



CITY COUNCIL
Work Session, September 19, 2022 5:00 p.m.
Council Chambers

1368 Research Park Dr
Beaver Creek, Ohio

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA

- IV. DISCUSSION ITEMS
 - A. Park Naming Policy
 - B. Banner Policy
 - C. Requiring Underground Utilities

- V. COUNCIL COMMITTEE/EVENT UPDATES
- VI. ADJOURNMENT

CITY OF BEAVERCREEK
BANNER POLICY

Adopted January 2015
Next Review January 2023

I. Purpose

The City of Beavercreek desires to use certain areas of City owned property to display aesthetically attractive banners, which promote holidays, seasons, and community events of general interest to the citizens of the City. These areas are reserved primarily for the display of City owned banners advertising seasons of the year and federal holidays, however, persons or organizations may display banners in these areas to advertise upcoming community events subject to the terms contained herein.

II. Definitions

A. As used herein, these terms shall have the following meanings:

1. *Banner Display Site*. One of the sites designated by the City for the display of banners as provided herein.
2. *City Owned Banners*. Banners which advertise and promote seasons of the year, federal holidays and city special events and which are owned by the City
3. *Federal Holiday*. Any holiday identified in 5 U.S.C. 6103(a), including the Birthday of Martin Luther King, Jr, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
4. *Private Banners*. Banners which are not owned by the City and which advertise upcoming community events.
5. *Seasons of the Year*. Spring, summer, autumn, and winter.
6. *Community Events*. Events occurring within Greene County, Ohio, which, based on past attendance figures or attendance figures for a substantially similar event, are expected to have a total attendance of five hundred (500) people or more, and which are open to the general public. This definition does not include general or special elections.
7. *Policy*. The City of Beavercreek Banner Display Policy.
8. *Superintendent*. The City of Beavercreek Public Service Superintendent.

B. Words used in the present tense shall include the future tense; the singular number shall include the plural and the plural the singular; the word "person" shall include a firm, association, organization, partnership, trust company or corporation. Any other words used and not defined herein shall be construed as having the commonly accepted meaning as defined in a standard dictionary.

III. Location of Banner Display Sites

- A. The list of current Banner Display Areas is contained in Addendum I to this Policy. The Superintendent shall bi-annually review and update the list of Banner Display areas.

IV. City Owned Banners

- A. *Responsibility*. The Department of Public Service shall be responsible for placing, removing, storing and maintaining City owned banners.
- B. *Content and Appearance of Banners*. The content and appearance of City owned banners shall be approved by the Superintendent.
- C. *Scheduled Display of City Owned Banners*

1. The Superintendent shall establish a schedule for the display of City owned banners to be displayed in banner display sites. Once established, the schedule shall be the same for each calendar year except as provided in part 2 below.
2. The display schedule for City owned banners may be modified to
 - a. Add the display of banners for additional seasons
 - b. Remove the display of certain City owned banners
 - c. Alter the length of display period for City owned banners
 - d. However, the display schedule may not be modified in such a manner as to prevent the display of a Private Banner when the approval of such banner is pending or the banner has already been approved

