



Administration Department

P. O. Box 900
Locust Grove, Georgia 30248

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Item Coversheet

Item: **Honorary Street, Building, and Property Naming Ordinance**

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: **General Fund (Building and Grounds) / Street Department**

Date Received: **December 12, 2024 / January 3, 2025**

Workshop Date: **December 16, 2024**

Regular Meeting Date: **January 6, 2025**

Discussion:

We have received requests for building and street naming recently, and we have been asked to present a policy of overseeing such requests to you for consideration. As such, staff prepared an ordinance to address this and future increases in requests for naming, renaming and honorary naming of public property and buildings, which are often more for streets than buildings by their larger share of items owned by a local government.

We referred to other cities nearby such as August-Richmond County using the following criteria to address these types of requests. The attached ordinance draft is modeled primarily after this guidance, but we did take into account the feedback from the Council and our own legal counsel to address a more comprehensive ordinance along with fees for processing requests.



Figure 1: Example of Honorary Street sign.

Recommendation:

APPROVE ORDINANCE TO CREATE A NEW SECTION FOR PROPERTY NAMING.

ORDINANCE _____

AN ORDINANCE TO AMEND TITLE 12 OF THE CODE OF ORDINANCES OF THE CITY OF LOCUST GROVE, GEORGIA PROVIDING FOR REGULATIONS FOR STREETS, SIDEWALKS AND PUBLIC PLACES; TO CREATE NEW CHAPTER 12.12 ENTITLED “STREETS, BUILDINGS, AND PROPERTY NAMING/RENAMING” FOR THE PURPOSE OF PROVIDING A UNIFORM POLICY FOR THE NAMING AND RENAMING OF STREETS, BUILDINGS, AND PROPERTIES OWNED BY CITY OF LOCUST GROVE, GEORGIA; FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; AND FOR OTHER PURPOSES.

Section I: Title 12 of the Code of Ordinances for the City of Locust Grove is hereby amended by the creation of a new Chapter 12.02 entitled “Streets, Buildings, and Property Naming/Renaming.

Section II: Chapter 12.02 entitled “Streets, Buildings, and Property Naming/Renaming is hereby amended by inserting thereof the following:

**CHAPTER 12.02
STREETS, BUILDINGS AND PROPERTY NAMING/RENAMING**

12.02.010 PURPOSE

The purpose of this article is to provide a uniform policy for the naming and renaming of streets, buildings and properties (including honorary designations) owned by Locust Grove, Georgia (hereinafter referred to as “City”). After the effective date of this article, no street, building or property whether owned at that time by the City, or subsequently constructed, developed, or acquired by the City, shall be assigned a name or renamed – either in official or honorary designation – unless it is done pursuant to this article. This article shall apply to streets, roads, alleys and similar thoroughfares, buildings, parts of buildings, bridges, parks, and any other property owned by the City.

12.02.020 GUIDELINES, CRITERIA, EXCEPTIONS

The following guidelines shall be followed when the naming or renaming of streets, buildings or properties is to be considered:

- (a) Names of such streets, buildings or properties shall be based upon geographical, historical, ecological, or functional factors. Buildings and properties may also be named or renamed for persons who have made significant monetary or land contributions or other significant

contributions to the well-being and betterment of Locust Grove, Georgia.

(b) Exception. The initial naming of streets as part of normal development of subdivisions and road dedications shall be handled in accordance with Title 16, Chapter 16.04 entitled "Subdivisions".

(c) The renaming of streets, buildings or properties (including honorary naming) should not be considered unless overwhelming evidence is provided by a proponent that the existing name lacks significance and that the proposed name bears significant importance to the well-being and betterment of the City as determined by the Mayor and City Council.

(d) The renaming of streets, buildings or properties shall not be considered for at least fifty (50) years after naming unless there are extraordinary circumstances warranting such consideration.

