http://new.cityofsalem.net/code/salem-revised-code-059-housing-code.pdf	No boarded windows longer than 15-days Limit use of tarps on roofs.	If structure remains derelict a monthly fee is charged by the City.
Portland, OR	Property Maintenance –Interior and exterior standards (Aesthetics) https://www.portlandoregon.gov/citycode/28193 Dangerous Building Code Nuisance Code An abandoned structure is an attractive nuisance if vacant in excess of 6 months. Derelict Commercial Bldg. Code	<ul style="list-style-type: none"> • Civil Penalty • Abatement • Receivership 	No

Information on Oregon Housing Receivership Act can be found in ORS 105.420 to 105.455.

https://www.oregonlegislature.gov/bills_laws/ors/ors105.html

Example of Receivership Code Language: City of Portland <https://www.portlandoregon.gov/citycode/28738>

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Broadway Plaza Next Steps and Potential Renaming

Meeting Date: April 19, 2017
Department: Planning and Development
www.eugene-or.gov

Agenda Item Number: B
Staff Contact: Nan Laurence
Contact Telephone Number: 541-682-5340

ISSUE STATEMENT

This work session provides council an opportunity to review and discuss the possible renaming of Broadway Plaza. To provide context for council discussion, staff will provide background information on the history of the space as well as current plans to activate it with the implementation of the Project for Public Spaces recommendations. The City of Eugene Naming Policy provides criteria and procedure for selecting names of individuals for existing facilities and spaces and is attached for reference.

BACKGROUND

The area at the corner of Broadway and Willamette was originally the site of a two story commercial structure. The building was removed as part of the construction of Eugene's pedestrian mall and named the Central Plaza in 1971. In 1996, it was officially renamed Broadway Plaza by council resolution after reviewing suggestions sent in by the community. In 2003, the sculpture of Ken Kesey was added. In September 2010, a naming policy was adopted to guide the naming of City-owned facilities in a fair, objective and consistent manner (see Attachment A).

In late 2015, the City issued a Request for Expressions of Interest, which was in response to a purchase offer received to redevelop the plaza for a multi-story mixed use project. In February 2016, a council work session was held to provide an opportunity to discuss the three expressions of interest received for Broadway Plaza and to provide initial feedback on pursuing any of them. Based on direction at that meeting, staff met with all three respondents to try to find common ground but was unable to get the parties to agree on a mutually acceptable vision.

In August 2016, City staff began the Downtown Placemaking Initiative, "Places for People," with a robust public engagement effort focusing on four primary public spaces downtown: the Park Blocks, Broadway Plaza, the Hult Center Plaza and the Public Library sidewalk area. Initial work began with the assistance of placemaking consultants Project for Public Spaces (PPS). PPS analyzed the spaces, conducted numerous interviews with stakeholders, and distributed a survey which resulted in nearly 2000 responses. Based on what they heard and observed, PPS drafted a report of their community engagement findings with suggestions and direction for creating public spaces that are active, welcoming, safe, and inviting. This report was presented to council in February 2017. As the heart of the downtown commercial district, the goal described for

Broadway Plaza is to create active uses throughout the day with a mix of food and beverage retail, entertainment programs and activities. A final report by PPS will be available shortly and will incorporate the ideas and comments received at the work session and the subsequent meetings with stakeholders.

In November 2016, Council considered the action to rename and rezone Broadway Plaza. At that time, it was moved to table the action until the public spaces review by PPS was concluded and could be discussed.

Based on the results of the community engagement effort and the recommendations from PPS, staff is now working on developing concepts for the “lighter, quicker, cheaper” projects that can be implemented this summer in key public spaces downtown. This approach allows us to pilot some of the uses and activities recommended by PPS before pursuing full implementation. Staff will eventually be reporting back to Council with recommended long-term improvements for all the downtown public spaces based on what we learn between now and this fall. Staff is coordinating and collaborating with numerous partners for these projects, including social service agencies, property and business owners, the Chamber of Commerce, the Farmers Market, the Saturday Market, Downtown Eugene Inc. (DEI), and other stakeholders. The Places for People project is also coordinated with related City efforts including public safety, downtown development, the new City Hall, arts and programming and the Willamette to Willamette Project.

