



City of Lacey, Washington Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, October 23, 2023

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Approval of Agenda, Previous Meeting Minutes, and Consent Items:

- A. Approval of Agenda
- B. Approval of August 28, 2023 meeting minutes

4. Public Comment:

Refer to the bottom of the agenda for instructions on how to provide public comment.

5. Inspirational Item:

- A. Commissioner Hart

6. Business Items:

- A. **Welcome Lacey Youth Council Representative Samuel Tatarian and Lacey Youth Council Overview**
Sadie Siglin, Management Analyst
- B. **Advisory Board Open Positions: Planning Commission**
Ryan Andrews, Planning Manager
- C. **Community Liaison Program Overview**
Sadie Siglin, Management Analyst
- D. **Land Acknowledgement Implementation**
Shannon Kelley-Fong, Assistant City Manager

7. Commissioner Reports:

- A. Community Forum - Centering Immigrant Communities

8. Director Report:

- A. Naming of City Facilities Overview

9. Adjourn

Next Meetings and Events:

- **Community Forum: Centering Immigrant Communities** - November 8, 2023 - 6:00 p.m. at Lacey Timberland Library
- **Commission on Equity Meeting** - November 27, 2023 - 5:30 p.m. at City Hall or remote

Attendance and Public Comment

Attend Remote or In-Person

There are several ways to attend the Commission on Equity Meeting:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: <https://us02web.zoom.us/j/86717728268>

City Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=0vM0UYUTeN8>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 867 1772 8268)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

<https://us02web.zoom.us/j/86717728268>

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please email written public comments to coe@ci.lacey.wa.us by 12:00 p.m. on Monday, October 23, 2023. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





City of Lacey, Washington
Commission on Equity Minutes
Monday, August 28, 2023 - Council Chambers and Online

Roll Call

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Vice Chair Annie Clay, Kristine Stolberg, Makieda Hart, Kim Sauer, Jon Hegwood

EQUITY COMMISSIONERS ABSENT: Thelma Jackson

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Kelly Adams, Special Projects Administrator; Sarah Hock, Executive Director of Joint Animal Services

Call to Order

1. Approval of Agenda, Previous Meeting Minutes, and Consent Items:

- A. Approval of Agenda
- B. Approval of July 12, 2023, LGBTQIA+ Community Forum minutes
- C. Approval of July 24, 2023, meeting minutes

**Vice Chair Clay moved to approve the agenda and consent agenda.
Commissioner Hart seconded. Motion carried.**

2. Public Comment:

The Commission received zero (0) verbal and one (1) written public comment.

The deadline to submit written public comments was 12:00 p.m. the day of the

meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

3. Inspirational Item:

A. Commissioner Kim Sauer

Commissioner Sauer shared two inspirational quotes from Mother Theresa on kindness and doing great things.

Commissioner Hart offered to provide the Inspirational Item for September.

4. Business Items:

A. Joint Animal Services Overview

Sarah Hock, Joint Animal Services Executive Director

Hock shared a presentation on the mission, partnerships, and operations of Joint Animal Services. Discussion ensued.

B. Legislative Meeting Process Overview

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented the legislative meeting process for the City of Lacey and recommended improvements under consideration by the Lacey City Council. Discussion ensued.

Commissioner Hart moved to recommend Option 1: To peruse alternatives to the current legislative process to reduce potential barriers to participation to the Lacey City Council. Vice Chair Clay seconded. Motion carried.

5. Commissioner Reports:

Vice Chair Clay inquired on the status of the City's Land Acknowledgment policy. Kelley-Fong clarified that the draft policy will go before the Lacey City Council in September.

Vice Chair Clay inquired on the current process for street naming. Kelley-Fong will share the process for memorial roadways with the Commission.

Commissioner Sauer shared information about the next Community Forum, with a focus on the immigrant community. The meeting will tentatively take place on



November 8th from 6:30 p.m. to 8:00 p.m.

6. Director Report:

A. LGBTQIA+ Community Forum - Online Survey Update

Kelley-Fong provided an update that the Staff Report on the LGBTQIA+ Community Forum now includes information from the online survey results.

