

Policy on Naming Glynn County Facilities

Glynn County Board of Commissioners
Glynn County, Georgia
Approved May 2, 2019

I. PURPOSE

- a. The intent of this policy is to develop standard procedures and guidelines for the naming of facilities owned and/or operated by the Glynn County Board of Commissioners (“BOC”).
- b. For the purpose of this policy, “facility” or “facilities” includes but is not limited to the following: parks, buildings, roadways and streets, specified areas within County-owned property such as athletic fields or trails, structures, meeting rooms, etc.
- c. It is not necessary that every facility have a name. The naming of new and existing County facilities is reserved for exceptional circumstances. All names considered by the BOC should be above all significant, appropriate, considerate, and acceptable to the citizens of Glynn County.

II. AUTHORIZATION

- a. The County Manager (“Manager”) of Glynn County or his/her designee shall recommend to the BOC the proposed name of a county facility.
- b. The ultimate naming or renaming of a facility shall be within the sole discretion of the BOC. Glynn County reserves the right to accept or reject applications as it deems appropriate.

III. OBJECTIVES

- a. To provide an identifying name for a County facility.
- b. To provide criteria for the naming a County facility.
- c. To provide for citizen input into the process of naming a County facility.
- d. To ensure the naming of a County facility is controlled by the BOC through recommendations by the Manager and/or his/her designee.

IV. QUALIFYING NAMES AND CRITERIA

Names considered should provide some form of individual identity in relation to the following:

- a. The geographic location of the facility, including descriptive names.
- b. An outstanding feature of the facility.
- c. An adjoining subdivision, street, school, or natural feature.
- d. A commonly recognized historical event, group or individual.
- e. An individual who contributed in a positive and significant way to the betterment of the facility. For an individual’s name to be considered as a qualifying name, the individual must have been deceased for a period of at least six (6) months.
- f. A County facility previously named after a living person shall retain the name unless a new or other facility is acquired and will receive that name.
- g. County facilities that have been named by deed restriction shall not be considered for renaming.

- h. Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.
- i. Naming associations with tobacco and alcohol are prohibited.

V. NAMING PROCEDURES

- a. The County will accept Applications for Naming a County Facility from those who have an interest in naming a facility.
- b. Obtain an Application for Naming a County Facility. Call (912) 554-7100 or download the application from the County website at www.glynncounty-ga.gov.
- c. Complete the application in its entirety.
- d. Include a full biography of the individual nominated (if applicable). The application must include a written letter of support for the nomination from the individual's next of kin.
- e. Submit application and related documentation to the Manager or his/her designee for review.
- f. If the application does not qualify for consideration, the Manager or his/her designee will notify the applicant in writing within thirty (30) days after receipt of the application.
- g. If the application meets the County's established qualifying names and criteria and is recommended for consideration by the Manager, the Manager or his/her designee will present the recommendation to the BOC.
- h. The applicant will be notified by the Manager or his/her designee of the scheduled meeting date of the BOC.
- i. Applicant should be prepared to make a presentation that justifies the recommended name at the BOC meeting.
- j. The BOC shall allow for public input and comment.
- k. Within sixty (60) days after the presentation, the BOC will have an official vote at a public hearing meeting to approve or not approve the naming request.

VI. RENAMING

The intent of naming is for permanent recognition. The renaming of County facilities is strongly discouraged. Efforts to change a name shall be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Facilities named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

VII. SIGNAGE

The County will provide standard metal signs with the size and placement of new and/or replacement signage to be determined in the sole discretion of the County. An applicant who wishes to have another style sign must submit a rendering for approval by the County. The applicant is financially responsible for specialty signage.



Glynn County Board of Commissioners
Application for Naming County Facilities

Facility/Amenity: _____

Address: _____

Suggested Facility/Amenity Name _____

Please review the Policy on Naming Glynn County Facilities prior to completing this form.

Qualification Name is Based On: Check One Only

- Geographic Location (Descriptive Name)
- Outstanding Feature of the Facility
- An adjoining Subdivision, Street, School, or Natural Feature
- A commonly recognized historical event, group, organization
- Individual

Consideration for naming after an individual must include a biographical sketch, including evidence of contributions to the county facility or amenity to be named, or the county system overall. Please attach additional sheets as necessary.

Please submit a brief explanation of why you feel this would be the best name for the county facility:

Submitted By:

Name_____

Address_____

City/State/Zip_____

Daytime Phone Number_____

E-mail Address_____

I have read and understand Glynn County's Policy on Naming Glynn County Facilities.

Signature_____ Date_____

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Thank you for your suggestion. Please submit your completed form to the address below for consideration by the Glynn County Board of Commissioners.

Glynn County Board of Commissioners
Attn: County Manager's Office / Administration
1725 Reynolds Street, Suite 302
Brunswick, GA 31520
(912) 554-7401

For Office Use Only

Date Received:_____	Received By:_____
Notes:_____	