RELATED CITY POLICIES

City of Eugene Naming Policy, adopted September 27, 2010

Regional Prosperity Economic Development Plan

- Strategy 5: Identify as a Place to Thrive - Priority Next Step - Urban Vitality

City Council Goal of Sustainable Development

- Increased downtown development

Eugene Downtown Plan

- Downtown development shall support the urban qualities of density, vitality, livability and diversity to create a downtown, urban environment.
- Emphasize Broadway, Willamette Street, 5th and 8th Avenues as Great Streets through public improvements and development guidelines. Include portions of these streets as follows: 8th Avenue between Willamette Street and the Willamette River.
- Enhance public places throughout downtown through the careful design of civic buildings, streetscapes, parks and plazas. Include public art and other elements to create special places for all ages.
- Connect special places downtown with enhanced street designs, public art, directional signs, transit routes and historic markers to create an inviting and memorable route through downtown.

- Support public safety activities that increase visibility, access actual and perceived safety for individuals and property downtown.
- Enhance functional designs for streets, sidewalks and related public improvements with carefully chosen design elements, including materials, alignments, plantings and streetscape elements.
- Actively pursue public/private development opportunities to achieve the vision for an active, vital, growing downtown.
- Reinforce the creative, distinctive culture of downtown as the arts and entertainment center of the city.

Climate Recovery Ordinance

- An active, inviting, well-designed public open space downtown enhances walkability and livability, supports downtown as a 20-minute neighborhood, and reduces reliance on fossil fuels.

COUNCIL OPTIONS

No options at this time. Staff will be looking for council input and direction on next steps.

CITY MANAGER'S RECOMMENDATION

No recommendation is proposed at this time.

SUGGESTED MOTION

No motion is proposed at this time.

ATTACHMENTS

Attachment A: City of Eugene Naming Policy, adopted September 27, 2010

FOR MORE INFORMATION

Staff Contact: Nan Laurence
Telephone: 541-682-5340
Staff E-Mail: nan.laurence@ci.eugene.or.us



City of Eugene Naming Policy

Adopted September 27, 2010

OBJECTIVE

The intent of the City of Eugene naming policy is to guide the naming of City-owned facilities in a fair, objective and consistent manner, and aid in the selection of names that are suitable to the property or facility, respectful of the history of the site or area, useful to the public in locating the facility and reflect prevailing or emerging community culture. For the purposes of this policy, “facility” shall be used to mean any building, park, street, natural area, bridge, or other City- owned structure.

GENERAL

The establishment of formal legal names of permanent real property owned by the City of Eugene requires administrative action. Only the Eugene City Council retains the authority to establish formal legal names for City-owned facilities.

It will be the general policy of the City of Eugene when naming facilities to incorporate a geographic, natural, historic, or geological feature as part of the name to assist the public in recognizing the location. The use of geographic areas or neighborhood locations for naming promotes community identification, thus creating a sense of ownership by citizens.

As an alternative, the council may consider honoring individuals whose achievements represent a lasting legacy to the mission of the City of Eugene and the community it serves, or donors making significant financial contributions to the construction of or ongoing operation of the facility by incorporating that individual’s name in the name of the facility. Whenever practicable, the individual’s name will be incorporated into the existing geographic name. In the event that an individual’s name is considered, the City Council will take great care to ensure that the individual is of such character and integrity that the name will endure as an honor in the present and into the future. At no time will a facility be named after a business.

It is the policy of the City Council not to rename existing facilities which have been dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

All naming proposals for major City-owned facilities will be subject to a public comment process during which objections to the proposal may be raised. The council may choose to empower an appropriate existing committee or create an ad-hoc naming committee, appointed by the Mayor, to ensure the integrity and completeness of the naming process. In general, members of an ad hoc Naming Committee will possess a public service background and have a working knowledge of state and local history.

Existing naming policies shall remain in effect unless the application of the following procedures is warranted. Factors used in determining which policy shall be applied may include size and scope of the facility, level of public interest, and significant historical event.