B. Lacey Police Department Community Academy

Kelley-Fong provided information on the Lacey Police Department's second annual Community Academy. The Community Academy is a seven-week course for community members to increase awareness covering a range of topics, including hiring, operations, outreach, and more. Discussion ensued.

7. Adjourn

Chair Brown adjourned the meeting at 7:44 p.m.

Next Meetings and Events:

- **Commission on Equity Meeting** - Monday, September 25 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - Monday, October 23 - 5:30 p.m. at City Hall or remote





Commission on Equity October 23, 2023

SUBJECT: Community Liaison Program Overview

RECOMMENDATION: Informational only. Initial introduction of Community Liaison Programs.

STAFF CONTACTS: Shannon Kelley-Fong, Assistant City Manager *SKF*
Sadie Siglin, Management Analyst *SS*

ATTACHMENTS: [Presentation - Community Liaison Program Overview](#)

FISCAL NOTE: Unknown. Additional research is required.

PRIOR REVIEW: Previous high-level discussion.

2023 WORKPLAN: Q2 – 6 “Research and review paid community liaison programs”

BACKGROUND:

The following provides a brief overview of community liaisons.

What are community liaisons?

Community liaisons are professionals who interact with a local community on behalf of an organization or local institution. Their main role is to develop and maintain relationships with key community members for the organization or institution. Community liaison programs enhance community engagement and provide opportunities to meaningfully involve a broader range of voices in the community.

What services can community liaisons provide?

Community liaisons can provide a variety of valuable services to help improve communication and engagement in the community. These services can include:

1. Advising on outreach materials
2. Participating in focus groups
3. Conducting door-to-door outreach
4. Providing translation services

5. Interpreting at events
6. Assisting local institutions with comprehensive plans

How do community liaisons programs work?

Community liaison programs can vary in structure, but all are grounded in equity. Program models include:

1. One-Way Models: Distributing information
2. Two-Way Models: Consulting with the community and gathering community input
3. Project-Based Models: Empowering liaisons via a Community Action Project
4. Multiple Model: Includes aspects of or a combination of each model

The attached presentation provides examples of successful community liaison programs from other institutions, including:

1. Seattle, WA - [Community Liaisons - Neighborhoods | seattle.gov](https://seattle.gov/neighborhoods/communityliaisons)
2. Renton, WA - [Mayor's Inclusion Task Force - City of Renton \(rentonwa.gov\)](https://rentonwa.gov/mayors-inclusion-task-force)
3. Boulder, CO - [Community Connectors Program | City of Boulder \(boulder.colorado.gov\)](https://boulder.colorado.gov/community-connectors-program)
4. United States Forest Service - [COMMUNITY LIAISON PROGRAMS What They Are and How They Work \(forestsandrangelands.gov\)](https://forestsandrangelands.gov/communities/COMMUNITY-LIAISON-PROGRAMS-What-They-Are-and-How-They-Work)
["Better than Ever": Partnership of Community Liaisons, USFS & Incident Management \(forestsandrangelands.gov\)](https://forestsandrangelands.gov/communities/better-than-ever)

Community Liaison Program Overview



What is a community liaison?

