

POLICY AND PROCEDURES FOR NAMING COUNTY OWNED PROPERTIES AND FACILITIES

Objective

To establish the policy and guidelines for official naming of County owned properties and facilities.

Policy and Priorities

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

Guidelines

Naming

- a. Properties and facilities 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 20 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 and facilities owned by the County may be named for elected or appointed public officials, public employees or general public.
- c. Properties and facilities 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 or facility is named for the designated individual or group will be determined by the County Commissioners.
3. When the proposed naming of a facility 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.
4. A portion of a facility such as a meeting or conference room or other public space may also be named in honor of such individual or group.

Renaming

- a. Renaming 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 facilities 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.
- e. 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 and properties 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 all decisions for naming or renaming a property and/or facility at a regular meeting within 6 months of the original nomination.

Adopted this the 4th day of January , 2011

ATTEST

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

KATHY HUGHES, CLERK

DAVID GANTT, CHAIRMAN

APPROVED AS TO FORM

MICHAEL FRUE, COUNTY ATTORNEY