CRITERIA FOR CONSIDERING INDIVIDUAL'S NAME FOR BOTH NEW AND EXISTING CITY FACILITIES

The City Council may consider naming a facility after an individual who has been deceased for a minimum of one year as of the date of the submission of the proposed name and who meets at least one of the following criteria:

- Regional or local leader with strong, identifiable ties to the community or, specifically, to the facility being named.
- City resident who has distinguished himself/herself in public service as an elected or appointed official or volunteer with strong, identifiable ties to the City organization.
- Individual nominated for dedication of a specific facility by a donor who gives:
 - ✓ At least 50 percent of the total cost of the facility donated at the time of construction;
 - ✓ At least 50 percent of the total cost of major renovation or upgrade donated at the time of renovation or upgrade; or
 - ✓ The land comprising the building site or the cost of the land donated at the time of purchase.
- Individual nominated for dedication of a space/room in the facility by a donor who makes a significant financial contribution to the facility.

I. PROCEDURE FOR SELECTING NAMES FOR NEW FACILITIES

The following procedures shall be used in selecting names for new City-owned facilities.

A. City-Owned Facilities

1. Staff will notify the council about a naming opportunity at least 12 months prior to the scheduled opening of a new facility or at the earliest opportunity. The council may choose to designate an appropriate committee or convene an ad hoc naming committee to recommend a geographic name for that facility and to identify and analyze any real costs associated with the proposal. The proposed name will be based on the location served by the facility or its history.
 - a) Individual or groups who wish to submit a recommendation to the City Council will provide the following information in writing (*see Attachment D*):
 - ✓ Description of facility to be named
 - ✓ Proposed name
 - ✓ Description of how the naming proposal meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
 - ✓ Biographical information, including date of the death, if applicable
 - ✓ Explanation of how naming facility would improve community awareness and historical perspective
2. A name for the new facility will be proposed to the City Council at a regular council meeting. This meeting will initiate a public comment period, the purpose of which is to ensure that the proposed geographic name and/or any individual names proposed by stakeholders or citizens are accepted by the community.

3. During the public comment period, staff will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain the following information:
 - (a) A description of the facility to be named, its location, and its proposed name
 - (b) The deadline for submitting comments (either in writing or in person)
 - (c) The address to which citizens may send their comments
 - (d) The dates, times, and locations of the council meetings to be held during the public comment period, at which citizens may comment on the proposed name.
4. If public response suggests the need for an alternate name, the Naming Committee will consider other names and make an appropriate recommendation to the council. The recommendation will include the rationale for the committee's choice.
5. The council will hear the final recommendation and, unless further deliberation is needed, will vote on the recommendation at a regular council meeting.

B. Streets

The process for naming streets is prescribed in planning laws and regulations (*see Attachment A.*)

C. Library Amenities

The criteria for the naming of features and amenities at the Eugene Public Library were set by a council-appointed committee, and are maintained by a three-member City of Eugene/Eugene Public Library Foundation (EPLF) committee and coordinated by the EPLF (*see Attachment B.*)

D. Parks and Open Spaces

The Parks and Open Space Division oversees the naming of park lands and features within the Eugene parks and open space system, with the exception of large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, are evaluated and processed in accordance with established guidelines (*see Attachment C.*)

II. PROCEDURE FOR SELECTING NAMES OF INDIVIDUALS FOR EXISTING FACILITIES AND SPACES

In most cases, renaming an existing facility will occur only when a facility has a generic name or in recognition of and response to evolving political/social perspectives and sensitivities.

At any time, citizens or other stakeholders may suggest names for an existing facility or for spaces in and around City-owned facilities to the City Council in writing; however, the council will not rename facilities or existing facility spaces which have been previously dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the City of Eugene or the community it serves.

