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CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS
Sitting/Acting as Housing Authority of Clackamas County

Policy Session Worksheet

Presentation Date: August 4, 2026 **Approx. Start Time:** 2:30pm **Approx. Length:** 30 minutes

Presentation Title: Housing Authority of Clackamas County Naming Policy

Department: H3S/Housing Authority of Clackamas County

Presenters: Mary Rumbaugh, H3S Director and Shannon Callahan, HACC Executive Director

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approval of a naming policy specifically for Housing Authority of Clackamas County housing communities.

EXECUTIVE SUMMARY:

The Housing Authority of Clackamas County (HACC) requests approval of a new naming policy establishing a consistent and transparent process for naming or renaming affordable housing buildings and communities owned by HACC. The policy ensures that naming decisions support HACC's mission to provide safe, stable, and affordable housing and that community names contribute to a positive sense of identity, dignity, and belonging.

The goals of the naming policy are to:

- Convey a positive image and foster a sense of dignity, belonging, and community.
- Align with HACC's mission and reflect the character, location, or history of
- the surrounding community.
- Establish a consistent and transparent process for naming or renaming HACC properties.

The policy outlines clear naming definitions and guidelines. Acceptable naming categories include:

- Geographic or locational references
- Historical references
- Cultural or Indigenous heritage (with appropriate consultation)
- Natural environmental features

The Housing Authority Board retains final authority for naming or renaming properties where HACC is the majority owner or managing partner.

For each naming or renaming effort, the Executive Director will request the Board initiate the process, a Naming Committee will be convened, including HACC leadership, at least one resident representative, and, when appropriate, a community representative. The Committee will solicit and review name submissions, consider public input, evaluate proposed names for policy alignment, and recommend one preferred name to the Board. The Board may approve the recommendation, request additional options, or select a different name. Board decisions are final.

Key Similarities to the Existing County Naming Policy

- Both establish clear criteria, scope, and structured processes for naming or renaming public assets.
- Both assign final naming authority to the governing Board, whose decisions are final
- Both limit renaming and treat it as intentional rather than routine.
- Both require public input and follow a process involving name solicitation, review, recommendation, and Board action.
- Both include committee involvement and specify where the policy is maintained internally.

Key Differences from the Existing County Naming Policy

- Scope: The HACC policy applies only to affordable housing where HACC has ownership or management authority, reflecting its specialized mission.
- Naming Categories: HACC excludes function-based naming and naming after individuals, focusing instead on themes suitable for residential communities.
- Committee Structure: HACC requires at least one resident representative, centering lived experience; the County policy does not
- Process Initiation: The HACC process begins with the Executive Director requesting permission for the Board to begin a naming or renaming process; the County process begins with the Board.
- Recommendation Structure: HACC submits one preferred name, while the County policy requires three ranked options. This streamlined model reflects the more focused nature of housing-community naming.

This HACC naming policy provides a consistent, community-centered, and mission-aligned framework for naming HACC's housing communities.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☐ YES ☒ NO

What is the cost? \$ 0.00
Funds are involved

What is the funding source? No fiscal impact. No County General

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
- How does this item align with the County's Performance Clackamas goals?
This supports Public Trust in Good Government

LEGAL/POLICY REQUIREMENTS: N/A

PUBLIC/GOVERNMENTAL PARTICIPATION: N/A

OPTIONS:

1. Approve the Housing Authority naming policy as presented.
2. Direct staff to return with a revised naming policy.
3. Take no action.

RECOMMENDATION:

Option #1: Approve the Housing Authority naming policy as presented.

Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 Phone (503) 650-5697 Fax (503) 655-8677

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ATTACHMENTS:

A: Proposed HACC Naming Policy June 2026 Version

SUBMITTED BY:

Division Director/Head Approval  Shannon Callahan, HCDD Director
Department Director/Head Approval *Mary Rumbaugh*, H3S Director
County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____ @ 503-_____
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**Housing Authority of Clackamas County Policy
Health Housing and Human Services Department**

Name of Policy	HACC Naming Policy	Policy #	HACC#3
Policy Owner Name	Shannon Callahan	Effective Date	
Policy Owner Position	Executive Director	Approved Date	
Approved By	HACC Board (Board of County Commissioners)	Next Review Date	

I. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the naming or renaming affordable housing buildings and communities owned or managed by the Housing Authority of Clackamas County (HACC).

II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners, acting as the Housing Authority of Clackamas County Board, to promulgate policies for the management and operation of Clackamas County Government.

III. GENERAL POLICY

It is the policy of HACC to ensure that the naming of housing buildings and communities reflects the mission, values, and character of the communities it serves. Existing properties shall not be renamed except as outlined in this policy.

IV. DEFINITIONS

Naming: The permanent name assigned by HACC to a housing building or housing community.

Housing Building: A single structure that provides residential housing.

Housing Community: A grouping of residential units that may consist of multiple buildings or a campus-style development.

V. POLICY GUIDELINES

The naming of a housing building or housing community is a significant action and shall be conducted in a thoughtful and deliberate manner. The following guidelines and criteria shall be used in evaluating proposed names:

A. Guiding Principles

Positive and Welcoming: Names shall convey a positive image and foster a sense of dignity, belonging, and community.

Relevant: Names shall align with HACC's mission and reflect the character, location, or history of the surrounding community.

B. Naming Categories: Names shall align with one or more of the following categories:

Geographic or Locational: Derived from nearby streets, neighborhoods, or identifiable landmarks.

Historical References: Reflective of local history or events relevant to the site or community, excluding individuals.

Cultural or Indigenous Heritage: Reflective of cultural or tribal heritage, with appropriate consultation.

Natural Environment: Based on native flora, fauna, landforms, or ecological features.

VI. PROCESS AND PROCEDURES

The Board has the authority to name or rename any HACC housing building or community consistent with this policy.

The Executive Director shall request of the Board to initiate the naming or renaming process in accordance with this policy.

A. Naming Committee

A Naming Committee shall be established for each naming or renaming effort. The Committee shall include:

- The Executive Director (or designee) who shall convene the Committee.
- The Deputy Director (or designee).
- The Development Director (or designee).
- At least one resident representative from a HACC-managed property.
- May include one representative from the surrounding community, such as a neighborhood or community organization

B. Public Input

HACC shall provide meaningful opportunities for public input, which may include public notices, community outreach, surveys, or meetings. Notice of opportunities for input shall be communicated through appropriate and accessible channels.

C. Submission of Names

Name proposals may be submitted by residents, community members, stakeholders, or staff. Each submission shall include a justification describing how the proposed name aligns with the criteria outlined in this policy.

D. Committee Review and Recommendation

The Naming Committee shall review submissions for compliance with this policy, consider public input, and deliberate on proposed names.

The Committee shall recommend one preferred name to the HACC Board.

E. Board Action

The Board may:

- a) Approve the recommended name;
- b) Request up to (2) additional alternatives from the Naming Committee;
- d) Select a different name at its sole discretion.

The Board shall select one preferred name and direct staff to proceed with formal adoption and implementation.

F. Final Decision

The decision of the Board shall be final and shall not be subject to appeal.

VII. ACCESS TO POLICY

This policy shall be maintained in HACC's internal policy management system and made available to staff as appropriate.

VIII. ADDENDA

N/A

Actions on this Policy:

Original Policy effective date:
Amended Policy effective dates: