

## **Arlington County Policy for Naming and Renaming of County Facilities and Parks**

Adopted by the County Board July 10, 1999

### **Guidance for Park Naming or Renaming Requests**

Individuals or organizations may propose to name or rename a County facility using the criteria and procedures detailed in the *Arlington County Policy for Naming and Renaming of County Facilities and Parks* (see policy in Attachment 1). The steps listed below must be completed prior to consideration by the County Board.

### **Procedure for Naming County Facilities Per the Policy**

- A) Per the policy, *“The Park and Recreation Commission shall make recommendations to the County Board concerning the naming or renaming of parks, recreation, conservation, and public open space areas and related facilities. The Commission will seek comment from the following organizations when considering a facility naming or renaming request: Historical Affairs and Landmark Review Board, Neighborhood Conservation Advisory Committee and the appropriate neighborhood civic association(s).*

*The Park and Recreation Commission will synthesize the comments received and make a recommendation to the County Board through the County Manager.*

### **Step 1: The Park and Recreation Commission will review the proposed naming or renaming request as an information item.**

- The applicant will coordinate with the PRC staff liaison to schedule time to present the proposed name to the commission at a monthly meeting.
- The applicant must submit information two weeks in advance of the scheduled PRC meeting, which should include the facility’s location and background information, justification for naming the facility, description of how the proposed name fits the naming criteria and a written letter demonstrating support from the neighborhood civic association where the facility is located.
- If the applicant is proposing to rename a county facility the applicant must include a justification for renaming the facility, address how the proposed name will not cause confusion in the community and demonstrate support from civic associations where the facility is located as well as adjacent neighborhoods.
- The applicant will receive feedback from the PRC on the proposed name and the commission will confirm whether the applicant should proceed to take their request to the Historical Affairs and Landmark Review Board and the Neighborhood Conservation Advisory Committee or whether the applicant should obtain additional information before proceeding to the advisory groups.

### **Step 2: Staff will coordinate with the following advisory groups to schedule a presentation of the proposed name for their consideration.**

- The advisory groups below will vote on the proposed name and provide a letter stating their support or opposition to the proposed name. Prior to contacting these advisory groups, the applicant must have letters regarding the proposed naming request from the surrounding neighborhoods to submit as part of their information package to the advisory group liaison.
  - a) [Historical Affairs Landmark and Review Board \(HALRB\)](#) The board meets the third Wednesday of the month. Staff will contact the HALRB staff liaison to request placement of the item on their agenda.
  - b) [Neighborhood Conservation Advisory Committee \(NCAC\)](#) The committee meets the second Thursday of every month. Staff will contact the NCAC staff liaison to request placement of the item on the NCAC monthly meeting agenda.

**Step 3: Staff will schedule a time for consideration of the proposed name by PRC as an action item.**

- After the HALRB and the NCAC have considered the proposed name, staff will present the proposed name and the feedback received from the two advisory groups, recommendations provided by adjacent neighborhood civic association(s) and any additional stakeholder recommendations the applicant elects to provide.
- PRC will synthesize the comments received and vote on a final recommendation for the County Board on the proposed name.

**Step 4: The proposed name will be considered by the County Board.**

- County staff will prepare a board report with the PRC recommendation on the proposed facility name and the report will be provided to the County Manager and then placed on the County Board agenda for their consideration. The County Board takes the final action on the proposed facility name.

## ATTACHMENT 1

### ARLINGTON COUNTY POLICY FOR NAMING AND RENAMING OF COUNTY FACILITIES AND PARKS

Adopted by the Arlington County Board July 10, 1999

- I. Criteria for Naming County Facilities:** County facilities, including buildings and parks, shall generally be named according to the geographical, historical, or ecological relationships in which the site is located. Exceptions may be made in the following circumstances:
- A) To Commemorate an Individual's Service: Facilities may be named after an individual who made significant contributions to Arlington County through participation in community, state, or national service. A facility can be so named five years or more after the individual is deceased.
  - B) To recognize a Significant Contribution to a Facility: In selected instances, a county facility may be named after a business/individual/organization that makes a unique and extraordinary financial or other contribution to the development and/or usage of the facility being named. The merits and value of each such naming shall be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a facility is named after the business/individual/organization.
  - C) To help Identify the Facilities Purpose/Usage: A name may be assigned to a county facility if it helps to describe and identify the usage or purpose of the facility.
  - D) To Identify the Facility with a Specific School: Facilities developed on a school site may be named according to the name of the school.

**II. Renaming County Facilities:** Renaming a county facility can occur if:

- A) The above-stated criteria are met;
- B) A valid justification for renaming the facility is provided;
- C) Changing the name will not cause undue confusion within the community; and
- D) An appropriate level of community support exists.

**III. Process for Naming County Facilities:**

- A) The Park and Recreation Commission shall make recommendations to the County Board concerning the naming or renaming of parks, recreation, conservation, and public open space areas and related facilities. The Commission will seek comment from the following organizations when considering a facility naming or renaming request: Historical Affairs and Landmark Review Board, Neighborhood Conservation Advisory Committee and the appropriate neighborhood civic association(s).

The Park and Recreation Commission will synthesize the comments received and make a recommendation to the County Board. The County Manager will also present a recommendation to the County Board.

- B) The Historical Affairs and Landmark Review Board shall make recommendations to the County Board concerning the naming or renaming of County buildings and facilities not mentioned in III.A. A consultation and recommendation process similar to that described in III.A. shall be followed in the naming or renaming of non-park or recreation-related facilities.