

# Naming and Renaming of Town Facilities, Parks, and Streets Policy Guidelines

Town of Dumfries, Virginia



Adopted April 4, 2023

**Town of Dumfries, Virginia**  
**Naming and Renaming of Town Facilities, Parks, and Streets Policy**

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**TABLE OF CONTENTS<sup>1</sup>**

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Page #</u></b>
1.0	Policy Purpose	3
2.0	Eligibility	3
3.0	Criteria	3
4.0	Process	3
5.0	Renaming	4
6.0	Implementation	4

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<sup>1</sup> Review again once policy is adopted.

# Town of Dumfries, Virginia

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## 1.0 Policy Purpose

The purpose of this policy is to establish a consistent, transparent, and meaningful process for naming and renaming government buildings, Town parks, and town streets (herein “government facility(ies)”) in the Town of Dumfries. This policy aims to recognize the contribution of individuals or organizations who have made a significant positive impact on the community or have contributed to the growth and development of our town.

## 2.0 Eligibility

Any government building or town park in the Town of Dumfries may be considered for naming or renaming, including newly constructed or existing government facilities. However, government facilities that have already been named or renamed will not be considered unless there is a compelling reason to do so.

## 3.0 Criteria

The following criteria will be used to evaluate potential names or renaming of government facilities:

- 3.1 The individual or organization being considered must have made significant positive contributions to the Town of Dumfries or its residents.
  - 3.1.a. The name or renaming must be relevant and meaningful to the community and its history.
  - 3.1.b. The name or renaming must be respectful and appropriate.
  - 3.1.c. The name or renaming must not promote any particular religion, political party, or ideology.
  - 3.1.d. The name or renaming must not be identical or too similar to any existing street names, park names, or other named locations within the town.

## 4.0 Process

The process for naming or renaming government facilities in the Town of Dumfries shall be as follows:

- 4.1 Any member of the community may submit a nomination for a government facility name or renaming.
  - 4.1.a. The nomination must be submitted in writing to the Mayor and Town Council, with a copy to the Town Manager, and must include supporting documentation, such as a resume or a list of accomplishments, to demonstrate the eligibility of the individual or organization being considered.
  - 4.1.b. The nomination will be reviewed by a naming committee, consisting of the Mayor, the Town Manager, and two (2) Town Council members appointed by the Town Council.
  - 4.1.c. The naming committee will evaluate each nomination based on the established criteria and will make a recommendation to the Town Council for final approval.
  - 4.1.d. The Town Council shall hold a public hearing on the proposed naming or renaming.
  - 4.1.e. The Town Council shall have the final authority by resolution to approve or reject any proposed naming or renaming of government facilities.

# Town of Dumfries, Virginia

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## 5.0 Renaming

If a compelling reason arises to rename a government facility, the following additional process will be followed:

- 5.1 A request for renaming may be submitted in writing to the Mayor and Town Council with a copy to the Town Manager.
- 5.2 The request must include a detailed explanation of why the renaming is necessary, including any historical or cultural context.
- 5.3 A request to rename a government facility must be accompanied by a petition signed by 50 eligible voters in the Town in order to be further processed for consideration.
- 5.4 The request will be reviewed by the naming committee, which will make a recommendation to the Town Council for final approval.

## 6.0 Implementation

Once a name or renaming has been approved for a government facility, the Town of Dumfries will notify the public of the new name or renaming through local media and on the Town's website. The Town will also work with the appropriate agencies to update any necessary signage, maps, or other relevant materials.

By adopting this policy, we can ensure that the names and renaming's of government buildings, Town parks, and Town streets in the Town of Dumfries reflect the values and history of our community while also recognizing the contributions of those who have helped to shape our town.