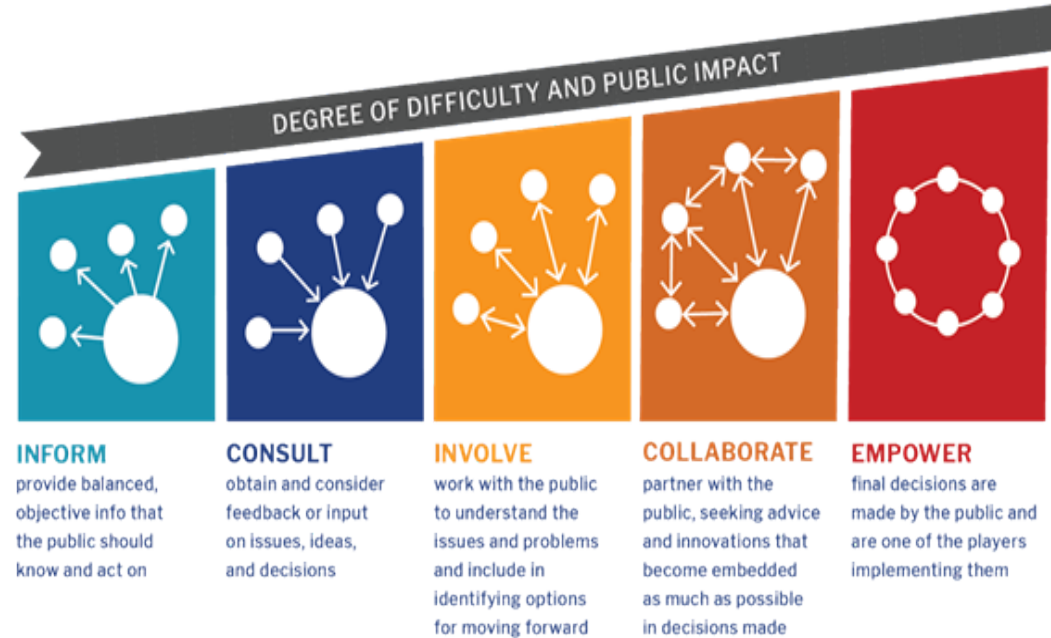
A professional who manages communication between local institutions between local institutions and their community.



What services can a liaison provide?

Community Liaison programs are emerging as a powerful tool to enhance community engagement and offer opportunities to meaningfully involve a broader range of voices. Community Liaisons can provide services such as:

- Advising on outreach materials
- Participating in focus groups
- Conducting door-to-door outreach
- Online engagement
- Working with the ethnic media
- Translating and proofreading documents
- Interpreting at events
- And more



- All models are grounded in equity.



Success Stories



City of Seattle- Community Liaisons

The Education and Human Services Department houses the Department of Neighborhoods. The Department of Neighborhoods hires independent contractors to serve as Community Liaisons.

Currently have 65 members, with a goal of 120.



2022 Seattle population per U.S. Census: 749,256

Successful Endeavors

- Liaisons reached over 2,000 people, speaking over 16 different languages
 - 60% had never interacted with City government before
- Partnered with 13 City Departments, aiding over 40 projects, programs, and initiatives
- Developed specialized engagement for underserved businesses
- Developed a team of liaisons devoted to Seattle Public Utilities Department
- Assisted with the Comprehensive Plan Updates
- Assisted with the Tenant Improvement Fund
- And more.



City of Renton- Mayor's Inclusion Task Force

Housed in the Executive Department, the Mayor's Task Inclusion Force was founded in 2015 to create a network of community leaders to represent different communities throughout the City.

30 liaison members all serve as volunteers without compensation. Volunteers serve two-year staggered terms.

Successful Endeavors :

- Co-Sponsors for the annual Renton Multicultural Festival
- Established the Commission on Equity in 2020
- Continually work with the City's Emergency Management team
- Provide input to Renton HR on employment barriers
- Provide language translation services
- Present at Inclusion Workshop sessions
- And more.



2022 Renton population per U.S. Census: 104,047



Boulder, CO - Community Connectors Program

The City Manager's Office is the home of the Community Connectors Program. The Community Connectors Program employs different project groups of community connectors who work both in a project based capacity and as a regular work group to support and empower underrepresented communities

Common goals for all project groups are to:

- Partner with the city to co-design engagement opportunities
- Co-creating culturally relevant online and print advertisements and associated video content
- Assist with the City mater plans
- Help community members apply for jobs
- Aid in Emergency Response; and more

Community Connectors receive a stipend of \$22 per hour for 32 hours.
The time commitment varies based on the project group.

2022 Boulder population per U.S. census: 635,067



Boulder, CO - Community Connectors Program

Current Connector Project Groups	Connectors per Program
Connectors-in-Residence	8
Comprehensive Flood and Stormwater Master Plan Update	2
Parks & Recreation Master Plan Update	2
Recovery Equity Connectors	6
Emergency Response Connectors	14
East Boulder Subcommunity Planning Working Group	2



Boulder, CO - Community Connectors Program

Connectors-in-Residence

Connectors-in-Residence elevate the experiences and voices of historically excluded communities by reducing barriers to community engagement and advancing racial equity.

