

STATE OF SOUTH CAROLINA
COUNTY OF SPARTANBURG
TOWN OF LYMAN

RESOLUTION NO. 11122018 I


**A RESOLUTION ADOPTING A MUNICIPAL POLICY ON THE NAMING OF TOWN
PROPERTIES AND OTHER LOCATIONS WITHIN THE TOWN**

WHEREAS, the Town Council has determined that it is in the interest of the Town government and the public to adopt a formal written policy for the naming of Town-owned properties and other locations within the Town,

NOW, THEREFORE,

BE IT RESOLVED BY THE MAYOR AND COUNCILMEMBERS OF THE TOWN OF LYMAN IN COUNCIL ASSEMBLED, that the Town hereby adopts the attached Municipal Naming Policy for use by the Town in the naming of Town properties and other locations within the Town as described in the Policy.

This Resolution shall take effect upon approval of the Town Council.


Larry Chappell, Mayor

ATTEST:


R. Noel Price Blackwell, Town Clerk

First Reading and Approval: November 12, 2018

MUNICIPAL
NAMING
POLICY

Town of Lyman

[Draft 10/30/2018]

I. PURPOSE:

To establish a uniform policy regarding requests for the naming or renaming of Town-owned land and facilities including parks, recreation facilities, buildings, streets and the designation of commemorative street names and plaques, that are compatible with community interest and will enhance the values and heritage of the Town of Lyman.

II. GENERAL:

- A. This policy shall establish the guidelines, criteria and process for naming or renaming of Town-owned facilities.
- B. The Town Council shall have the final authority to name and rename parks, recreational facilities, Town-owned buildings, streets and to designate commemorative street names and plaques.
- C. Under extraordinary circumstances that would cast a negative image upon the Town, any naming of Town-owned facilities in honor of an individual, family or group may be revoked at the discretion of Town Council.
- D. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the Town of Lyman, should be avoided.
- E. The donation of land, facilities or funds for the acquisition, renovation or maintenance of land or facilities shall not constitute an obligation by the Town to name the land and/or facility or any portion thereof after an individual, family or organization.
- F. Existing names are deemed to have historic recognition. It is the Town of Lyman's policy to keep the name of any existing park, Town-owned buildings or recreational facility, particularly one whose name has Town or regional

significance, unless there are compelling reasons to consider such a change; after a thorough study and a unanimous vote of the Town Council. Furthermore, the Town will consider renaming to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the Town and their distinctions are as yet unrecognized.

- G. It is the intent of this policy to prohibit, except under extraordinary circumstance with a super majority vote (6 to 1) of the Town Council and a required minimum of 2/3 of the affected property owners' written approval, the changing of street names that have existing homes or businesses using the street name in their address, or streets which connect with adjacent jurisdictions.
- H. Street naming and renaming shall be made by Town Council resolution or as a result of an approval and recordation of a subdivision map.
- I. All costs including staff time, labor and materials associated with the installation of plaques, monuments and/or replacement of signs resulting from this policy will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERIA

- A. PARKS, TOWN-OWNED BUILDINGS AND RECREATIONAL FACILITIES:
 - 1. Naming shall begin as early in the development and/or acquisition as possible.
 - 2. Names should be appropriate to the park, Town-owned building or recreational facility by reflecting the native wildlife, history, flora, fauna, geographic area or natural geological features related to the Town of Lyman.
 - 3. Names can be from significant historical events, cultural attributes, a local landmark or for a historical figure.
 - 4. Areas that can be recognized include: Points of entry, walkways, trails, room or patio within a Town-owned building, recreational facilities such as group picnic areas and physical features.
 - 5. Names which reflect the Town's ethnic and cultural diversity are encouraged. Signage shall be English.
 - 6. Commemorative names honoring individuals or families should be based on the following criteria:

- Made lasting and significant contributions to the protection of natural or cultural resources of the Town of Lyman;
- Made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility;
- Made substantial contributions to the advancement of commensurate types of recreational opportunities with the Town of Lyman;
- Be associated to an economic development or redevelopment activity;
- Had a positive impact on the lives of Lyman's residents;
- Has volunteered for ten (10) or more years of service to the community.

