

Board of County Commissioners

Okaloosa County, Florida

Title: Naming or Dedication of County-Owned Facilities, Buildings, Structures, Parks, Geographical Areas, and Other Public Properties

Date Adopted: August 21, 2018

Effective Date: August 21, 2018

Revised:

SECTION 1: AUTHORITY

Resolution No. 18-160

SECTION 2: PURPOSE

The purpose of this policy is to establish guidelines for the naming or dedicating of county-owned facilities. For purposes of this policy, the term "County Facilities" shall include, but is not limited to, any County-owned buildings, structures, parks, parking area, access way, beach, roads, geographical areas, and other properties or any parts thereof.

SECTION 3: POLICY

A. All proposed names and dedications for County Facilities shall be submitted to the Board of County Commissioners, in accordance with the procedures set forth below.

B. The Board of County Commissioners shall make the final determination on the naming or dedication of County Facilities as defined above.

SECTION 4: PROCEDURES

The following procedures shall govern when naming or dedicating County Facilities to honor an individual, entity or group:

A. Eligibility

(1) By a majority vote, the Board may name or dedicate a County Facility for:

- a. A deceased individual who has provided exceptional service to Okaloosa County, the State of Florida or the United States or the residents of Okaloosa County during his or her lifetime and who has been deceased for more than one year at the time the Board acts on his or her nomination;
- or

b. A group or entity that has significantly contributed to the acquisition or development of a particular County Facility; or

c. Where the recognition of the individual is a condition of the donation of the County Facility or is contained in a deed restriction.

(2) By a super-majority vote, the Board may deviate from the eligibility requirements set forth in this policy when exceptional circumstances are shown which would justify the naming or dedicating of a County Facility to an individual while such person is still living or has been deceased for less than one year.

B. Nomination

(1) Any resident of Okaloosa County may nominate a deceased individual, entity or a group as the name or dedication for County-owned facilities.

a. The nomination or request shall be in writing and shall contain:

i. For an individual, the date and place of his or her death; and

ii. A summary of the background which demonstrates the service or contributions of the individual, entity or group so as to justify Okaloosa County naming or dedicating a particular County Facility after the individual, entity or group.

b. No justification is required if naming of a County Facility is a condition of a donation or is set forth in a deed restriction.

c. A County Commissioner may nominate a deceased individual, entity or group for the naming or dedication of County facilities. Only a County Commissioner may nominate a living individual for the naming or dedication of a County Facility.

C. Evaluation

(1) The County Administrator or his/her designee shall evaluate each nomination or request to determine:

a. Whether or not the contribution and character of the nominee is such that it is in the best interest of the residents of Okaloosa County to name or dedicate a County Facility in honor of that individual, entity or group; and

b. Whether other individuals, entities or groups have been nominated to have the same County Facility named or dedicated to them; and

- c. What financial costs to the County will result in the naming or dedicating of the County Facility after an individual, entity or group.

(2) After evaluation, the County Administrator shall place the nomination or request with recommendations for approval or disapproval on the Board of County Commissioner's agenda.

D. Approval

(1) The Board, at a public meeting, may:

- a. Consider each nomination or request and determine whether to approve or reject that nomination or request; or
- b. Name or dedicate a sub-facility within the County Facility in honor of an individual, entity or group; and
- c. If appropriate, authorize the expenditure of funds for naming the County Facility or for the dedication plaque.

E. Changing the Name of a Facility

The same procedures shall apply to changing the name of a facility, except names in deed restrictions shall not be changed.

F. Special Criteria for Street Naming

(1) New Streets within a subdivision are named as part of the plat approval process.

(2) All other street names must meet the following criteria:

- a. Name cannot already be in use in Okaloosa County;
- b. Name cannot be similar to road names already in use in Okaloosa County;
- c. Name must be approved by the E911 Naming Coordinator within Public Safety Department;
- d. Name should be one word and limited to 15 characters whenever possible.

e. Official re-naming of existing streets is generally prohibited because of cost and inconvenience to property owners, but may be approved if the Board determines that the change is necessary for the health, safety, or welfare of the citizens and more than 75% of the affected property owners with linear frontage sign a petition in support of the change. Any such change requires a public hearing with notification to all affected property owners.

G. Re-naming Alternatives

(1) Individuals, entities and groups are encouraged to consider the following alternatives to renaming streets and other facilities in order to commemorate the lives of important community members or historical figures and events:

- a. Interpretive plaques at key locations;
- b. Sidewalk bricks or inserts;
- c. "Honorary Street" designation:
 - i. With approval of the Board following a public hearing, a commemorative street blade sign may be mounted above or below the official street name, or separate, free-standing signs may be placed along the route in each direction.
 - ii. The County shall develop and provide a standard sign specification for approved honorary street designations.