



## PROCEDURE

Effective Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Supersedes: PRO. # 72-1 (dated 3-20-80)

Reference(s): RCW 79A.05.030 Powers and duties; WAC 352-16-010 Naming and Classification of State Park Areas; Cultural Resource Policy 12-98-1; Donor Recognition Policy 37-06-1; and 72-14-1 Naming of Parks, Structures, and Features within State Park Areas and Commission Policy - Park Naming agenda item, March 27, 2014.

### **PRO 72-1 Park Codes, Names and Categories**

#### **Purpose**

The purpose of this procedure is to ensure that all state parks areas managed and/or owned are subject to administrative review for determining whether to assign a park code for tracking park attendance and other park history and whether to assign a program index code for tracking operating costs and revenue from program/park business transactions. The procedure also ensures that naming sites within parks and assigning sites to park categories are done in alignment with Commission Policies 72-14-1, 12-98-1, 37-06-1; RCW 79A.05.030; and WAC 352-16-010.

#### **Definitions**

1. **Land Classification:** A land use and development designation, officially adopted by the Commission, identifying specific types of state park areas as defined in WAC 352-16-020.
2. **Park Categories:** The following seven official categories of state park areas are to be used in public information materials when describing the State Park system: State Park, Historical State Park, Marine State Park, State Park Trail, State Park Heritage Site, State Park Conservation Area and State Park Property. The characteristics of each category are defined in Commission Policy 72-14-1.
3. **Park Code:** A five-digit permanent number assigned to a state park area.

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4. **Program Index Code:** A code assigned to divisions, programs within divisions and/or parks to track costs and/or revenue for specific programs and park business transactions.
5. **State Park Areas:** All areas dedicated for public park purposes, excluding separately located administrative areas, and under the ownership and/or management of the Washington State Parks and Recreation Commission (WAC 352-16-010).

**Procedure****1. Assigning a Park Code**

A Park Code is determined by a state park area's association with either an established long-term boundary, proximity to another park, proximity to a park in-holding, or established as a distinct park. A park code is determined and assigned after the state park area is acquired or otherwise newly established under State Parks management.

- 1.1 Lands and Acquisition staff collaborate with the Region Manager to determine the new state park area's association with an established state park area. The Region Manager and the Lands and Acquisition staff determine whether a park code is already in use. If none exists, a new park code is established by the Region Manager.
- 1.2 Region Manager informs the Park Manager and Information Technology (IT) staff of the new park code.
- 1.3 Lands and Acquisition staff notify the Geographic Information System (GIS) staff of the new park code.
- 1.4 The master park code database is maintained by IT staff.

**2. Assigning a Program Index Code (aka Cost Code)**

A program index code (aka cost code) is assigned to a specific park property or to a program management area when tracking costs or revenue at that level of detail is desired.

- 2.1 If a Region Manager or Program Manager wishes to track financial data associated with a property and/or program, s/he contacts budget staff to verify whether a program index code already exists. If a new code is needed, the Budget section works with the Financial Services section to establish a new program index code.

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- 2.2 Financial Services maintains all active program index codes on the agency's administrative shared data storage site (N:Drive - Operating Chart of Accounts).

**3. Park Naming**

A proposal to change an existing park name or to establish a new park name requires Commission approval (Policy 72-14-1; WAC 352-16-010).

The Partnership and Planning Manager, in consultation with the Interpretive Manager, is responsible for researching potential park names, and providing recommendations to the Assistant Director for Parks Development and Director, prior to submittal for Commission approval. The Partnership and Planning Manager:

- 3.1 Researches background data on state park area.
- 3.2 Determines whether the Commission has previously named the state park area.
- 3.3 Obtains acquisition data, including from whom property was acquired, date of acquisition, cost of acquisition, method of acquisition, deed restrictions or conditions, site acreage and waterfront footage (if applicable).
- 3.4 Consults with Interpretive Program Manager to determine whether geographic location, geology, archaeology, or history of site is significant in naming the state park area. As part of the research process to identify a suitable name, the Interpretive Program Manager and Partnership and Planning Manager or designee must contact appropriate federal, tribal, state, and local officials; local historical groups/societies; known interested individuals and organizations; Office of Archaeology and Historic Preservation; State Advisory Committee on Geographic Names (Department of Natural Resources); and any other appropriate State Parks staff or other individuals.
- 3.5 Evaluates suggested name and solicit and gather public input, in consideration of Commission policies 12-98-1, Cultural Resources Management and 74-14-1, Naming of Parks, Structures and Features within park areas.
- 3.6 Prepares a draft agenda item for the Commission and submits it to the Assistant Director for Parks Development for recommendation to the Director. The Director, in turn, reviews and determines whether to submit the agenda item to the Commission for its consideration and adoption.

#### **4. Naming State Park Areas within a Park**

The Commission has delegated to the Director (Commission Policy 72-14-1) the authority to approve naming of constructed features (roads, trails, buildings, etc.), landscapes, natural features or other state park areas within a park.

Naming a state park area within a park can be performed before, during, or following a Classification and Management Plan (CAMP) process. Staff proposing to create or modify a name must work closely with the Partnership and Planning Manager or designee to review the proposed name for consistency with Commission naming policy, including preference to geographic locations, culturally significant events and places, or special geologic features.

- 4.1 Partnership and Planning Manager or designee performs research to determine the characteristics of the state park area.
- 4.2 Partnership and Planning Manager or designee prepares a recommendation to the Assistant Director for Parks Development for review and approval for submittal to the Director.

#### **5. Determining or Assigning Park Categories**

The official categories defined in Commission Policy 72-14-1 must be used in public information materials and applied in the calculation of the number of distinct properties per category in the State Park system.

There are certain actions that may require updating park categories:

1. Capital project improvements
2. Land acquisitions
3. Surplus property
4. Transfer of property

Staff overseeing any of the above actions will notify the Partnership and Planning Manager or designee to determine whether the action should result in an initial establishment or change in a park category. If the Partnership and Planning Manager or designee concludes that a change may be appropriate, the following process is followed:

- 5.1 The Partnership and Planning Manager or designee will assess the characteristics of the state park area when developing a park category recommendation to the agency Director, through the Assistant Director for Parks Development. The manager will conduct research to determine the appropriate category for the state park area based on land characteristics and public use emphasis, using definitions in Policy 72-14-1, to develop a recommendation.

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- 5.2 The Partnership and Planning Manager or designee prepares a memorandum that recommends a category for the state park area. The recommendation to the Assistant Director for Parks Development should include:
  - A. Purpose of Requested Action
  - B. Background (significant features of the site/land, principal use by the public)
  - C. Results of consultation with stakeholders, as appropriate
  - D. Recommendation for categorization.
- 5.3 The Partnership and Planning Manager or designee submits the memorandum to the Assistant Director for Parks Development for review, input and approval.
- 5.4 The Assistant Director for Parks Development submits the approved memorandum to the agency Director for approval.
- 5.5 The agency Director informs the Executive Leadership Team of any change in park category.
- 5.6 Executive Leadership Team members identify and complete tasks based on the category change, including, but not limited to updates to the agency internet and intranet, park publications, agency databases and other documents of public record.
- 5.7 The Assistant Director for Parks Development or designee will maintain the agency's official park category list and post it on the agency's shared drive and public website.