Stipend based on 4hrs a week.

Current Endeavors

- Racial Equity Instrument review, feedback, and case study
- Barriers to Boards & Commissions Participation - Testimony to Council
- CU System Social Justice Summit Session
 - 1,900 participants provided feedback for future events.
- City Budget Cycle partnership with Finance
- Building Power & Raising Voices forums; and more.



Like Kind Programs



U.S. Forest Service

The U.S. Forest Service has developed long-standing and successful interagency Community Liaison Programs across the country that have resulted in better understanding, communication and working relationships among the wildland fire community, local ranchers, community members, and permittees.

Community liaison programs are crucial for information sharing in sparsely populated regions.

Their purpose is to provide interactive communication between the community, wildland fire managers, and Incident Management Teams (IMTs) about how fires are managed, what values are at risk.





Commission on Equity October 23, 2023

SUBJECT: Land Acknowledgement Implementation

RECOMMENDATION: 1. Motion to “Adopt the amended Commission on Equity Rules of Procedure adding the Land Acknowledgement to Commission on Equity meetings.”

2. If the Commission on Equity proceeds with the motion above, it is recommended that the Commission on Equity “Motion to read the abbreviated Land Acknowledgement at Commission on Equity meetings at the discretion of the presiding officer.”

STAFF CONTACTS: Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: 1. Draft Amended Commission on Equity Procedure 10.23.2023

FISCAL NOTE: None

PRIOR REVIEW: [Lacey City Council Regular Meeting](#) – September 21, 2023
[Lacey City Council Worksession](#) – July 27, 2023
[Community Relations and Public Affairs Committee](#) – July 3, 2023
[Commission on Equity Meeting](#) – June 26, 2023
[Commission on Equity Meeting](#) – November 28, 2022
[Commission on Equity Meeting](#) – November 22, 2021

2023 WORKPLAN: Q2 – 5 “Finalize draft Land Acknowledgement and Land Acknowledgement Policy; create a recommendation for the City Council”

BACKGROUND: On September 21, 2023, the Lacey City Council adopted [Resolution 1137](#) establishing a Land Acknowledgement Policy for the City of Lacey. This policy can be found in the City Council Policies and Procedures Manual, see [Section 10.08](#).

In brief, at the City, the Land Acknowledgements can be used for the following:

1. **To open City meetings, events, or programming.** In addition to City Council agendas and meetings, the Land Acknowledgement may be used at the beginning of meetings or other events hosted by the City, see the policy for additional

recommendations for use at City meetings or events. Meetings could include, but are not limited to:

- o City staff meetings
- o **City Advisory Board or Commission meetings (determined by the advisory board)**
- o Community meetings hosted by the City, such as town halls, open houses, focus groups, or similar
- o Ceremonial events, such as ribbon-cuttings
- o City events, such as large-scale Parks, Culture, and Recreation events.

The City does not recommend to assert or suggest using the Land Acknowledgement for meetings or events hosted by other organizations.

2. **As part of City plans, reports and other adopted documents.** The City Council directed staff to include the Land Acknowledgement in all future plans to be adopted by the City Council, see the policy for more information on this.
3. **On City signage, markers, maps, and other materials.** The full or abbreviated Land Acknowledgement can be added to printed City signage, markers, maps, and other materials, see the policy for more information on this.

As highlighted above, Advisory Boards may determine if they would like to include the Land Acknowledgement at their respective meetings. **Attachment 1** provides a draft amended Commission on Equity Rules of Procedure that would add the Land Acknowledgement to the Commission on Equity's meeting agenda. The amended Commission on Equity Rules of Procedure also removes a reference to City Council Committee meetings as they are not likely to be active after 2023 based on City Council guidance.