V. Policies and Procedures for Private Banners

- A. *Content of Private Banners.* Any person may apply to display Private Banners in the City's Banner Display Sites, provided that the content of the banner advertises a community event, which is to occur less than thirty (30) days after the date the banner(s) is initially displayed. Any and all applications for banners that do not meet this content requirement will be rejected by the City.
- B. *Requirements for Private Banners.* All private banners displayed in the banner display areas must meet the following requirements:
 1. *Structural Requirements.* All private banners shall meet the following structural requirements:
 - a. Banners must be thirty inches (30") wide and seventy-two inches (72") long, including the sleeves
 - b. Banners must have two three inch (3") sleeves at the top and bottom
 - c. Banners must include two (2) grommets, one on top and one on the bottom within two inches (2") of the same edge
 - d. Banners must be two-sided
 2. *Design Requirements.* All private banners shall meet the following design requirements:
 - a. Banner is designed with strong contrasting colors and with large writing that can be easily read by passing motorists
 - b. Banner is single banner design, requiring only one banner. The design cannot extend to two (2) banners on the same pole
 - c. Banner does not contain pornographic, obscene or profane images, including, but not limited to, images depicting specified anatomical areas, as that term is defined in 158.003 of the City Zoning Code
 - d. Banner does not contain language or images which, when displayed on City owned property, could cause controversy by raising questions concerning the City's neutrality on issues of a religious or political natures
- C. *Application to Display Private Banners*
 1. *City Approval Required.* Any and all persons seeking to display private banners must submit an application with the City of Beavercreek Department of Public Service and receive approval.
 2. *Form of Application.* The application for the display of private banners must be submitted on a form provided by the Department of Public Service and shall include:
 - a. Name and contact information of applicant
 - b. Name and description of event and date(s)
 - c. Location of event
 - d. Number of banners to be installed (maximum of 12)

- e. Proposed banner display sites
- f. Proposed dates during which the banner(s) will be displayed
- g. Detailed design and description of banner (photograph or sketch)
- h. Proof of insurance and/or executed waiver as required by the City
- i. If applicable, pick up and return dates if dropping off banners

D. Application Procedure for Private Banners

1. *Application.* The application for the display of public banners is contained in Addendum 2 to this policy.
2. *Timing of Application.* Applications for the display of private banners must be received no later than sixty (60) days prior to the proposed date of display. No applications will be accepted for the display of private banners more than one hundred eighty (180) days prior to the proposed date of display.
3. *Approval Criteria.* The Superintendent of the Department of Public Service shall review the application for the display of private banners and approve, deny or approve with conditions such application based upon the following criteria:
 - a. Completeness of application
 - b. Banner advertises a community event which is to occur less than thirty (30) days after the date the banner is initially displayed
 - c. Banner complies with all structural and design requirements found in Part V (B) herein
 - d. The proposed date and location(s) for the display of the banner(s) is not in conflict with the display of City owned banners or private banners which have previously been approved.
4. *Application Procedure*
 - a. Requests will be made through the Public Service Secretary
 - b. He/she will check availability of banner placement
 - c. Once determined displays areas are available, the application request will be passed on to Public Service Superintendent
 - d. After Public Service Superintendent approval signature, department secretary will put a work request through to have banners hung at requested display areas
 - e. Department secretary will keep the calendar for all banners hung at City Display areas

E. Approval Procedure

1. *Decision on Application.* The Superintendent of the Department of Public Service shall take action on an application within fifteen (15) days after the application is submitted.
2. *Approval of Application.* The Superintendent may approve the application as submitted, approve the application to additional conditions, or deny the application. The Superintendent, in his or her sole discretion, is expressly permitted to approve the application, in general, but modify or alter the number and location of the banner(s) to be displayed as conditions warrant. In lieu of denying submitted application, the Superintendent, in his or her sole discretion, may request that the applicant provide additional information or modify the application in a manner so as to conform with criteria established in subsection V (B)(2). If the applicant refuses or otherwise fails to submit additional information or modify the application, as requested, the Superintendent shall deny such application.
3. *Accommodation of Multiple Banners.* The Superintendent shall attempt to accommodate the placement of banners simultaneously advertising different

community events, if possible. More than one event can be promoted at the same time. The decision about the method of accommodating different banners, or whether accommodation is possible, is solely within the discretion of the Superintendent.

- F. *Placement and Removal of Private Banners.* The City shall place and remove all approved private banners in the banner display areas. It is the responsibility of the applicant to ensure that the City has the banners in possession no less than fourteen (14) days prior to the scheduled date for the placement of the banners. The City shall make reasonable effort to place the private banners at the banner display sites on the scheduled date. The City shall remove the private banners from the banner display sites within seven (7) days after the end of the advertised community event, weather permitting.
- G. *Unclaimed Banners.* Unclaimed banners shall be discarded if not claimed by applicant within fourteen (14) days after removal.