A. Renaming City-Owned Facilities

1. When submitting a proposal to rename an existing facility, the person(s) requesting the change will provide the following information (*see Attachment D.*):
 - ✓ Description of feature to be renamed
 - ✓ Proposed name
 - ✓ Concise description of reason(s) for the name change
 - ✓ Description of how the renaming request meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
 - ✓ Biographical information, including date of the death, if applicable
 - ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective
2. The City Council may refer a suggested name(s) to an appropriate existing committee or ad hoc Naming Committee. The Naming Committee will meet to review any suggestions and will make a recommendation to the council. During its review, the committee will identify and analyze potential consequences and any financial implications associated with the proposed name.
 3. When a name is suggested for an existing facility, the council will initiate a public comment period and will notify the public of the proposed name through press releases, public service announcements, the City's website, or other effective means of communication. Any notification will contain:
 - ✓ A description of the facility to be named, its location, and its proposed name
 - ✓ The deadline for submitting comments (either in writing or in person)
 - ✓ The address to which citizens may send their comments
 - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
 4. If multiple suggestions are made for the same facility or space, the Naming Committee will select one name to recommend for approval, but may recommend the other suggested names for other spaces in the facility.
 5. The council will hear the Naming Committee's recommendation and, unless further deliberation is needed, will vote on the recommended name at a regular council meeting.
 6. If additional deliberation is needed, the vote will be postponed until a subsequent council meeting. The Naming Committee will clarify its recommendation before that council meeting.

B. Renaming Streets

The process for renaming streets is currently set forth in Eugene Code sections 9.8475 – 9.8490. Applications for street name changes are submitted to the Eugene Planning Division and vetted by the Planning Commission (see Attachment A).

III. STAFF-INITIATED REQUESTS

Naming/renaming of public meeting rooms and subsections of City facilities will be made by the City Manager or his designee, but may come to the City Council for approval at a regular council meeting, or, in situations of lower public interest, via council memo at least four weeks prior to formalization of the proposed name.

ENDORISING PROPOSALS FROM OTHER JURISDICTIONS

In the event the Mayor and City Council are asked to endorse a proposal for naming or renaming a facility not under the City's jurisdictional authority, the following information shall be required:

- ✓ Written letter or statement of request
- ✓ Description of public process for vetting the proposed name
- ✓ Impact analysis, including financial implications, community impact, potential negative impacts, associated with the naming or renaming.

A minimum of six councilors voting in the affirmative is required for the City Council to officially endorse a naming proposal. In the event this threshold cannot be met, a formal notice will be sent to the requesting agency stating that the City Council has no position on the request.

COUNCIL-INITIATED PROPOSALS TO OTHER JURISDICTIONS

Individuals, advisory groups, organizations, individual councilors, or the council as a body may wish to recommend a name for a facility not under the City of Eugene's jurisdiction. In these cases, the following procedure will be used to develop a formal recommendation:

1. Individual or group submits recommendation in writing to City Council via letter or nomination form.
2. Recommendation is placed on Consent Calendar for initiation of public comment period.
3. Notification about the public comment period will occur on the City's website or by other effective means of communication and will consist of:
 - ✓ A description of the facility to be named, its location, and its proposed name
 - ✓ The deadline for submitting comments (either in writing or in person)
 - ✓ The address to which citizens may send their comments
 - ✓ The dates and times of at least one public forum to be held during the public comment period at which citizens may comment on the proposed name
5. Staff identifies any potential impacts associated with the proposal, including financial implications.
6. Following the public comment period, the proposal is scheduled for action by the City Council.
7. Official letter of recommendation is prepared and sent to governing agency.

ATTACHMENTS

- A. Street Naming Policy (including relevant code provisions)
- B. Library Naming Policy
- C. Parks and Open Space Naming Policy
- D. Application for Naming/Renaming Facilities

Suggested Road Naming Guidelines Lane County, Oregon

Recently, many new road names became problematic for address and road name users. Developers have proposed road names that are identical or too similar to existing road names in Lane County. There have also been problems with road names containing road types, alpha/numeric, etc. This results in difficulties for many public agencies, private companies, the U.S. Postal Service, E9-1-1, residents, and the public at large.