COMMISSION ON EQUITY RULES OF PROCEDURE

Adopted 7.26.2021

Revised 10.23.2023

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. A Commission meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Commission in making their recommendation to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the fourth Monday of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Commission will meet on the day following that legal holiday or as scheduled by the Commission.
- 1.2.3. In general, regular meetings will include the following elements:
 - Call to Order
 - City of Lacey - Land Acknowledgement (full or abbreviated)
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Commission Business (includes, reports, presentations, etc.)
 - Commissioner Reports
 - Director's Report
 - Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.

1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Worksessions or Special Meetings.

1.3.3. In general, Worksession and special meetings will include the following elements:

- Call to Order
- City of Lacey - Land Acknowledgement (full or abbreviated)
-
- Commission Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Commissioners shall be for three years, with the following exception:

2.1.1. Initial terms appointed in 2021 for Commissioner Positions One (1), Two (2), and Three (3) will be appointed until 2024, all subsequent terms will be appointed on a three-year cycle.

2.1.2. Initial terms appointed in 2021 for Commissioner Positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2025, all subsequent terms will be appointed on a three-year cycle.

3. Election of Officers

3.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Commission.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.

4.2. The Chair shall have power to create temporary committees of one or more Commissioners.

4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action. ~~Cases for which no action is taken by the Commission will be forwarded to a City Council committee for review and recommendation.~~

8.2. No official action from the Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period. Groups may be provided up to ten minutes, at the discretion of the Chair.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Commission on Equity on this day 26 of July 2021.

AMENDED by the City of Lacey Commission on Equity on this day 23 of October 2023.

~~Thelma~~ ~~Jackson~~ Clifford
Brown
Chair

~~Clifford Brown~~ Annie Clay
Vice-Chair

CENTERING IMMIGRANT COMMUNITIES COMMUNITY FORUM

Wednesday, November 8 | 6 p.m. | Lacey Timberland Library

Sponsored by:

CITY OF LACEY'S COMMISSION ON EQUITY

We want to hear from you!

¡Queremos conocer su opinión!

Chúng tôi muốn lắng nghe quý vị!

我们想听听您的意见!

여러분의 의견을 들려주세요!

Gusto naming makarinig mula sa iyo!



Join us for a Community Forum for Immigrant communities. If you plan to attend, please take a survey to let us know if you would like an interpreter. Thank you!

Acompáñenos en un foro comunitario para comunidades de inmigrantes. Si planea asistir, responda una encuesta para hacernos saber si quiere un traductor. Gracias.

Hãy cùng chúng tôi tham gia Diễn Đàn Cộng Đồng dành cho các cộng đồng Người Nhập Cư. Nếu quý vị dự định tham gia, vui lòng thực hiện một khảo sát để cho chúng tôi biết quý vị có cần thông dịch viên hay không. Trân trọng cảm ơn quý vị!

加入我们的移民社区论坛。如果您计划参加，请填写一份调查问卷，告诉我们您是否需要翻译人员。谢谢!

이민자 공동체를 위한 커뮤니티 포럼에 참여해 보세요. 참석할 예정이라면 설문조사를 통해 통역사가 필요한지 알려주시기 바랍니다. 감사합니다.

Sumali sa amin para sa isang Forum sa Komunidad para sa mga komunidad ng Imigrante. Kung plano mong dumalo, mangyaring sagutan ang survey para ipaalam sa amin kung gusto mo ng tagapagsalin. Salamat!



- **The Nisqually Indian Tribe Flag:** The Nisqually Indian Tribe Flag will be flown annually from November 1 to November 15 provided the City annually receives consent from the Nisqually Indian Tribe.
- **Squaxin Island Tribe Flag:** The Squaxin Island Tribe Flag will be flown annually from November 16 to November 30 provided the City annually receives consent from the Squaxin Island Tribe.

5.13 Naming of Public Parks, Trails, Parkways, etc.

It is the policy of the City to utilize an established procedure to name public spaces, including public parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and accessories.

In this policy, “person” refers to an individual, corporation, limited liability company, or any other legal or commercial entity.

Eligibility:

To define the criteria and procedures for naming of public spaces.