ADDENDUM I
Banner Display Areas

- 1: Dayton Xenia @ Hanes Rd
- 1: Dayton Xenia @ Rotary Park
- 3: Dayton Xenia @ N. Fairfield Rd
- 1: N. Fairfield @ Lantz Rd
- 1: N. Fairfield @ Kemp Rd
- 2: N. Fairfield @ Pentagon/New Germany Trebein
- 2: N. Fairfield @ Indian Ripple Rd
- 1: Grange Hall Rd @ Indian Ripple Rd

Banners should be either 72" x 30" (large) or 20" x 40" (small). There are 9 banner locations throughout the City of Beavercreek. Those wishing to have banners hung must give at least 3 weeks' notice. Location requested is not guaranteed if there are multiple requests.

The calendar for banner requests is kept behind the Public Service secretary's desk



ADDENDUM II
 City of Beavercreek
 Department of Public Service
 (937) 427-5540 Fax (937) 431-5023
 publicservice@beavercreekohio.gov

Banner Request Form

Please Print

Name of Applicant _____ Date _____

Organization Represented _____

Address _____ City _____ Zip _____

Phone (D) _____ (E) _____ Email _____

Name of Event _____

Location of Event _____

Description of Event _____

Date(s) of Event _____

Banner Displayed _____ to _____

Banner Information:

Number of Banners _____

Placement of Banners (Location is not guaranteed if there are multiple requests)

- Dayton Xenia @ Hanes Rd
- Dayton Xenia @ Rotary Park
- Dayton Xenia @ N. Fairfield Rd (3 locations)
- N. Fairfield @ Kemp Rd
- N. Fairfield @ Lantz Rd
- N. Fairfield @ Pentagon/New Germany Trebein (2 locations)
- N. Fairfield @ Indian Ripple Rd (2 locations)
- Grange Hall Rd @ Indian Ripple Rd

Include a photograph or sketch of banner, showing exact wording.

Please note whether the City has your banners in storage or if you will be dropping them off.

If Applicable:

Drop Off Date _____ Pick Up Date _____

City has your banners in storage _____

The City shall place and remove all approved private banners in the banner display areas. It is the responsibility of the applicant to ensure that the City has the banners in possession no less than fourteen (14) days prior to the scheduled date for the placement of the banners. The City shall make reasonable effort to place the private banners at the banner display sites on the scheduled date. The City shall remove the private banners from the banner display sites within seven (7) days after the end of the advertised community event, weather permitting.

Proof of Insurance or Waiver of Liability: I warrant that I have the right to authorize the City to display the banners/sign described herein. I do hereby agree to hold the City of Beavercreek and its representatives, successors and assigns harmless of and from any and all liability of whatever nature which may arise out of or result from the display of banners/sign. I indemnify and save harmless the City of Beavercreek its successors and assigns for any and all loss and damage to banners/sign provided.

Signature of _____ Applicant Date _____

Signature of City _____ Representative Date _____

- Approved Disapproved Approved with the following changes or conditions:

Signature of Superintendent _____ Date _____

Banner Policy

Approved by:  _____

Sam Hurwitz
Public Service Superintendent

Date 1-14-2021





City of Beaver Creek
Park, Recreation & Culture
Park Naming Policy

Adopted: November 2012
Revised: January 2022
Next Review: January 2025

- I. Purpose
The purpose of this policy is to establish a systematic and consistent approach for the official naming of public parklands owned and/or operated by the City of Beaver Creek.
- II. Mission of Division
To deliver recreational experience that enhance quality of life
- III. Vision
Building a happy and healthy community by connecting people to quality parks, engaging programs, and unique events.
- IV. Core Value
Collaboration: We are committed to fostering public involvement, teamwork, and mutually beneficial partnerships to improve parks, recreation and culture activities. We understand that collaboration is necessary to maximize these opportunities.
- V. Approving Authority
The naming of City parks, park area and park facilities shall be the function of the City Council with assistance from the Parks, Recreation & Culture Advisory Board and the Parks, Recreation & Culture Division.
The City Manager, Public Administrative Services Director and Parks Superintendent signs this policy.
- VI. Park Naming can occur using three different methodologies
 - a. New subdivision: If the land is acquired as a new subdivision, the park will take the name of that subdivision.
 - b. Acquisition through donation: If the land donated is more than 51% of total acreage, or money contributed is more than 51% of parcel price, donor has naming rights. If donor declines the opportunity of naming rights or donation is less than 51%, staff will proceed with the procedures outlined in acquisition through grant or purchase.
 - c. Acquisition through, grant or purchase: staff will follow the procedures as identified in appendix 1. Names submitted for consideration should provide some form of individual identity in relation to the following:
 - i. The geographic location of the facility; this includes descriptive names
 - ii. A unique, natural or geographic feature of the facility
 - iii. An adjoining subdivision, street, or natural feature
 - iv. Any other name that is befitting the parcel
 - d. Other considerations include
 - i. Ensure that the name does not undermine public confidence in the City's impartiality or interfere with the efficient delivery of City services or operations, including, but not limited to current or potential conflicts of interest between the name and the City of Beaver Creek and its officers, agents, servants, employees, volunteers; and the potential for sponsorship to tarnish the City's standing among its residents or otherwise impair the ability of the City of Beaver Creek to govern its residents
 - ii. Portions of a park or recreation facility will not have a name other than that of the entire facility.

- iii. No park shall be given the same name as an existing school site or public facility
- iv. Existing names shall not be subject to change unless, after investigation and review, the name is found to be inappropriate based on the criteria listed in this policy. The renaming will then follow the process as outlined in Appendix 1.
- v. The process to name parks, recreation areas and facilities should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication.
- vi. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.
- vii. Parks will not be named after a person or organization

Approved by:  Date 1/26/2022
Pete E. Landrum, City Manager

Approved by:  Date 1-20-22
Michael Thonnerieux, Public Administrative Service Director

Approved by:  Date 1-20-22
Kim Farrell, Superintendent of Parks, Recreation and Culture

Appendix 1 Park Naming Policy Procedures

- Announcement in media outlets that a parcel is being named
 - Nomination information is sent to all City of Beavercreek employees, City Council, boards and commissions
- “Nominations” will be sent to the parks superintendent
 - Staff reviews that nominations meet all criteria
- Superintendent will submit applications to the Parks, Recreation & Culture Advisory Board, who will review and prepare their recommendations for City Manager
- Advisory Board will bring forth no more than four (4) recommendations to City Manager for official naming rights
- City Manager will bring forth no more than four (4) recommendations to City Council based on upon City Manager and Advisory Board recommendations
- Nominations must list proposed name, location and brief description of the park or facility. A statement evidencing that the proposed name is consistent with this policy. A full, descriptive reasoning as to why the name was chosen must also be included.



City of Beavercreek
 Parks, Recreation & Culture
 789 Orchard lane
 Beavercreek, OH 45434
 937-427-5514 parks@beavercreekohio.gov

PARK NAMING APPLICATION

Name: _____

Phone: _____ Email: _____

Proposed Name of Park: _____

Justification (choose only one)

- Geographic Location
- Adjoining Subdivision or Street
- Exclusive, Natural or Geographic Feature
- Other unique name that is befitting of the parcel

Park names will not be considered if any of the following apply:

- Named after a person or organization
- The name undermines the public confidence in the City's impartiality or interferes with the efficient delivery of City services or operations (conflict of interest, tarnish the City's stand amount its residents, etc.)
- Recommended name is the same as an existing school site or public facility

For Office Use Only		
Date Received		
Recommended name meets criteria	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Presented to Park Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Presented to City Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No