

 **SEMINOLE COUNTY ADMINISTRATIVE CODE**

SECTION 28. LEISURE SERVICES

28.20 POLICY FOR NAMING/RENAMING SEMINOLE COUNTY PARKS, OPEN SPACES, PARK RELATED FACILITIES, HISTORICAL SITES, TRAILS, TRAILHEADS, AND NATURAL LANDS.

A. INTENT OF POLICY

To provide a policy and guidelines for naming/renaming County parks, open spaces, park related facilities, historical sites, trails, trailheads, and natural lands.

B. GENERAL GUIDELINES

This policy does not apply to naming/renaming of other County owned facilities, properties, or streets.

Staff may temporarily assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance for reference and identification purposes.

The chosen name shall not conflict with similar names in whole or in part.

Every effort shall be made to avoid conflicts with neighboring county agencies and municipalities.

The Seminole County Board of County Commissioners shall approve all names by Resolution. Any request to name/rename in honor of individuals or groups shall be submitted in writing to the County's Leisure Services Director's Office with referral to the appropriate board/committee/commission as necessary with supporting explanation or justification. The Leisure Services Advisory Committee shall be consulted with regards to any and all park, trail, natural lands, park related facilities, and open spaces. The Historic Commission shall be consulted with regard to historically designated properties.

Generally, a facility will not be named after a person until after their death. An exception to naming/renaming a facility after a living person may only be made with a four/fifths (4/5) vote of approval by the Board of County Commissioners.

The renaming of parks, trails, open spaces, natural lands, historical sites, and park related facilities will be strongly discouraged.

Where the name of an individual is so used, approval shall be obtained from the individual or the next of kin for such naming.

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C. CRITERIA/GUIDELINES FOR NAMES HONORING INDIVIDUALS, GROUPS OR EVENTS

- (1) Where there has been a significant contribution to the quality of life, well-being of Seminole County; or
- (2) To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to Seminole County; or
- (3) Where there is a significant historical or cultural connection to the County and a major contribution to the historical or cultural preservation of the County; or
- (4) Where there is a major contribution toward the environmental preservation *conservation or enhancement of the County*; or
- (5) Where there is a major contribution made to the acquisition, development or conveyance of land or building, in question and/or contribution toward acquisition and/or development of the facility; or
- (6) Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility or park to be named/renamed; or
- (7) Where there is a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification.

D. PROCEDURES FOR NAME/RENAME DESIGNATION

An individual, the County Commission, or group wishing to submit a request for a name/rename in honor of an individual, group or event must provide a written proposal to the County's Leisure Services Director's Office for referral to the appropriate County Advisory Commission or Committee as necessary which contains the following minimum information:

- (1) name of the applicant,
- (2) identification of the park, open space, trail, facility or property to be named/renamed,
- (3) proposed name,

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- (4) a brief biography of the person, persons or group, or account of the historical event, if appropriate, including all other data relevant to the commemorative naming/renaming,
- (5) the association, if any, of the person, persons, group or event, if appropriate, with the park, site or facility to be named/renamed,
- (6) background information which details the accomplishment and/or supports the name designation, and
- (7) a letter of approval from the individual or next of kin for using such naming.

Proposals must include at least three letters of endorsement supporting the application.

The County Leisure Services Director's Office shall distribute the request to the Leisure Services Advisory Committee and/or Historical Commission for their comments, information and recommendation to the Seminole County Board of County Commissioners for consideration.

E. SIGNAGE

The County will be responsible for coordinating the public presentation of signage to acknowledge the name/rename designation.

The County Commission shall have final approval for the selection and location of any signage, including signage text.

Signage shall comply with all signage regulations of Seminole County.

- F. AUTHORITY.** Resolution 2001-R-169 adopted October 9, 2001
Resolution 2007-R-42 adopted March 13, 2007
Resolution 2009-R-15 adopted January 13, 2009

ATTACHMENT "A"

**PROPOSAL FOR THE NAMING/RENAMING OF A
SEMINOLE COUNTY PARK OR RELATED FACILITY**

This form is to be completed and submitted to the Seminole County Leisure Services Department for consideration of a potential name for a County park, park related facility, historical site, trail, trailhead, and/or natural lands property. Final authority for the naming of a Leisure Services related facility rests with the Board of County Commissioners.

1. Individual Submitting Request: _____
Group/Organization: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
E-Mail: _____
2. Site Location: _____
Park/Facility/Site Location: _____
Current Name of Park/Facility/Site (if applicable): _____
3. Proposed Name of Park/Facility/Site: _____

4. Reason(s) for recommendation of proposed name. Include information regarding civic involvement of honoree, historical context of honoree in Seminole County community and related information. (Copies of documentation supporting this information may be attached to this document for consideration).

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5. Additional information/comments to be reviewed as part of this proposal.

Signature of Submitter

Date of Submission

Note: Completed applications shall be accompanied by three (3) letters of endorsement supporting the application.