Lane Council of Governments (LCOG) facilitated a meeting with local governments and the U.S. Postal Service to create guidelines to accommodate the needs of Planners, Addressing, Public Safety, and U.S. Postal Service staff when reviewing new road names and proposed road name changes. The guidelines apply to both public and private road names.

Generally, each jurisdiction involved in reviewing subdivision plats and proposed road name changes already has an existing review process. In addition to these existing review processes, it was concluded that it would be beneficial to have the U.S. Postal Service, E9-1-1, and LCOG review proposed road names. In an effort to reduce the amount of paper involved with this additional step, correspondence will be sent via e-mail. An e-mail group list has been created and can be found on the RIS network as *LCOG Roadnames. Another benefit of the group list is that it may help prohibit identical or too similar road names from being approved by two different entities simultaneously. Those who send proposed road names to the e-mail group list should give reply deadlines. Recipients should reply that the proposed road name is acceptable or unacceptable before the deadline.

Guidelines:

These guidelines do not conflict with any existing regulations within Lane County. Road names can be checked by using www.rlid.org. This site contains all road names within Lane County where building permits have been issued.

Do not accept:

- Road names without a valid road type;*
- Road names with post-directionals (ex: Woodlake Way South);
- Road names with pre-directionals contained within the *road name* field (instead of in the pre-direction field). Pre-directionals that are attached to another word in the road name (no space between words) are acceptable (ex: South Ridge Dr is not acceptable, Southridge Dr acceptable);
- Road names with punctuation (ex: St. Ives Pl, Be-ell Pl, or Hooton's Corners Rd);
- Road names with potentially confusing foreign names (ex: Soufreiere Ct);
- Road names that are alpha/numeric (ex: Bonners Lane 1);
- Road names that sound like existing road names (ex: Cortland/Portland);
- Road names that contain more than 20 characters (ex: Goodpasture Lakes Loop Rd);
- Road names that contain a road type within the road name (ex: Woodway Pl);*
- Road names that contain a sound-alike of a road type within the road name (ex: Brenelain Ave);*

Do not accept (cont'd)

- Road names that are identical to an existing mailing or incorporated city;
- Road names that are in general confusing, or have unusual spellings (ex: Acres on Taylor Ave or Hodsdonsdale Ln);
- Road names that contain abbreviated MT (mount/mountain) or ST (saint) without another word following (ex: Shasta MT Rd not acceptable, MT Shasta Rd is acceptable). There will be no punctuation but it must contain a valid road type;
- Road names with TRL as a road type. "Trail" in the road name is acceptable with a valid road type (ex: Deer TRL not acceptable, Deer Trail Rd is acceptable).

Proposed road names that already exist in Lane County will be reviewed on a case-by-case basis. Because the Master Street Address Guide (MSAG) is maintained at a county-wide level, it would be less confusing to avoid duplication of road names in Lane County.

Additional guidelines:

Naming cul-de-sacs:

- A new road name is preferable
- For short cul-de-sacs which can be addressed between the lowest and highest addresses of the "root" road where it connects with the cul-de-sac, it is acceptable to use the same road name *and* type as the root road. Do not use a different road type. (ex: a cul-de-sac off of Teralee Ln should be named either Teralee Ln or an entirely different road name)

If you have any questions regarding these guidelines, please contact Carolyn Housdorf at (541) 682-6437 or chousdorf@lcoq.org.

*Valid road types are: Aly, Ave, Blvd, Cir, Ct, Dr, Hall, Hwy, Ln, Lp, Pike, Pkwy, Pl, Rd, St, Ter, and Way.

Relevant Code Sections

Standards for Streets, Alleys, and Other Public Ways

9.6855 **Street Names.** Wherever practical, streets that are in alignment with existing named streets shall bear the names of such existing streets. Names for streets that are not in alignment with existing streets are subject to approval by the planning director and shall not unnecessarily duplicate or resemble the name of any existing or platted street in Lane County.

(Section 9.6855, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)

Street Name Change

9.8475 **Purpose of Street Name Changes.** Requests to rename an existing street may be generated by a variety of circumstances. In many cases, there are other existing streets in the city that have similar sounding names resulting in confusion for the postal service, emergency response services and the general public. Applications to rename a street are subject to state law that requires the planning commission to review the request and make a recommendation to the city council for final action.

