

**CITY OF EUSTIS POLICY  
NAMING AND RE-NAMING PUBLIC FACILITIES**

Section 1 -- Purpose

The purpose of this policy is to provide criteria for the City of Eustis to use when it wishes to confer a specific name on a municipally owned property or street.

Section 2 -- Scope

- A. This policy affects only municipally owned property including, but not limited to, the following:
  - 1) Buildings and structures
  - 2) Real property, including open space, parks, and recreational facilities
  - 3) Rights of way, including streets
- B. The process and criteria included in this policy do not apply to the following:
  - 1) Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register
  - 2) Public art installations that have been commissioned with a title that serves as the name of the piece
- C. This policy does not apply to State and/or Federal roads and highways. Any proposal affecting a Lake County facility must also be approved by the Lake County Board of County Commissioners.

Section 3 – Procedures for Considering Names

- A. The City Commission shall publicly solicit ideas for naming new or existing facilities as soon as practical in the development process, except where otherwise indicated in this policy.
- B. The purpose of the solicitation is to develop a broad array of ideas and to encourage community participation in the naming process. The Commission should first review existing facility names to avoid duplication, confusion, or inappropriateness.
- C. The City Commission shall hold a minimum of one public hearing to receive comments on all naming or re-naming requests and shall adopt names of public facilities by resolution.
- D. Individuals or organizations can request a name for a new or existing facility by submitting the request to the City Manager. Staff will review the request for consistency with this policy and if it is consistent, will process the consideration in accordance with the procedures contained herein.
- E. Upon City Commission approval of a new name and/or a name change, City staff shall design the appropriate plaque, sign, or other identification and submit same for City Commission approval prior to installation.

#### Section 4 – Criteria for Names

- A. The City Commission shall use the following criteria when considering name proposals:
- 1) Context and geographical location
    - i. Sites and facilities should be given names that directly reflect or are contextually related to the history of the site.
    - ii. Common usage names that have developed over time shall be favored.
  - 2) Natural or geological features
    - i. Names may be based on distinctive, predominant, and defining natural features of an area.
  - 3) Historical significance
    - i. The name could be one associated with a historically significant event or for events reflecting broad patterns of Eustis's history.
    - ii. The name could be one associated with the lives of persons of citywide significance in Eustis's past.
    - iii. The name may reflect a distinctive architectural, engineering, or technological achievement.
    - iv. The name may be related to an existing or proposed registered historic property or district.
  - 4) Contributions
    - i. Facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the City of Eustis for the construction and/or development of the facility, especially if the naming is a stipulation of the donation.
    - ii. Facilities may be named for an individual if that individual has made a recognized, outstanding public service contribution.
  - 5) Portions of a facility may have another name than that of the entire facility.
  - 6) Except where otherwise indicated, facilities and public properties shall not ordinarily be named for living individuals.
- F. The City Commission shall not generally change the name of an existing facility unless there is overwhelming community support for the new name and/or a recognized public health, safety, and welfare need for the change.

#### Section 5 – Special Criteria for Street Naming

- A. New streets within a subdivision are named as part of the plat approval process.
- B. Street names must meet the following criteria:
- 1) The name cannot already be in use.
  - 2) The name cannot be similar to road names already in use.
  - 3) The name must be approved by the Fire Department for consistency with Emergency 911 requirements.
  - 4) Names should be one word and limited to 15 characters whenever possible.

- C. Official re-naming of existing streets is generally prohibited because of cost and inconvenience to property owners, but may be approved if the City Commission determines that the change is necessary for the health, welfare, and safety of the citizens and more than 75% of the affected property owners with linear frontage sign a petition in support of the change. Any such change requires a public hearing with notification to all affected property owners.

#### Section 6 – Re-naming Alternatives

- A. Organizations and individuals are encouraged to consider the following alternatives to re-naming streets and other facilities in order to commemorate the lives of important community members or historical figures and events:
  - 1) Interpretive plaques at key locations
  - 2) Sidewalk bricks or inserts
  - 3) “Honorary Street” designation
    - i. With approval of the City Commission following a public hearing, a commemorative street blade sign may be mounted above or below the official street name, or separate, free-standing signs may be placed along the route in each direction.
    - ii. The City shall develop and provide a standard sign specification for approved honorary street designations.
- B. Honorary street designation proposals shall be considered and approved in accordance with the process for new streets and facilities outlined in Section 3.

**RESOLUTION NO. 14-76**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, ADOPTING A POLICY ON PUBLIC FACILITY NAMES AND NAME CHANGES.**

**WHEREAS**, the City of Eustis does not currently have a policy with criteria for naming and/or re-naming public facilities such as parks, streets, and buildings; and

**WHEREAS**, a policy will provide direction and consistency for the naming of public facilities; and

**WHEREAS**, a policy will provide a process by which citizens can request honorary designations for various public facilities; and

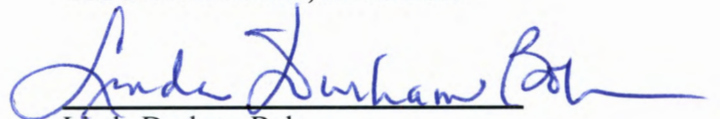
**WHEREAS**, a policy will provide a mechanism for naming rights associated with significant donations to particular facilities.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida, as follows:

1. That the attached Policy on Public Facility Names and Name Changes is hereby adopted; and
2. That the Policy shall be kept on file in the Office of the City Clerk; and
3. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.

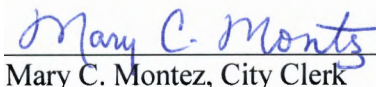
**DONE AND RESOLVED**, this 11th day of October, 2014, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**



Linda Durham Boh  
Mayor/Commissioner

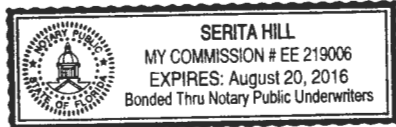
**ATTEST:**

  
Mary C. Montez, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of October, 2014, by Linda Durham Bob, Mayor, and Mary C. Montez, City Clerk, who are personally known to me.



Serita Hill  
Notary Public - State of Florida  
My Commission Expires: Aug 20, 2016  
Notary Serial No: EE 219006

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for use and reliance of the City Commission of the City of Eustis, Florida.

A large, stylized handwritten signature in blue ink, appearing to be "Linda Durham Bob".

\_\_\_\_\_  
City Attorney's Office

10/16/2014  
\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution No. 14-76 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Service Center, all within the corporate limits of the City of Eustis, Lake County, Florida.

Mary C. Montez  
\_\_\_\_\_  
Mary C. Montez, City Clerk