Criteria:

In the naming of public spaces, consideration shall be primarily given to:

1. Neighborhood, geographic or common name identification.
2. A natural or geological feature.
3. Significant historical events or cultural attributes.
4. A historical figure.
5. A person (living or deceased) that has made a significant land and/or monetary contribution to the park system and has stipulated the name as a condition of the donation.
6. A person that has contributed outstanding civic service to the City of Lacey. Facilities shall not ordinarily be named for living persons, except under the following conditions:
 - a. The person in their lifetime has provided exceptional service to the City of Lacey. This service should be substantial length and leadership.
 - b. Their accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the parks, culture and recreation movement.
 - c. They fall under the Sponsorship and Naming Rights policy. ¹
7. A person that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public space or provided for significant development of a park and/or element within a park.

8. Naming rights may also be granted to a person for a mutually agreed upon fee pursuant to the policies and procedures outlined in the Parks, Culture and Recreation Sponsorship and Naming Rights Policy.

¹ Sponsorship and Naming Rights policy is an administrative policy of the Parks, Culture and Recreation Department. The full policy can be accessed here: <https://laceyparks.org/sponsor>

Procedure:

1. The naming of public spaces should be approached without preconceived notions and with patience and deliberation.
2. Timing is important in naming public spaces, since temporary designations tend to be retained. During the development, a number or street designation will be used until the formal naming of the public space. Whenever possible, naming will be made upon closing a purchase or construction of the public space.
3. Once a name has been approved, it should be considered permanent.
4. Suggestions for names may be solicited from organizations and/or individuals, including residents surrounding the property to be named, at the request of the Lacey Park Board or at the discretion of the Council. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration.
5. To avoid duplication, confusing similarity or inappropriateness, the Lacey Park Board, in considering name suggestions, will review existing names in the park system and surrounding area.
6. The Council, following public review and/or recommendation by the Lacey Park Board, shall designate names for parks, culture and recreation facilities. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
7. All portions of a public space will have, as a general rule, the same name as the entire park, trail or facility. However, elements within a public space may be named separately as long as the name does not detract from the intended identity. Thus, the two names can be used in combination, i.e. Beaver Park's Cleaver Field or Riverfront Park's Blooming Arboretum.
8. Public spaces shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.
9. Where appropriate, a "Contributors Corner" may be established to honor those who have made significant contributions to the site.
10. Upon approval of the name, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

Definitions:

1. Lacey Park Board – an appointed board of six members representing the citizens of the City.

2. Public spaces – all City owned, public parks, parkways, trails, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and features in the park and recreation system of the City.
3. Memorials – all sculptures, permanent artwork, fountains, memorial gardens, plazas, and exhibits which honor or commemorate a person(s), group or event.
4. Basic park accessories include typical amenities, i.e. benches, picnic tables, equipment, trees, drinking fountains, game equipment and exhibits.

5.14 Naming of Historical Buildings

It is the policy of the City to utilize the following procedures and selection process for recognizing the community's history, places and people.

Purpose:

To define the selection criteria and procedures for recognizing buildings, sites, people, organizations and events important to community's heritage. To amplify and clarify procedure outlined in existing City ordinances regarding historical resources. To assure that historical references and recognition are valid, appropriate and timely.

Criteria:

City Ordinance No. 531 and Ordinance No. 796 identifies the process or recognizing buildings, streets, areas, districts, sites and other activities associated with the City's heritage. The following shall be implemented to augment to existing ordinances:

1. Calendar age will not be a factor in limiting recognition.
2. As an addition to and without alternating the ordinances, recognition may be given to:
 - a. Buildings and sites associated with events important to the City's Heritage.
 - b. Buildings and sites associated with persons important to the City's heritage.
 - c. Significant historical cultural attributes.
 - d. People and organizations that have contributed to the community's history.
 - e. An individual (living or deceased) who has made a significant land and/or monetary contribution to the preservation or enhancement of Lacey's historical resources.
 - f. An individual who has contributed exceptional civic service to the City.
 - i. Recognition is not ordinarily given to living persons, except under the following conditions:
 - 1) The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.
 - 2) His or her accomplishments must have had a measurable effect upon the quality of life within the

community, and be directly related to the community's history and development.

- g. An individual or organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public facility.
- h. An individual or organization that has undertaken significant activities that further the understanding of the community's heritage.