(e) As provided for or referenced within these guidelines "significant importance or significant contribution to the well-being and betterment of Locust Grove, Georgia" shall include, but not be limited to, the following criteria, as it relates to the City, State of Georgia and/or the United States of America:

- 1) The first criteria relate to the type of impact the honoree may have or had to the community. The honoree should have met or currently meets at least one of the following:
 - Acts of heroism, valor or self-sacrifice;
 - Outstanding military accomplishment;
 - Acts of national or local humanitarianism;
 - Outstanding record of civil service with historic, critical and/or cultural significance; and/or
 - Professional accomplishment which greatly impacted the public good/welfare.
- 2) The second criteria relate to the geographical area. The designation shall be confined to the road or subject property within the vicinity of the home, business, or location associated with the honoree chosen. For honorary naming, if a building, road, or property already carries an honorary name, which differs from a historical name, no additional honorary name shall be assigned.
- 3) The third criteria relate to the life of the honoree. If he/she is still living, the request can only be initiated by the Mayor or City Council member. Naming roads, buildings or properties after individuals is only permitted for honorary purposes unless the person holds a state/national significance

12.02.030 PROCEDURES, FEES, NOTICE

(a) The naming or renaming of a street, public building or property (including honorary naming) may be proposed in the following manner:

- (1) The Mayor or Councilmember may recommend a name.
- (2) The Staff of the City may recommend a name.
- (3) The City Council may set in place a public process for soliciting input in the naming;
or,
- (4) Any person, firm, or associates may propose a name.

(b) The naming or renaming of a street, public building or property (including honorary naming) shall be submitted to the Community Development Department on forms provided by that office and accompanied by the necessary documentation and a fee of \$150 for the costs of staff review and public notices. The purpose of the documentation is to provide a full background on the proposed names. The Community Development Department shall consult with the City Manager, City Clerk, Public Works Director and Public Safety Director regarding the proposed naming request after the information has been received for evaluation and development of a report to the Mayor and City Council.

(c) The Community Development Director shall cause a public hearing to be held regarding the proposed name after giving at least 15 days' notice consisting of an advertisement in the legal organ and a sign placed upon the property. Such public hearings may be held as an item on the agenda of the Locust Grove City Council.

(d) Should the naming/renaming/honorary naming of a public street be approved, the City Public Works Department shall have the necessary street sign(s)/honorary street sign(s). For a building or public property naming, if approved by Council, the signs will go into production and a ceremony for unveiling will be scheduled.

(e) Ceremonies can be planned by the requestor by obtaining the necessary permits and scheduling with the Mayor, City Council or staff they would like to attend. There will be a limit of five (5) designations per calendar year.

12.02.040 – 12.02.100 Reserved

SECTION III . Severability.

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for

any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION IV. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION V. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this _____ day of January, 2025.

CARLOS GREER, Mayor

ATTEST:

APPROVED AS TO FORM:

MISTY SPURLING, City Clerk
(Seal)

CITY ATTORNEY

EXHIBIT "A"

**APPLICATION FOR HONORARY STREET NAMING
APPLICATION FOR NAMING/RENAMING/HONORARY NAMING OF A STREET,
BUILDING OR PROPERTY**

NAMING/RENAMING REQUEST

Administration – Public Works – Community Development

Naming/Renaming - General Guidelines

The Honorary Designation Program allows citizens the opportunity to honor people that have made significant contributions to the City of Locust Grove community. The Community Development Department administers the program. The sign will be given to the individual that applied for the naming unless renewed. Such designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$150 must be submitted prior to approval. If approved, additional fees shall be submitted to cover the costs of the manufacture and placement of street signs unless otherwise waived by the Mayor and City Council.

Naming Criteria

The Naming request will be presented before the Mayor and City Council for final approval if all criteria are met:

- The first criteria relate to the type of impact the honoree may have or had to the community. The honoree should have met or currently meets at least one of the following:
 - Acts of heroism, valor or self-sacrifice;
 - Outstanding military accomplishment;
 - Acts of national or local humanitarianism;
 - Outstanding record of civil service with historic, critical and/or cultural significance; and/or
 - Professional accomplishment which greatly impacted the public good/welfare
- The second criteria relate to the geographical area. The designation shall be confined to the road within the vicinity of the home, business, or location associated with the honoree chosen. If this road already carries an honorary name, which differs from a historical name, no additional honorary name shall be assigned.
- The third criteria relate to the life of the honoree. If he/she is still living, the Mayor and City Council member can only initiate the request. Naming roads after individuals is only permitted for honorary purposes unless the person holds state/national significance.

The Process

- Complete a Designation Application. Individual letters of support are encouraged and should be included.
- Submit to COMMUNITY DEVELOPMENT for review to ensure criteria are met and fee verification.
- If approved & fees received, the application is returned to the applicant for a signature from at least one member of the City Council or Mayor; both are recommended.
- After approval by one or both of the Council/Mayor, the application should be returned to COMMUNITY DEVELOPMENT in preparation for City Council approval.
- COMMUNITY DEVELOPMENT will advertise the honorary designation request at the requested site for public input at the next available City Council meeting.
- If approved by the Council, then the signs will go into production and a ceremony for unveiling will be scheduled.