(Section 9.8475, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)

9.8480 **Applicability.** Any existing street or highway, other than a county or state road or highway, may be renamed by the city council provided it is within six miles of the limits of the city and within the Eugene Urban Growth Boundary. Street name changes are subject to the Type IV procedural requirements beginning at EC 9.7400.

(Section 9.8480, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)

9.8485 **Street Name Change Approval Criteria.** The planning commission shall recommend, and the city council shall approve an application for a street name change upon determining that a proposed renaming is in the best interest of the city.

(Section 9.8485, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)

9.8490 **General Requirements.** The city council by ordinance shall rename a street or highway in accordance with the recommendation of the planning commission, or by resolution shall reject the recommendation. A certified copy of the ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of the streets and roads as required by state law.

(Section 9.8490, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)



**EUGENE PUBLIC LIBRARY
NAMED GIFT OPPORTUNITIES**

A three- person committee decides all deletions and additions to the named gift opportunities list, which was originally created by the City Council-appointed “Named Gifts Committee.” That committee is currently comprised of Library Services Director Connie Bennett, Eugene Public Library Foundation (EPLF) Board President Connie Regali (to be replaced next month by incoming president Larry Deckman), and EPLF Executive Director Jim Olney.

Once a named gift opportunity is identified and approved by this committee, EPLF handles all donations and naming. The list of current gift opportunities is listed below and is available on the EPLF website.

Over \$250,000

<i>Children’s Center</i>	<i>\$1,000,000</i>
<i>Grand Staircase</i>	<i>\$1,000,000</i>

Over \$50,000 and under \$250,000

<i>Children’s Center Courtyard</i>	<i>\$250,000</i>
<i>Electronic Resources Room</i>	<i>\$100,000</i>
<i>Eugene Skinner sculpture</i>	<i>\$75,000</i>

Over \$5,000 and under \$50,000

<i>Billy Goats Gruff sculpture</i>	<i>\$50,000</i>
<i>Conference Center Breakout Area</i>	<i>\$35,000</i>
<i>Carnegie Table</i>	<i>\$10,000</i>

\$5,000 and under

<i>Study Tables</i>	<i>each \$5,000</i>
<i>Study Carrels</i>	<i>each \$5,000</i>
<i>Rotunda Steps</i>	<i>each \$2,500</i>
<i>Computer Stations</i>	<i>each \$2,500</i>
<i>Upholstered Chairs</i>	<i>each \$2,000</i>
<i>New Library Chairs</i>	<i>each \$1,000</i>
<i>Buy a Library Book Stack</i>	<i>each \$1,000</i>
<i>Buy a Library Book Shelf</i>	<i>each \$100</i>

Donation Guidelines
City of Eugene Parks and Open Space

APPENDIX A

NAMING POLICY FOR PARK LANDS AND FEATURES

1. INTRODUCTION AND PURPOSE

The Parks and Open Space Division shall oversee the naming of park lands and features within the Eugene parks and open space system, with the exception of certain large buildings such as community centers and aquatic facilities. To ensure fair and consistent application of naming, all park lands and features requiring naming, or for which formal naming is requested, shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

2. JURISDICTION

The establishment of formal legal names of permanent real property owned by the City of Eugene, including parks, requires legislative action and cannot be accomplished through administrative action. Only the Eugene City Council retains the authority to carry out legislative action to establish legal names. Features or distinct areas within parks, however, such as picnic structures or gardens, can be named through administrative action.

3. COMMON NAME VS. LEGAL NAME

For operational and public identification purposes, the Parks and Open Space Division frequently refers to park property by a particular name which has not been legally defined or assigned by the City Council. Such names are called “common” or “use” names. In many cases, common names are used for long periods of time, and subsequently appear in documents and printed materials. Names may only achieve a legal standing by one of two means:

1. Eugene City Council resolution adopting the name
2. Eugene City Council adoption of a plan or document in which the common or use name is clearly used to identify the property or facility

4. NEW PROPERTY AND FEATURES

As new property is acquired and new features are constructed, the City of Eugene Parks and Open Space Division typically establishes a name based on one or more of the source criteria listed below. Similarly, the Division may establish a name for existing parks property or features which have not been named.

