



County Commissioners of Kent County, MD Department of Parks & Recreation



Guidelines for Naming and Renaming Parks, Park Structures & Facilities

Applicability

Kent County Parks and Recreation facilities are generally named for a geographic area or natural historic feature, but, as appropriate, Parks and Department facilities may be named to reflect significant historic, material, or financial contributions to the County, or persons of historic or outstanding civic service. Markers may be placed in parks and on recreational facilities honoring or memorializing individuals and organizations.

Procedure for Requesting Permission

Anyone wishing to name or rename a Park or Department Facility or erect a memorial in a Park or within a Department Facility, must submit his or her request in writing to the Director of Parks and Recreation. The request must include an explanation of the proposal which will enable the ability to make a determination that the naming or memorial is justified. The Director shall present the request to the Parks and Recreation Advisory Board for consideration. If favorable, the Advisory Board will make a recommendation for consideration to the Board of County Commissioners. The factors to be taken into consideration will include, but not be limited to the following:

1. The reason for the naming or renaming or erection of a memorial;
2. The contribution or other factors for which the person is being memorialized, or the park or facility named;
3. Whether and to what extent the facility or park has been financed by the person being honored or by the persons wishing to honor him/her;
4. Whether and to what extent the appropriate and/or impacted communities support the proposal; and
5. Any other factors, which would support the request.

Naming/Renaming

1. Considerations regarding the naming or renaming of parks, and naming or renaming areas and facilities, shall be guided by the following considerations:
 - o Recognized Geographic Names
 - o Natural Historic Features
 - o Significant Historic Contributions
 - o Significant Material Contributions
 - o Significant Financial Contributions
 - o Persons of Historic Service to Kent County
 - o Persons of Outstanding Civic Service to Kent County
 - o Documented Community Support
2. If the naming request meets the required criteria, the requesting person(s) or organization(s) must present the request to the Parks & Recreation Advisory Board.
3. The Advisory Board reviews the request and if approved, the Director will make a recommendation to the Board of County Commissioners.
4. The Board of County Commissioners shall grant or deny approval of the request.
5. The requestor will be notified via letter of the decision. The letter will outline, if applicable, those areas that did not meet the criteria.

Memorials/Dedications

Memorials or dedications may consist of structures, such as buildings, or facilities, such as athletic fields, that may be named in memory of individuals and organizations as completed entities, or memorial or dedication plaques or signs on or inside structures and facilities.

1. Considerations regarding memorializing or dedicating parks, park area and recreational facilities, shall be guided by the following:
 - Location, design, and configuration of a proposed memorial or dedication shall be in keeping with the park purpose and usage and shall not interfere with public use of the park or recreational facility.
 - Proximity to planned and/or existing memorials.
 - Kent County's Planning Office staff shall participate in the planning, design, and construction of a memorial or dedication, if relevant.
 - Documented evidence of community support must be included with the request for memorializing or dedicating parks, park area and recreational facilities.
 - All costs associated with the proposed memorial or dedication, including planning, design, construction, utilities, and maintenance shall be the sole responsibility of the person(s) or organization(s) requesting the memorial or dedication. Full funding for the memorial or dedication shall be paid to the County, prior to the start of planning, design, and construction.
 - An escrow account must be established with the County's Office of Finance to ensure the person(s), organization, and/or entity requesting the memorial or dedication of a park, park area and/or recreational facilities has the capability to perform routine maintenance of the memorial, park area, or recreational facility for the next 10 years.
 - Cost of maintenance to be put in the escrow account for the 10-year period shall be mutually agreed upon by the Requestor and the Directors of Parks and Recreation and Department of Public Works.
 - In all cases involving memorials or dedications, only the memorial or dedication itself may be named. The park name shall remain unchanged.
2. If the memorial or dedication request meets the required criteria, the requesting person(s) or organization(s) must present the request to Parks and Recreation Advisory Board.
3. The Advisory Board reviews the request and if approved, the Director makes a recommendation to Board of County Commissioners.
4. The Board of County Commissioners shall grant or deny approval of the request
5. The requestor will be notified via letter of the decision. The letter will outline, if applicable, those areas that did not meet the criteria.

~Approved by the authority of the Parks & Recreation Advisory Board on 2-20-2020~