B. STREETS:

1. Names shall be unique, easily discernible and simple to pronounce for public safety consideration. Similar sounding or duplicate street names shall not be considered.
2. Street names may recognize native wildlife, flora, fauna or natural geologic features related to the community and the Town of Lyman.
3. Street names shall not contain more than 18-letter characters, including any combinations of spaces or letters designations in the base portion of the name.
4. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, ethnicity, religious affiliation, political affiliation or other social factors are not acceptable.
5. Names for public and private street in a new subdivision shall be proposed by the developer, reviewed by the Planning Commission, approved by the Town Council. The street names are adopted by the Town when the final subdivision map for the development is recorded.

C. COMMEMORATIVE STREETS NAMES AND PLAQUES:

1. Commemorative street name signs are additions to the street name and will not change the street address. Existing street name shall be retained and a supplemental sign or plaques shall be installed. Commemorative street name signs shall consider the same criteria as for naming of streets.

2. Commemorative plaques shall be placed in common areas within the Town of Lyman. In recognition of individuals that should be honored for their accomplishments and contribution to the Town, a community COLUMN OF HONOR or WALK OF HONOR or WALL OF HONOR (placeholder names) may be established at a location to be determined at Town Hall or in an existing Park such as Lyman Circle. The COLUMN/WALL/WALK OF HONOR will be a permanent honor, consisting of a marker describing the honorees accomplishments, placed on a bronze plaque. Recognition will be made either at a Town Council Meeting or at a special ceremony at the COLUMN/WALL/WALK OF HONOR. The applicant or sponsoring group/organization will be responsible for the cost of the plaque. If a special recognition ceremony is requested, the applicant may be charged for the cost.
3. Criteria for commemorative street names and plaques are as follows:
 - a. Names honoring deceased individuals, groups or families should be based on one or more of the following criteria:
 - i. Made lasting and significant contributions to the protection of natural or cultural resources of the Town of Lyman;
 - ii. Made substantial contributions to the betterment of the Town of Lyman which has positively impacted the lives of citizens of the Town of Lyman,
 - iii. Be associated to an economic development or redevelopment activity in fulfillment of the Town's mission;
 - iv. Commemorates a significant historical event;
 - v. Contributed to outstanding civic service to the Town for a minimum period of ten (10) years.
 - b. Names of living persons shall be considered only under one or more of the following circumstances:
 - i. The honoree contributed 50% or more of the cost of a major facility;
 1. A contribution is not required to be monetary (example: land or building).

- ii. The honoree initiated or contributed major time to the establishment of the Town project;
 - iii. The overwhelming belief (public opinion) that the honoree would be likely honored for that facility posthumously;
 - iv. No other individual now living has, or likely to have, greater public support for being honored;
 - v. The honoree has given extraordinary service to the Town and to the community;
 - vi. The honoree has attained national or international prominence and achievement.
- c. Naming after an individual who has served as a Town Official or as a Town employee shall occur after the person has separated from Town service and should be based on one or more of the following criteria:
- i. Made contributions over and above the normal duties required by their positions;
 - ii. Had a positive impact on the past and future development of programs, projects or facilities in the Town of Lyman;
 - iii. Made significant volunteer contributions to the community outside the scope of their job or position;
 - iv. Had exceptionally long tenure with the Town of Lyman (a minimum of ten (10) years);
 - v. Significant public support for a memorial to the Town official or Town employee on the occasion of their death or retirement.

IV. NAMING PROCEDURE

- A. A request shall be submitted in writing on the standard application form. Fees associated with administration (amounts to be determined by Town staff) and hard costs for the sign or plaque placement will be at the expense of the applicant, such as sign procurement and installation costs. An application fee will be established and will be based on the most current adopted Town's Fees and

Charges Schedule. The payment of the application fee is required at the time of application submission.

- B. The applicant shall be able to provide clear evidence that the individual to be honored has made a significant contribution to the economic vitality and/or quality of life in the Lyman community.
- C. The application will be reviewed for completeness based upon the naming criteria by Town of Lyman staff (Town Administrator's designee). All recommendations or suggestions will be given the same consideration without regard to the nomination source.
- D. Completed applications will be forwarded concurrently for review to the Town Council at a regularly scheduled meeting within a ninety (90) day period.
- E. Notice of intent to name a park, recreational facility, Town-owned building or commemorative naming of a street shall be posted in public places in the Town's paper of record during the same 60-day review period of the Town's Commissions. Public comments in writing may be received by the Town and the Town Council may hold a noticed public hearing on the naming.
- F. After the 90-day review and public comments period, the request will be placed in the agenda for the next regularly scheduled Town Council meeting for the Town Council's consideration.