Upon final Council approval, COMMUNITY DEVELOPMENT will implement the name designation. There will only be one designation per location. Honorary street designations will be for the entire road, or, as approved for a certain defined segment. Signs will only be placed at the point of beginning and point of ending. Additional signs can be purchased.

Ceremonies can be planned by the requestor by obtaining the necessary permits and scheduling with the Mayor, City Council or staff they would like to attend. There will be a limit of five (5) designations per calendar year.

Public Hearing and the Locust Grove City Council

COMMUNITY DEVELOPMENT will post signs at/or nearby the requested naming/honorary naming designation advising the community of the request that will go before the Council. This will be the primary method of informing the general public of the surrounding community to voice any concerns to the Council.

Sign Installation

If the naming / honorary naming designation request is approved, the Locust Grove Public Works Department is notified after the Ordinance has been signed by the Mayor and recorded by the City Clerk. The Public Works Department will begin placing the road signs of the designation at the point of beginning and point of ending.

NAMING/RENAMING REQUEST
Administration – Public Works – Community Development

APPLICANT INFORMATION

Date: _____ Phone Number(s): _____
Applicant: _____ Owner Other Email/Fax: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

REQUEST INFORMATION

Type of Honorary Request: _____ Ownership: _____ Name of Honoree: _____
 Road Public
Living Individual: Private Location: _____
 Yes No State

REASON FOR PROPOSED REQUEST

Please select the category that would best apply and provide a brief explanation that applies to the honoree of their impact on a local, state or national level. Not all criteria will be applicable with each request. Additional information including letters, signatures, documents etc. can be attached with the application.

Category of Request:

Heroism Military Humanitarian Historic/Cultural Public Impact/Welfare

GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

OFFICIAL USE ONLY

Additional Comments _____

Sign Description _____

of signs _____ Recommendation: Approve Deny

Signatures of Approval

Council : _____
Mayor : _____
COMMUNITY DEVELOPMENT: _____

City of Locust Grove, Georgia
Community Development - Administration
P. O. Box 900
Locust Grove, GA 30248

OFFICE: (770) 957-5043

Fees	Date Received: _____
<input type="checkbox"/> Application:	\$150
<input type="checkbox"/> Administrative: Signs: _____@_____:	\$ _____
<input type="checkbox"/> Pub Works: Signs: _____@_____:	\$ _____
Total:	\$ _____

HONORARY DESIGNATION REQUEST

Administration – Public Works – Community Development

Honorary Road Naming - General Guidelines

The Honorary Designation Program allows citizens the opportunity to honor people that have made significant contributions to the City of Locust Grove community. The program is administered by the Community Development Department. The sign will be given to the individual that applied for the naming unless renewed. Road designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$150 must be submitted prior to approval. If approved, additional fees shall be submitted to cover the costs of the manufacture and placement of street signs unless otherwise waived by the Mayor and City Council.

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HONORARY DESIGNATION REQUEST

Administration – Public Works – Community Development

Date: _____

APPLICANT INFORMATION

Applicant: _____ Owner Other

Phone Number(s): _____

Email/Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

REQUEST INFORMATION

Type of Honorary Request:

Road

Living Individual:

Yes No

Ownership:

Public

Private

State

Name of Honoree: _____

Location: _____

REASON FOR PROPOSED REQUEST

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Military

Humanitarian

Historic/Cultural

Public Impact/Welfare

GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

OFFICIAL USE ONLY

Signatures of Approval

Additional Comments _____

Council : _____

Sign Description _____

Mayor : _____

of signs _____ Recommendation: Approve Deny

COMMUNITY DEVELOPMENT: _____

City of Locust Grove, Georgia
Community Development - Administration

P. O. Box 900
Locust Grove, GA 30248

OFFICE: (770) 957-5043

Fees		Date Received: _____
<input type="checkbox"/> Application:		\$150
<input type="checkbox"/> Administrative:	Signs: _____ @ _____:	\$ _____
<input type="checkbox"/> Pub Works:	Signs: _____ @ _____:	\$ _____
Total:		\$ _____