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**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Amend the Naming/Renaming Parks/Trails Administrative Code

**DEPARTMENT:** Leisure Services

**DIVISION:** Parks and Recreation

**AUTHORIZED BY:** Joe Abel

**CONTACT:** Kathryn Clifford

**EXT:** 2001

**MOTION/RECOMMENDATION:**

Adopt and authorize the Chairman to execute a resolution amending Seminole County Administrative Code, Section 28.20 Parks/Trails Naming Procedures to become Section 28.20 Policy for Naming/Renaming Seminole County Parks, Open Spaces, Park Related Facilities, Historical Sites, Trails, Trailheads, and Natural Lands as amended.

County-wide

Joseph R. Abel

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**BACKGROUND:**

The County's present Administrative Code, Section 28.20 has been divided into two sections to accommodate the various Advisory Committees that have existed in the past. Additionally, the Section only addresses parks and trails not taking into account natural lands, other park related facilities and historical sites.

The proposed amendments to the Code takes into account the formation of the Leisure Services Advisory Committee as a transition from the separate Committees of the past, as well as creating an inclusive policy to address all Leisure Services Department managed facilities and properties.

Further, this policy is a compilation of a sampling of parks and recreation agency policies across the nation into this final product that is both consistent with the existing policy and comprehensive in including all Leisure Services managed properties with clearly defined processes, guidelines, and criteria.

This amendment was presented to the Leisure Services Advisory Committee at their November 19, 2008 meeting and a recommendation to move the item forward to the Board of County Commissioners for approval was unanimously approved.

**STAFF RECOMMENDATION:**

Adopt and authorize the Chairman to execute a resolution amending Seminole County Administrative Code, Section 28.20 Parks/Trails Naming Procedures to become Section 28.20 Policy for Naming/Renaming Seminole County Parks, Open Spaces, Park Related Facilities, Historical Sites, Trails, Trailheads, and Natural Lands as amended.

**ATTACHMENTS:**

1. Name-Rename Parks-Trails Proposed Administration Code Change

**Additionally Reviewed By:**

County Attorney Review ( Ann Colby )



**COUNTY ATTORNEY'S OFFICE  
MEMORANDUM**

To: Joseph R. Abel, CPRP, Director, Leisure Services  
From: Sharon J. Sharrer, Executive Assistant, extension 7257 *sjs*  
Date: November 4, 2008  
Subject: Administrative Code – Naming/Renaming Parks/Trails

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Attached are the proposed Section 28.20 of the Seminole County Administrative Code and the amending Resolution. Please note that the proposed Section 28.20 must be attached to the Resolution when placing on the BCC Agenda.

Please follow the procedures outlined on the updated Resolution Adoption Guidelines and feel free to contact me should you have additional changes or questions. Thanks.

Attachment:  
Resolution  
Proposed Section 28.20  
Resolution Adoption Guidelines

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED MEETING ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2008.

WHEREAS, Seminole County Ordinance No. 89-28 created the Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution Numbers 89-R-438 and 05-R-151 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be amended from time to time to reflect changes in the administration of County government; and

WHEREAS, the Board of County Commissioners desires to amend sections of the Seminole County Administrative Code to update the policy for naming/renaming of Seminole County parks, open spaces, park related facilities, historical sites, trails, trailheads, and natural lands,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,

The Seminole County Administrative Code is hereby amended by revisions, additions, and deletions to Section 28.20, "Policy for Naming/Renaming Seminole County Parks, Open Spaces, Park Related Facilities, Historical Sites, Trails, Trailheads, and Natural Lands", as more particularly described in the attachment.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
BRENDA CAREY, Chairman

Date: \_\_\_\_\_

Attachment:  
Section 28.20

**SECTION 28. LEISURE SERVICES**

**28.20 ~~PARKS/TRAILS NAMING PROCEDURES.~~ POLICY FOR NAMING/RENAMING SEMINOLE COUNTY PARKS, OPEN SPACES, PARK RELATED FACILITIES, HISTORICAL SITES, TRAILS, TRAILHEADS, AND NATURAL LANDS.**

**~~A. PURPOSE AND BACKGROUND.~~** ~~The ultimate authority for the naming or renaming of Seminole County parks & recreation sites, including trails and trailheads is vested in the Board of County Commissioners.~~

~~The purpose of this policy is to provide the steps necessary to bring a proposed name to the Board of County Commissioners for consideration and approval. The following policy is to be used for existing and new park sites, as well as for the proposed naming of specific parks or facilities.~~

**~~B. ORDER.~~**

~~(1) Selection of Names:~~

~~(a) Historical, natural phenomena, recognizable area, neighborhood or names of horticultural significance for County facilities are preferred.~~

~~(b) A park or trail may be named in honor of a living or deceased person. The criteria for selection of a person's name for a park/trail facility shall include the following:~~

~~(i) The person shall be a Seminole County resident for twenty (20) years.~~

~~(ii) The person shall be recognized for his/her outstanding contribution or service to Seminole County parks, recreation, and/or trails programs for a period of not less than ten (10) years.~~

~~(iii) The person shall be of good moral character.~~

~~(2) Submission of a proposed site name:~~

~~(a) Proposed names for new parks or the renaming of existing facilities may be brought forward by any of the following individuals, groups or entities:~~

~~(i) Board of County Commissioners or an individual Commissioner;~~

~~(ii) Parks Advisory Board or Board Member; Trails Advisory Board or Board Member;~~



## SEMINOLE COUNTY ADMINISTRATIVE CODE

~~\_\_\_\_\_ (iii) Parks & Recreation Manager or staff; or~~

~~\_\_\_\_\_ (iv) Any Seminole County citizen or group.~~

~~\_\_\_\_\_ (b) Proposed names must be submitted in writing to the Manager of the Parks & Recreation Division.~~

~~\_\_\_\_\_ (c) Proposals must contain, at a minimum, the following information:~~

~~\_\_\_\_\_ (i) Proposed Name;~~

~~\_\_\_\_\_ (ii) Proposed Site Location; and~~

~~\_\_\_\_\_ (iii) Reasons for recommendation of the proposed name. This should include such justifications as civic involvement of honoree, historical context of honoree in the Seminole County community and related information. (See Attachment "A" for format).~~

~~\_\_\_\_\_ (3) Park Advisory Board Review - Park Sites.~~

~~\_\_\_\_\_ (a) Upon receipt of the written proposal, the manager of the Parks & Recreation Division will place the recommendation on an upcoming Parks Advisory Board agenda for consideration. Copies of the proposal will be provided to the Advisory Board members prior to the scheduled meeting.~~

~~\_\_\_\_\_ (b) The Parks Advisory Board will review all submitted proposals. Approved proposals shall be maintained by the Parks & Recreation staff for consideration at such time as needed.~~

~~\_\_\_\_\_ (c) When a site is to be named, the Parks Advisory Board will consider the approved proposals on file as well as any new proposals for a specific site and shall forward their recommendation for the specific site to the Director of Leisure Services.~~

~~\_\_\_\_\_ (4) Trails Advisory Board Review - Trail Sites.~~

~~\_\_\_\_\_ (a) Upon receipt of the written proposal, the manager of the Parks & Recreation Division will place the recommendation on an upcoming Trails Advisory Board agenda for consideration. Copies of the proposal will be provided to the Advisory Board members prior to the scheduled meeting.~~

~~\_\_\_\_\_ (b) The Trails Advisory Board will review all submitted proposals. Approved proposals shall be maintained by the Parks & Recreation staff for consideration at such time as needed.~~

~~\_\_\_\_\_ (c) When a site is to be named, the Trails Advisory Board will consider~~



~~the approved proposals on file as well as any new proposals for a specific site and shall forward their recommendation for the specific site to the Director of Leisure Services.~~

~~(5) County Manager Recommendation. The Director of Leisure Services will review the written recommendation of the Parks Advisory Board or the Trails Advisory Board and advance the recommendation to the County Manager for consideration.~~

~~(6) Board of County Commissioners Approval. The County Manager's recommendation for a site name will be placed on the Board of County Commissioner's meeting agenda for approval. Upon their approval the site name will be official.~~

## **A. INTENT OF POLICY**

To provide a policy and guidelines for naming/renaming County parks, open spaces, park related facilities, historical sites, trails, trailheads, and natural lands.

## **B. GENERAL GUIDELINES**

This policy does not apply to naming/renaming of other County owned facilities, properties, or streets.

Staff may temporarily assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance for reference and identification purposes.

The chosen name shall not conflict with similar names in whole or in part.

Every effort shall be made to avoid conflicts with neighboring county agencies and municipalities.

The Seminole County Board of County Commissioners shall approve all names by Resolution. Any request to name/rename in honor of individuals or groups shall be submitted in writing to the County's Leisure Services Director's Office with referral to the appropriate board/committee/commission as necessary with supporting explanation or justification. The Leisure Services Advisory Committee shall be consulted with regards to any and all park, trail, natural lands, park related facilities, and open spaces. The Historic Commission shall be consulted with regard to historically designated properties.

Generally, a facility will not be named after a person until after their death. An exception to naming/renaming a facility after a living person may only be made with a four/fifths (4/5) vote of approval by the Board of County Commissioners.

The renaming of parks, trails, open spaces, natural lands, historical sites, and park related facilities will be strongly discouraged.

Where the name of an individual is so used, approval shall be obtained from the



individual or the next of kin for such naming.

**C. CRITERIA/GUIDELINES FOR NAMES HONORING INDIVIDUALS, GROUPS OR EVENTS**

(1) Where there has been a significant contribution to the quality of life, well-being of Seminole County; or

(2) To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to Seminole County; or

(3) Where there is a significant historical or cultural connection to the County and a major contribution to the historical or cultural preservation of the County; or

(4) Where there is a major contribution toward the environmental preservation conservation or enhancement of the County; or

(5) Where there is a major contribution made to the acquisition, development or conveyance of land or building, in question and/or contribution toward acquisition and/or development of the facility; or

(6) Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility or park to be named/renamed; or

(7) Where there is a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification.

**D. PROCEDURES FOR NAME/RENAME DESIGNATION**

An individual, the County Commission, or group wishing to submit a request for a name/rename in honor of an individual, group or event must provide a written proposal to the County's Leisure Services Director's Office for referral to the appropriate County Advisory Commission or Committee as necessary which contains the following minimum information:

(1) name of the applicant,

(2) identification of the park, open space, trail, facility or property to be named/renamed,

(3) proposed name,

(4) a brief biography of the person, persons or group, or account of the historical event, if appropriate, including all other data relevant to the commemorative naming/renaming,

(5) the association, if any, of the person, persons, group or event, if appropriate, with the park, site or facility to be named/renamed,

(6) background information which details the accomplishment and/or supports the name designation, and

(7) a letter of approval from the individual or next of kin for using such naming.

Proposals must include at least three letters of endorsement supporting the application.

The County Leisure Services Director's Office shall distribute the request to the Leisure Services Advisory Committee and/or Historical Commission for their comments, information and recommendation to the Seminole County Board of County Commissioners for consideration.

**E. SIGNAGE**

The County will be responsible for coordinating the public presentation of signage to acknowledge the name/rename designation.

The County Commission shall have final approval for the selection and location of any signage, including signage text.

Signage shall comply with all signage regulations of Seminole County.

**C.F. AUTHORITY.**      Resolution 2007-R-42 adopted March 13, 2007  
                                 Resolution 2001-R-169 adopted October 9, 2001

**ATTACHMENT "A"**

**PROPOSAL FOR THE NAMING/RENAMING OF A SEMINOLE COUNTY PARK OR RELATED FACILITY**

*This form is to be completed and submitted to the Seminole County Leisure Services Department for consideration of a potential name for a County park-site, amenity, or park related facility, historical site, trail, trailhead, and/or natural lands property. Final authority for the naming of a park-site, amenity, or Leisure Services related facility rests with the ~~County Chairman and the Board of County Commissioners.~~*

1. Individual Submitting Request: \_\_\_\_\_  
Group/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
2. Site Location: \_\_\_\_\_  
Amenity Park/Facility/Site Location: \_\_\_\_\_  
Current Name of Park/Facility/Site (if applicable): \_\_\_\_\_
3. Proposed Name of Site/Amenity/Facility Park/Facility/Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Reason(s) for recommendation of proposed name. Include information regarding civic involvement of honoree, historical context of honoree in Seminole County community and related information. (Copies of documentation supporting this information may be attached to this document for consideration).  
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5. Additional information/comments to be reviewed as part of this proposal.

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\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date of Submission

Note: Completed applications shall be accompanied by three (3) letters of endorsement supporting the application.

## **ADMINISTRATIVE CODE RESOLUTION ADOPTION GUIDELINES**

- (1) The County Attorney's Office (CAO) will prepare the proposed code changes and Resolution.
- (2) The Resolution and an "underlined and struck-through" version of the code amendments will be provided to the Department for placement on the BCC agenda.
- (3) The Department will scan the Resolution and "underlined and struck-through" version of the code amendments and attach the documents to their SCI.Net agenda item.
- (4) The Department should ensure that a representative is at the BCC meeting.
- (5) The Department shall inform the CAO when the agenda item will appear on the BCC agenda.
- (6) The CAO will retain the original Resolution until it is adopted by the Board of County Commissioners and the CAO will incorporate any changes the Board may request.
- (7) The CAO will submit the Resolution to the County Manager's Office, along with the required Document Action Form, for coordinating signatures and recording.
- (8) The CAO will provide the updated section(s) of the Administrative Code to the requesting department, County Commissioners, County Manager's Office, and Assistant County Attorneys.
- (9) The CAO will coordinate with IT for the updates to the Web (Internet and Intranet).