Adjacent Street - Names referencing an adjacent street.

Geography – Names referencing geographical characteristics of an area near the park or facility, with consideration being given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.

History - Names referencing a historic person, place, culture, or event associated with the land or facility.

Subdivision/Neighborhood - Names referencing the surrounding neighborhood or subdivision comprising a significant portion of the park service area.

Donation Guidelines
City of Eugene Parks and Open Space

5. RECOGNITION NAMING

Naming park land or features in recognition of a person, group or entity shall be considered based on the following criteria:

Donor - Names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered where the appraised value of the donated land is \$500,000 or greater, and where the donated land represents at least 51% of the area of a particular park. Naming of donated features constructed using donated funds, may be considered for donations of 51% of the feature construction or acquisition cost, or \$100,000, whichever is greater. Long-term gifts and endowments are encouraged and may also be considered for naming opportunities.

Honoring a Living Person - Park land and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature.

Honoring a Deceased Person – Park lands and features may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after 2 years from the date of death.

Group Recognition - Park lands and features may be named to recognize an organization or group for extraordinary gifts or service to the community.

6. RENAMING PROCEDURES

In order to respect past community values, a commonly- or legally-named park or feature shall not be renamed in its entirety under most circumstances. The following procedures describe the process for renaming park lands and features in a variety of circumstances:

Renaming Through Public Process

During public discussions within a park or open space resources plan update process, a general consensus may be reached to rename park land or features to better reflect current community values or the area's special characteristics, or for similar reasons deemed significant by participating members of the community. Public discussions of naming shall be directed to address the criteria outlined herein.

Legal change of the name for a park does not occur unless or until formally adopted by the City of Eugene Council. Name change for a feature or area within a park will take place when the plan is adopted by administrative order.

(continued next page)

Donation Guidelines

City of Eugene Parks and Open Space

Renaming Features Outside of Public Process

Requests for renaming outside of a public process may originate from members of the community, organizations, or elsewhere. An official written request for renaming must be sent to the Parks & Open Space Division containing the following information:

- ✓ Description of feature to be renamed
- ✓ The proposed name
- ✓ Concise description of reason(s) for the name change
- ✓ A description of how the renaming request meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming a park or feature would improve community awareness and historical perspective

Renaming a Park Outside of Public Process

Typically such requests will need the individual support of the Mayor or a City Councilor in order for staff to be instructed by the City Council process the request. Such requests will generally need the same types of information as indicated above for renaming a feature.

7. NAMING APPROVAL PROCEDURES

All naming requests and proposals shall be reviewed by the Parks and Open Space Division. Requests shall be reviewed by Parks and Open Space Division staff, who shall forward a recommendation to the Director, who may elect to accept or reject the request. The Director may elect to forward the naming request to the Eugene City Council for action if the request is judged to have a high level of controversy, or to change names with prior legal standing. The Director may decline to forward the request to the Eugene City Council for naming of subordinate areas or features within a park.

On receipt of a request from the City Council to consider renaming a park, staff will evaluate the information provided and return a recommendation to the City Council regarding the request. The Council would then make the decision.



City of Eugene Application for Naming Facilities

The naming of facilities follows City of Eugene policy. The Eugene City Council has sole responsibility for establishing formal legal names for City-owned facilities.

I/We _____ request that the name of
(Name of applicant)
_____ be considered for the
(proposed name)
_____ facility located at
(current or functional facility name)

(address or description of location)

Summary of recommendation (additional documents may be attached to this form)

If proposed name recognizes a living or deceased person, please include the following:

- ✓ Compelling evidence of the extraordinary contribution of the individual to the community
- ✓ Date of the death, if applicable
- ✓ Explanation of how renaming facility would improve community awareness and historical perspective

Person(s) submitting this proposal (please print):

Address:

Phone: _____ Email: _____

Date submitted: _____