

ORIGINAL  
STAMPED IN RED

RESOLUTION NO.: R-2024-059

*Amending Resolution No.: R-2017-052 and Adopting a Revised City of Columbia Honorary Street Naming Policy, Facility, Room and Site Naming Policy and Honorary Naming Application*

WHEREAS, on September 19, 2017, the Mayor and City Council approved Resolution No.: R-2017-052 adopting a City of Columbia honorary street naming policy and facility and site naming policy; and,

WHEREAS, on May 21, 2024, the Administrative Policy Committee endorsed a revised honorary street naming policy, facility, room and site naming policy and honorary naming application; and, NOW THEREFORE,

BE IT RESOLVED this 16<sup>th</sup> day of July, 2024, that the Mayor and City Council of the City of Columbia, South Carolina hereby amend Resolution No.: R-2017-052 to adopt as official the City of Columbia Honorary Street Naming Policy, City of Columbia Facility, Room and Site Naming Policy and the City of Columbia Honorary Street/Facility, Room and Site Naming Application attached hereto. These policies replace and supersede all previous City of Columbia Honorary Street Naming Policies, City of Columbia Facility, and Site Naming Policies and Applications of the City or its departments.

Requested by:


Mayor and City Council \_\_\_\_\_

\_\_\_\_\_  
Mayor

Approved by:

  
\_\_\_\_\_  
City Manager

Approved as to form:

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

Introduced: 7/16/2024

Final Reading: 7/16/2024



## **CITY OF COLUMBIA HONORARY STREET NAMING POLICY**

### **Purpose**

To provide for a process for the honorary naming of streets so that City Council may honor individuals and organizations who have made significant contributions to the Community.

### **Criteria for Designation**

- Honorary street name designations shall be limited to individuals and organizations that have had a significant cultural, historical, or humanitarian impact on the City.
- The requested location for the honorary street designation must have a geographical relationship to the honoree i.e. honoree lived, worked or had a cultural, historical, or humanitarian impact at the location requested for recognition.
- Honorary designations shall be limited to two signs for each designation.
- As required by Columbia-Richland 911, signs shall be fabricated in a manner that clearly designates them as honorary through color and/or shape. Unless otherwise directed by City Council, the standard color scheme shall be white on brown.
- There shall be only one honorary designation per location.

### **Process for Designation**

Honorary street name designations shall be sponsored and approved by City Council through the following process:

- An application will need to be completed either by an applicant or the sponsoring City Council member.
- The sponsoring City Council member shall discuss the intent of the Honorary Designation with other council members as well as any neighborhood or merchant group associated with the geographic area in which the street is located in advance of requesting the drafting of a Resolution.
- Upon request by the sponsoring City Council member, the City Attorney will prepare a Resolution for Council's consideration and action and Public Works will manufacture and schedule installation of the signs. Actual installation will not occur until after the resolution is approved by City Council.
- A copy of the Resolution shall be transmitted to Columbia-Richland 911 as well as the appropriate addressing staff at City of Columbia and Richland County to ensure all parties are aware of the honorary designation. However, the honorary designation does not have an impact on addressing, as the official road name does not change.
- Unless otherwise extended by a Resolution of Council, the designation shall expire ten years after the date of enactment.

*Permanent renaming of streets is governed by S.C. Code §6-29-1200 and requires a public hearing by the Planning Commission.*



## **CITY OF COLUMBIA FACILITY, ROOM, AND SITE NAMING POLICY**

### **Purpose**

To provide for a process for the naming of city-owned facilities, rooms, and sites so that City Council may honor individuals and organizations who have made significant contributions to the Community. This policy applies to naming and renaming facilities, rooms, and sites.

### **Criteria for Designation**

- The naming, other than the use of geographic names, of city-owned facilities, rooms, and sites shall be limited to individuals and organizations that have had a significant cultural, historical, or humanitarian impact on the City.
- Naming of facilities, rooms, and sites for individuals shall be only for persons who are deceased.
- Renaming city-owned facilities, rooms, and sites is not encouraged and should only be entertained after investigating and considering the potential impact of abandoning the current name. Names that have become widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so.

### **Process for Naming**

Naming city-owned facilities, rooms, and sites shall be sponsored and approved by City Council through the following process:

- The sponsoring City Council member will refer the naming of a city-owned facility, room, or site to the Administrative Policy Committee. An application will need to be completed either by an applicant or the sponsoring City Council member.
- If the facility, room, or site is located within a neighborhood or merchant association, the leadership of this organization shall be notified of the proposal and the Committee meeting date and time at which it will be considered. The Committee will report the outcome of the meeting to City Council at its next regular meeting. After review and consideration, City Council shall vote on whether to proceed with the naming.
- Upon a favorable vote by City Council to rename the facility, room, or site, the City Attorney will prepare a resolution for consideration and action on the naming of the facility, room, or site.
- For the honorary naming of facilities, a marker or plaque will be placed inside and outside of the facility.
- For the honorary naming of rooms, a marker or plaque will be placed outside of the room.

*In the event of any conflict between the provisions of this policy and state law, state law shall prevail and be controlling.*



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## HONORARY STREET/FACILITY, ROOM AND SITE NAMING APPLICATION

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Please see [submission checklist](#) for materials necessary for application.

**SUBMISSION MATERIALS MUST ACCOMPANY APPLICATION.**

Application form and materials are **DUE AT 4:00 p.m.** thirty (30) days prior to ceremony.

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- Is the designation:  **Honorary Street Naming** (*Topper will be posted above standard City of Columbia street signs.*)  
 **Facility Naming** (*A marker or plaque will be posted inside and outside of facility.*)  
 **Room Naming** (*A marker or plaque will be posted outside of room.*)  
 **Site Naming**

- Checklist:  **Application**  
 **Council Members (District and one At-Large Sponsor)**  
 **3 Letter(s) of Support**  
    1) **One letter expressing Community support**  
    2) **One letter expressing Neighborhood/Neighborhood Association or Merchant Association support**  
    3) **One letter expressing Councilmembers' support**
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\_\_\_\_\_  
Applicant Signature\*

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

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Check and initial acknowledging application requirements.

- \_\_\_\_\_ Signage wording cannot exceed twenty-six characters.
- \_\_\_\_\_ Any changes to initial request must be made in writing no more than 30 days prior to ceremony.
- \_\_\_\_\_ Signage wording and resolution must be finalized 30 days prior to ceremony.
- \_\_\_\_\_ Applicant must provide letter(s) of support as outlined in the above checklist.



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HONORARY STREET/FACILITY, ROOM AND SITE NAMING APPLICATION

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1. Name of individual or organization to be honored:

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2. Name of street, facility, room or site of proposed designation: *Please list the intersecting streets and block numbers for honorary street namings. No more than two signs are permitted per honorary street naming designation.*

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3. Attach sheet describing the significant contribution(s) this individual or organization has made in the community (no more than one page):

4. Location, date and time of unveiling ceremony if approved:

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5. District Council Member Sponsor:

Name: \_\_\_\_\_

At-Large Council Member Sponsor:

Name: \_\_\_\_\_

**FOR STAFF USE:**

Public Works:  Approved  Rejected

Parks and Recreation:  Approved  Rejected

Support Services:  Approved  Rejected

Public Safety:  Approved  Rejected

City Council Approval Date: \_\_\_\_\_