Selection Process

1. Providing recognition of the community's history, places and people should be approached objectively with patience and deliberation.
2. All suggestions, recommendations and applications for recognizing people, organizations, sites and events that are directly related with the community's history shall be reviewed by the Lacey Historical Commission.
3. The Lacey Historical Commission will provide guidance, background data, and advice to the entity originating the recommendation for recognition, and will submit recommendations to the Lacey Council for consideration. The Commission, in considering suggestions for recognition, will review existing data known to the Commission.
4. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
5. Duplicates of recognition may be allowed. Some people or organizations contribute in many ways and can be recognized as appropriate for each action or event.
6. Memorials may be dedicated to the cause for which they were given by an appropriate plaque or sign under the following conditions:
 - a. Requirements are that the building, site, person, organization or event will have met the criteria for recognition.
 - b. The memorials are appropriate for the location and approved by the land owner or City department. The City may, but is not obligated to, replace memorials.
7. Placement of signs or plaques will be considered only on permanent monuments, structures, or facilities.
8. The donations of items associated with the community's heritage will be encouraged with or without donor information. However, the City will not be obligated to replace the identification placed on the item.
9. Where appropriate, a "Contributor's Register" may be established at the Lacey Museum or other City facility to honor those who have made significant contributions to the community.

Definitions

1. Lacey Historical Commission – an appointed board of nine members representing the citizens of the City. The Commission's actions and responsibilities are identified in City Ordinance No. 531 and Ordinance No. 796.

Procedure

1. Suggestions for recognizing historical events, places and people shall be solicited from organizations, individuals and City staff, or may be voluntarily submitted by any citizen. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration by the Lacey Historical Commission.
2. The Lacey Historical Commission may act on any recommendation for recognition at a regularly scheduled meeting, special meeting, or telephone poll.
3. The Council, following public review and recommendation by the Lacey Historical Commission, shall provide for the specific recognition.
4. Buildings, sites, and other specific facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

5.15 Naming of Public Facilities and Memorial Roadways

It is the policy of the City of Lacey to utilize an established and consistent procedure to commemoratively name City public facilities and memorial roadways.

Naming policies for parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, park accessories, etc., are specified in Section 10.16 Naming of Public Parks, Trails, Parkway, etc.

Naming policies for Historical Buildings are specified in Section 10.17 Naming of Historical Buildings.

The commemorative naming and renaming of public facilities and memorial roadways shall only be done in accordance with the procedures and criteria set forth below. Once adopted, commemorative name and memorial roadway changes should occur on an exceptional basis and only at the discretion of the Lacey City Council.

A. Definitions:

1. **City facility accessories** – means all substantial structures or subareas of a building, which includes but is not limited to interior and exterior features such as lobbies, atriums, squares, plazas, foyers, halls, meeting rooms, chambers, corridors, waiting rooms, etc.
2. **City public facilities (“Public Facilities”)** – means, but is not limited to, City-owned buildings, utility facilities, including utility poles, utility boxes, and other utility elements, and other City facility accessories. City-owned streets and rights-of-way will only be considered for commemorative naming as memorial roadways.
3. **Commemorative name** – means a name provided to a City facility through the process outlined in the policy below.
4. **Memorial roadway** – means any public road, street, avenue, boulevard, or associated rights-of-way within City limits provided, or intended to be provided, with a secondary

memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name. A memorial road may be designated for the entirety of the public roadway or for a segment of a public roadway. The length of the memorial roadway is at the discretion of the Lacey City Council.

B. Criteria:

In the commemorative naming of public facilities or memorial roadways, consideration will be primarily given to the following:

1. Neighborhood, geographic or common name identification
2. Natural or geological features
3. Significant historical events or cultural attributes
4. Historical or cultural figures
5. Outstanding individuals in the community
 - a. Outstanding individuals will be considered posthumously. There shall be a lapse of at least thirty-six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City facility; or at the discretion of the City Council. Consideration will be given when:
 - i. the person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the community; or
 - ii. the person risked his or her life to save or protect others.
6. Veterans or military units with exceptional service contributions to the nation, state, or community
7. An individual who has made a significant land and/or monetary contribution to the City or greater community and who has stipulated the name as a condition of the donation
8. An individual who has contributed exceptional civic service to the City or greater community
 - a. Facilities shall not ordinarily be named for living persons, except under the following conditions:
 - i. The individual provided exceptional service of substantial length and leadership to the City.
 - ii. The individual's accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to enhancing public facilities.

