

# **POLICY AND PROCEDURES FOR NAMING COUNTY OWNED PROPERTIES, FACILITIES AND PARKS**

## **Objective**

To set the policy and guidelines for official naming of County owned properties, facilities, and parks.

## **Policy and Priorities**

The Board of Commissioners may receive recommendations as to the naming of County owned properties, facilities and parks from the public, staff and related advisory bodies. The final decision on naming of any County owned property, facility or park will be made by the Board of Commissioners.

## **Guidelines**

### **Naming**

- a. Properties, facilities or parks owned by the County may be named for individuals who have made exceptional contributions to the community by having met one or more of the following specific criteria:
  1. The individual must have made a contribution to the community which resulted in the long-term health and/or well being of the people of Buncombe County.
  2. The individual must have been actively involved in Buncombe County community affairs for no less than 10 years.
  3. The contribution by the individual must be of an exceptional quality and/or significance.
  4. The efforts of the individual must have made a lasting, significant contribution to the County's goals and objectives.
- b. Properties, facilities and parks owned by the County may be named for elected or appointed public officials or public employees only after that individual has ceased to be an elected or appointed public official or public employee.
- c. Properties, facilities and parks owned by the County may be named for individuals or groups who have made significant donations of land, money or facilities to the County.
  1. Any individual or group that donate(s) a significant amount of money or land may be eligible for naming rights to said property or facility. Final determination of eligible amounts of money or land will be made by the County Commissioners.
  2. When a facility is named in recognition of an honoree, that name will

generally be effective for the useful life of the facility or the designated use of the area; however, the length of time that a property of facility is named for the designated individual or group will be determined by the County Commissioners.

3. When the proposed naming of a facility, park or property is in honor of an individual, the complete name of the individual will be used. The last name of the individual so honored may be used in referring informally to the facility.

### **Renaming**

- a. Renaming of a facility may occur when a facility that has been named in honor of a group or an individual has reached the end of its useful life and will be replaced or substantially renovated. The replaced or renovated structure may be renamed in recognition of another honoree per the criteria set out herewith.
- b. Properties and/or parks may be renamed when they have been designated for another use and may be named in recognition of a different honoree.
- c. Appropriate recognition of earlier honorees shall be included in or adjacent to the newly renovated facilities as well as on any redeveloped property.
- d. Renaming may occur if any honoree for which a facility has been named causes dishonor to come to him/herself or to the County. The Board of Commissioners will make the final decision on any renaming for any reason at any time.

### **Nominations**

- a. Nominations for naming of County owned facilities, properties and parks may be submitted to the Clerk to the Board of County Commissioners in writing, accompanied by a justification for the recommended honoree.
- b. All requests will be reviewed by the County Attorney, County Manager and other appropriate staff before being submitted to the Board of Commissioners.
- c. The Board of Commissioners will make the final decision as to the naming or renaming of a facility, property or park at a regular meeting within 6 months of the original nomination.

**Adopted** this the 21st day of March, 2006.

**ATTEST**

**BOARD OF COMMISSIONERS FOR THE  
COUNTY OF BUNCOMBE**

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KATHY HUGHES, CLERK

BY: \_\_\_\_\_  
NATHAN RAMSEY, CHAIRMAN

**APPROVED AS TO FORM**

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JOE CONNOLLY, COUNTY ATTORNEY