

TOWN OF HERNDON, VIRGINIA

POLICY

AUGUST 8, 1995

SUBJECT: Naming of Public Facilities or Places.

I. Purpose

(A) To name certain public facilities or places in honor of a group, organization, or deceased individual who has made an exceptional contribution to the Town of Herndon.

II. Policy

(A) When considering the name for a public facility or place, the Town Council shall solicit suggestions from citizens, community organizations, or from members of the Town Council or Town boards and commissions.

(B) The naming of a public facility or place shall be in honor of a group, organization, or deceased individual who has made an exceptional contribution to the Town.

(C) A deceased individual must have been deceased for at least one year before a public facility or place shall be named in that person's honor.

(D) When a group, organization, or deceased individual is nominated as the name for a park, site or facility, the individual, group or organization making the nomination shall include the following background information for Town Council consideration:

1. The full name of the group, organization, or deceased individual.
2. In the case of a deceased individual, the date of the person's birth and death.
3. The association, if appropriate, with the public facility or place to be named.
4. A brief biography of the deceased individual or a description of the group or organization, including all other data relevant to the commemorative naming.
5. Any recommendation for installation of a permanent memorial or plaque may be included with the above-mentioned information, in addition to a general description of the memorial or plaque.

(E) Until a facility or place is named for a group, organization, or deceased individual, it shall have a geographical (e.g. Van Buren Street Park) or functional name (e.g. Herndon Municipal Center/HMC).

(F) Locations for consideration may be any public facility or place such as a park, building, memorial garden, or street.

(G) The naming or re-naming of any Town public facility or place shall be by resolution of the Town Council. To name a public facility or place in honor of a group, organization, or deceased individual who has made an exceptional contribution to the Town of Herndon, one or more of the following criteria must be met:

1. The group, organization, or deceased individual has a significant or unique association with the public facility or place; or
2. The group, organization, or deceased individual has contributed significantly to the community or area in which the public facility or place is located; or
3. The group, organization, or deceased individual has achieved significant recognition at the Town, regional, state or national levels.

(H) The Town Council may on its own motion designate a name for a new or existing public facility or place, consistent with the requirements set forth herein, by adoption of an appropriate resolution.

(I) Official names of parks, sites and facilities shall be used in Town communications, maps, plans, documents, signs and any other communications.