9. A business entity or organization that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public facilities or provided for significant development of a public facility or an element within a public facility

C. Procedure:

The commemorative naming of public facilities and memorial roadways should be approached without preconceived notions and with patience and deliberation. Timing is important in naming public facilities, since temporary designations tend to be retained.

1. During the development of a public facility, a street designation or number will be used until the formal naming of the public facility occurs.
2. Whenever possible, naming of the public facility will be made upon closing a purchase or construction of the public facility.
3. Any group, person, or organization may apply to commemoratively name or re-name a public facility, excluding public roadways.
4. Any group, person, or organization may apply to create a memorial roadway.
5. The commemorative renaming and reconsideration of current names of public facilities and memorial roadways is allowed but discouraged.
6. Name change applications will be subject to a critical review that includes consideration of the original justification for the current name, the monetary value of prior contributors, and the rationale for changing the name. The renaming process would follow all other steps outline below.
7. Applications must contain:
 - a. the full name of the applicant, group, or organization;
 - b. contact information for a main point of contact;
 - c. identification of the public facility to be commemoratively named or renamed or the identification of the roadway to be considered for a memorial roadway;
 - d. the proposed name for the public facility or roadway;
 - e. supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria;
 - f. evidence of demonstrated community support for the proposed name;
 - g. written documentation of approval of the person (if living) or next of kin (if deceased), if available;
 - h. identification of interested/impacted stakeholders;
 - i. a description of the location and a map; and
 - j. for renaming proposals of a facility, background information on the current name and the rationale for requesting a new name.

8. All applications should be submitted to the Public Affairs Office.
9. Naming Approval Process
 - a. The City Council will be advised based on a transparent process and utilize the following information as guidelines for approval.
 - i. All written suggestions, solicited or not, will be acknowledged and recorded for consideration.
 - ii. To avoid duplication, confusing similarity, or inappropriateness, the City, in considering commemorative names or memorial roadway applications, will review existing names used for public and private facilities in Lacey and the surrounding area.
 - iii. Public facilities may only have one additional commemorative or historical name.
 - iv. Public roadways may only have one additional commemorative or historical name in addition to its formal navigational designation.
 - v. The City will refer all completed applications to Community Relations and Public Affairs Committee for review. The Community Relations and Public Affairs Committee will provide recommendations to the full Lacey City Council.
 - vi. The City shall notify the applicant of the application status once the full City Council has acted to approve the commemorative naming or memorial roadway application by resolution. If the Lacey City Council does not act by resolution on the commemorative naming or memorial roadway application, or the resolution does not receive a majority of the Lacey City Council vote, the application is considered denied. Denial of an application does not prohibit an applicant from submitting a new application for the same public facility or public roadway. Any subsequent applications are subject to the process described in the section above.
10. Any naming of City-owned facilities or memorial roadways may be revoked at the discretion of the Lacey City Council through a resolution.
11. Public facilities shall be identified by the established commemorative name.
12. Plaques, monuments, street signs, or other markers designating the commemorative name of the public facility or memorial roadway shall be maintained as a source of identity and civic pride. The size, material, and location of plaques, monuments, street signs, or other markers designating a commemorative name or memorial roadway are at the sole discretion of the City.
13. Upon approval of the commemorative name or memorial roadway, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

Amendments: May 20, 2021

- *Section 5.15 – Naming of Public Facilities and Memorial Roadways*

Amendments: September 15, 2022

- *Resolution No. 1120*
 - *Section 5.12 – Flag Policy*

Amendments: March 2, 2023

- *Resolution No. 1126*
 - *Section 5.13 – Naming of Public Parks, Trails, Parkways, etc.*