

Arapahoe County Property Naming Policy

Purpose

The Purpose of the policy is to establish consistent procedures and guidelines for the naming of county-owned properties, buildings, facilities, designated areas of a building or facility, structures, parks, land, bodies of water, fixtures, trails, and other physical property as appropriate (hereafter referred to as “Property” or “Properties”).

General Policy Overview

The naming of County-owned Properties shall be the function of the Board of County Commissioners, consistent with C.R.S. 30-10-109 and based upon the criteria and processes provided herein. This policy does not apply to the sponsorship of Properties.

Definitions

Property: Buildings, facilities, designated areas of a building or facility, structures, parks, land, bodies of water, fixtures, trails, and other physical property as appropriate.

County-owned: Property possessed by Arapahoe County, including by title or lease.

Internal-facing Properties: Areas not for public use. For example: a room that can only be accessed by county staff, common-use areas shared by multiple people, and employee workspaces.

External-facing Properties: Spaces that are accessible to the general public. For example: publicly accessible common-use areas, conference rooms, parks, trails, and open spaces.

Criteria for the Naming of Properties

- A. Names should be unique and not duplicative.
- B. Names of facilities should provide some form of individual identity in relation to one or more of the following:
 - a. The geographic location of the facility; including descriptive names.
 - b. An outstanding feature of the facility.
 - c. An adjoining subdivision, street, school, or natural feature.
 - d. A commonly recognized historical event.
 - e. Cultural significance to the county
 - f. Ecological significance to the county
 - g. Functional descriptors (i.e., the situation room, the innovation hub)
 - h. Facilities shall not be named after living/deceased individuals.

Naming Process

1. All requests, both internal and external must first ensure that the request meets the criteria set forth above.
2. External Properties
 - a. External requests can be made by emailing the Commissioners' office at commissioners@arapahoegov.com with a written explanation of why they are making the request, and how it meets the naming criteria.
 - b. External requests will be reviewed by the Commissioners' office to ensure compliance with the criteria.
 - c. Should the external request meet the criteria, the request will be forwarded to the director of the department to which the request relates.
 - d. The Director or their designee will then be required to work with the appropriate stakeholders and provide their recommendation to the Board of County Commissioners during a drop-in. During the drop-in, Commissioners may, at their discretion, approve or disapprove the request. The Board may also seek additional public feedback or continue the matter for further review and consideration.
3. Internal Properties
 - a. Internal requests shall be submitted to the director of the department to which the request relates, with documentation that denotes criteria compliance.
 - b. The director will conduct an additional review to ensure compliance with the criteria set forth above and work with the appropriate stakeholders.
 - c. If the Director determines that the criteria have been satisfied, the Director shall present the request to the Board of County Commissioners for approval during a drop-in. Commissioners may, at their discretion, approve or disapprove the request. The Board may also continue the matter for further review and consideration.
4. In the case of properties pertaining to the Open Spaces Department, the request shall first be forwarded to the Open Spaces and Trails Advisory Board for its recommendation, consistent with the policy prior to presentation to the Board of County Commissioners for final approval.
5. Street naming and street name change shall adhere to Resolution No. 2189-85 and its established process.
6. Upon approval, the respective department shall update established documentation to ensure County-owned Property names are accurate.
7. In the situation where a Property is renamed, the request shall comply with the Criteria and Process set forth above and shall include clarification as to why the current facility name is obsolete or inappropriate.