



(DOT) Policy for Naming County-owned Properties, Roadways, Buildings, Facilities, and Parks

Effective Date: August 12, 2008

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| Owner | Board of Commissioners (BOC)* |
| Reviewer(s) | DOT Director, County Attorney, County Manager |
| Approver(s) | DOT Director and BOC |
| Related Policies | N/A |
| Related Standards | N/A |
| Storage Location | Clerk's Office via Agenda Item |
| Last Review Date | N/A |
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| Review Cycle | Document is updated as needed; no regular cycle established |
| Employee Acknowledgement | N/A |

* While the agenda item was brought before the BOC by DOT, this is a countywide policy owned by the BOC.

1. PURPOSE

To establish a policy for the honoring of exceptional and significant individuals, groups, or organizations by officially dedicating and naming Cobb County-owned facilities, so the importance of bestowing such a high honor will genuinely recognize the Honorees.

2. SCOPE

This policy applies to all County agencies, elected offices, departments, full-time, part-time and non-employees (temporary employees, volunteers, service providers, vendors, contractors, and any other entities) seeking to dedicate and name a Cobb County-owned property, roadway, facility, building or park in honor for an individual. If you have questions regarding this policy, contact the DOT Director.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

| Guidance | Section |
|---|---|
| Georgia Open Records Act | O.C.G.A. 50-18-70, et Seq. |
| Official Code of Cobb County | |
| Georgia Archives as adopted by County Code | https://www.georgiaarchives.org/records/retention_schedules |
| And all other applicable laws and regulations | |

4. DEFINITIONS

Level I Facility: An entire or complete property, roadway, major bridge, building, facility, or park.

Level II Facility: A subpart of a larger property, roadway, building, facility, or park; such as a nature area within a property, an intersection or a minor bridge on a roadway, a room within a building, a shooting range within a training facility, or a playground at a park.

5. POLICY

Guidelines for Dedication and Naming:

Honorees and Facilities shall each meet the following minimum requirements before the



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Board of Commissioners may consider proceeding with the dedication and naming process.

Level I and Level II Facility Requirements:

A facility must meet the following criteria before it may be named or renamed:

- The facility has not been previously named.
- The facility may be renamed if the facility has reached the end of its useful life and will be replaced or substantially renovated.
- The facility may be renamed when it has been redesigned for another use.
- The facility may be renamed if any honoree for which a facility has been named causes dishonor to come to him/herself or to the County.

Appropriate recognition of earlier honorees shall be included at any Level I Facility rededicated and renamed

Level I Honoree Requirements:

To be considered an Honoree for a Level I Facility dedication, an Honoree candidate must be of an exceptional character and/or significance; have made a lasting, significant contribution to Cobb County; and met the following criteria:

- The proposed honoree must have been elected to Cobb County public office for a minimum of twelve (12) years and at least two (2) years have elapsed since such person's last day of service in Cobb County public office; or
- The proposed honoree must have served on an appointed Cobb County board for a minimum period of fifteen (15) years and at least two (2) years have elapsed since such person's last day of service in Cobb County on an appointed board; or
- The proposed honoree must have cumulative service as an elected public office holder appointed public official and/or public employee for a period of twenty (20) years and only after the proposed honoree has ceased to be an elected, appointed public official or public employee and at least two (2) years have elapsed since such person's last day of public service in Cobb County; or
- The proposed honoree must have been a Cobb County resident and was killed in action in a United States war, major conflict, or direct Cobb County Public Safety duty; or
- The proposed honoree must have made a lasting, significant contribution to the community which resulted in the long-term health and/or wellbeing of the people of Cobb County; or made a lasting, significant contribution to Cobb



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County's goals and objectives, that may include substantial donations of land, money or facilities to the County. Final determination of eligible amounts of money, land or facilities will be made on a case by case basis by the Cobb County Board of Commissioners.

Level II Honoree Requirements:

To be considered an Honoree for a Level II Facility dedication, an Honoree candidate must be of an exceptional character and/or significance; have made a lasting, significant contribution to Cobb County; and met the following criteria:

- The proposed honoree must have been elected to Cobb County public office for a minimum of ten (10) years; or
- The proposed honoree must have served on an appointed Cobb County board for a minimum period of twelve (12) years; or
- The proposed honoree must have cumulative service as an elected public office holder appointed public official and/or public employee for a period of fifteen (15) years and only after the proposed honoree has ceased to be an elected, appointed public official or public employee; or
- The proposed honoree must have been a Cobb County resident and was killed in action in a United States war, major conflict, or direct Cobb County Public Safety duty; or
- The proposed honoree must have made a lasting, significant contribution to the community which resulted in the long-term health and/or wellbeing of the people of Cobb County; or made a lasting, significant contribution to Cobb County's goals and objectives, that may include substantial donations of land, money or facilities to the County. Final determination of eligible amounts of money, land or facilities will be made on a case by case basis by the Cobb County Board of Commissioners.

NOMINATIONS:

Nominations for naming of any Cobb County owned facility may be submitted to the Clerk to the Board of Commissioners in writing, accompanied by a justification for the recommended honoree.

All requests shall be reviewed by the County Attorney, County Manager and other appropriate staff to determine eligibility before being submitted to the Board of Commissioners.

A Nominee who is deceased must have the support of four Commissioners before the Nomination may be brought forward to the full Board of Commissioners for action. A Nominee who is living or a group or organization must have the support of five Commissioners before the Nomination may be brought forward to the full Board of Commissioners for action.

BOARD OF COMMISSIONERS APPROVAL:

The Board of Commissioners shall make the final decision as to the naming or renaming of any Cobb County owned facility at a regular Board of Commissioners meeting within six (6)



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months of the original nomination.

For a deceased proposed honoree-approval requires that a minimum of four (4) Board members vote in favor of the proposed facility dedication request.

For a living proposed honoree or a group or organization- approval requires that all five (5) Board members vote in favor of the proposed facility dedication request.

CONFLICTS WITH STATE LAW:

It is the intent of this Policy that whenever changes in the law creates conflict between this Policy and State Law that State Law is to prevail.

6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The County may deviate from the policy when written justification is provided to the BOC by the DOT Director.

REVISION HISTORY

| Version ID | Revision Date | Author | Reason for Revision |
|-------------------|----------------------|---------------|----------------------------|
| v.1.0-2020 | 12/2020 | | Reformat |