

List of Attachments for Item No. 3

SOP – Facilities Naming

Attachments:

- 3A Standard Operating Procedure (SOP) – Streets and City Facilities Naming
- 3B Naming List – Milpitas Historical Figures
- 3C Naming List – Influential People
- 3D Naming List – CA Native Plants, Flowers, Trees
- 3E Naming List – Presidents
- 3F Park Donation Application – Charles Loughborough

No. 1.3
Effective: 04/21/06
Revised: 03/15/16

CITY OF MILPITAS, CALIFORNIA
STANDARD OPERATING PROCEDURE

SUBJECT: CITY STREETS, PARKS, AND FACILITIES NAMING

Purpose

To create a uniform policy that describes guidelines and processes for naming City streets, parks and other facilities.

Background

Several City Ordinances relate to street naming. Milpitas Municipal Code, Title XI-1000 Street Names, refers to a few street names. Government Code Section 34093 also spells out the duty of City Clerk to notify the County of new or changed street names.

Past practices required that all street names shall be as approved by the City Council and no duplication of street names shall be permitted. The City has from time-to-time established lists of names suitable for streets. Developers have selected street names from those lists or recommended other names. The Planning Commission, Parks, Recreation and Cultural Resources Commission and City Council have also suggested and reviewed names of streets, parks and other facilities. Several criteria have developed over the years for naming streets, parks and facilities. This Standard Operating Procedure defines the criteria, guidelines and method for suggesting names for consideration and selecting names for City streets, parks and other facilities.

Policy

1. No part of this policy shall conflict with any City ordinance, Code or other laws and regulations.
2. The City Council shall have the final authority to approve names of City Streets, Parks, and other Facilities.
3. The Facilities Naming Subcommittee, (or other subcommittee appointed by the City Council) shall evaluate names of City streets, parks and facilities, and shall make recommendations to the City Council.
4. Anyone may submit a potential name for consideration for naming a City street, park or facility, in writing, on a form designed for that purpose, delivered to the office of the City Clerk.
5. Generally the process shall be followed in the “Procedure” below.
6. The “Criteria and Guidelines” listed below shall be considered as part of the deliberative process.

Procedure

1. City street, park and facility naming recommendations shall be brought to the Facilities Naming Subcommittee.
2. The City Clerk shall provide copies of the “City Streets, Parks, and Facilities Naming Suggestion” form, at City Hall and make available on the City’s website.

**PENDING SUBCOMMITTEE
REVIEW 3/9/16**

**No. 1.3
Effective: 04/21/06
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3. All “City Streets, Parks and Facilities Naming Suggestion” forms shall be referred to the Facilities Naming Subcommittee.
4. Proposed names for new City streets, parks and facilities should be considered during the entitlement process prior to final map approval.
5. The Facilities Naming Subcommittee shall meet periodically and consider naming requests. The criteria shall be considered as part of the deliberation. Whether a name has previously been used for streets, parks or facilities shall also be considered as part of the deliberation process.
6. Names being considered for streets shall be reviewed by the City and County emergency services dispatch and Post Office to discourage names that are too similar or confusing that may hinder emergency response; or are otherwise inappropriate for public safety purposes.
7. The Facilities Naming Subcommittee shall establish and add appropriate names to an official list(s) of potential names.
8. Developers must select names from the approved list(s) for new streets, parks, and facilities or submit names that fall within the below Guidelines and Criteria. Names for new parks and facilities may be selected from the approved Park & Facility Naming List only.
9. Other Commissions will be notified for advice when the name or facility pertains to their functions. (For example, historical names or park names could be referred to the Parks Recreation and Cultural Resources Commission for comment.)
10. The Facilities Naming Subcommittee shall make recommendations to the City Council for naming City streets, parks, and facilities, by placing an item on the City Council agenda. The City Council shall consider recommendations from the Facilities Naming Subcommittee at the City Council meeting and shall have final approval of names of City streets, parks and other facilities.
11. City Public Safety, Information Services and Recreation Services staff shall establish and maintain databases of names of City streets, parks, and other facilities. Information about historical references, persons full names, ancestry, dates of birth and death, and other information of interest about the person or group and the significance of their name to Milpitas’ history and/or to that particular facility are to be included.

Guidelines and Criteria

Naming

1. The following criteria and factors shall be considered when naming or renaming a street, park or facility:
 - a. Neighborhood or geographical identification, such as street, school, or other descriptive names;
 - b. Natural or geological features of the area;

**PENDING SUBCOMMITTEE
REVIEW 3/9/16**

**No. 1.3
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- c. Historical or cultural significance: the name of a historical figure can be considered if the figure had a significant and extraordinary historical influence on the area, state, national or international level;
 - d. The name of any person or family that has made a significant impact in the community and/or in development of the street, park, facility;
 - e. An individual or organization that contributed significantly to the acquisition or development of the park or facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility. (Naming rights are not guaranteed if the donation is a dedication as required by the subdivision.
 - f. The articulated preference of residents of the neighborhood surrounding the street, park, facility;
 - g. A name should represent community values and consider future generations and ethnic diversity
 - h. If the name of an individual or family is to be considered, the use of such name shall have the approval of the individual (or his/her surviving family) or family when reasonably possible.
2. Coordination with the Milpitas Unified School District is encouraged when naming parks and facilities near schools.
 3. Avoid confusing or similar sounding names. (Public Safety Dispatch test)
 4. Avoid changing street names along any continuous alignment. (Continuity test)

Renaming

Critical examination will be conducted to ensure that renaming of a street, park and facility will not diminish the original justification for the name or the prior contributors. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community. Parks that have been named by deed restriction shall not be considered for renaming.

1. The renaming of a street, park or facility may be initiated by Subcommittee, City Council, City Commission, City staff, a group or individuals.
2. The initiation of renaming by non-City organizations or individuals, shall be made by submitting a request to the Naming Subcommittee.
3. Upon receipt of the request, the Subcommittee shall place the request on the agenda for review of the proposed name(s), taking of public comment, and discussion of the Guidelines and Criteria.
4. The Subcommittee shall notify, when considering the renaming of a park, the surrounding neighborhood.
5. After the Subcommittee has considered the request, it will make a recommendation to the City Council for the renaming.
 - a. If the Subcommittee recommends the denial of the request then the matter does not need to be considered by the City Council unless the person or group that submitted the

**PENDING SUBCOMMITTEE
REVIEW 3/9/16**

No. 1.3
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request appeals the decision of the subcommittee to the City Council within 30 days of the Subcommittee's decision.

- b. An appeal must be made in writing and submitted to the Recreation Services Manager and City Clerk to be included on the agenda of the City Council within 90 days of receipt of the appeal. The appeal shall include the basis of the appeal, including any criteria or factors for further consideration.
6. If a park or facility is renamed, a Resolution will set forth the new name.



Facilities, Streets & Park Naming Subcommittee
 Naming List – Milpitas Historical Names
Approved for: Streets, Parks, Facilities

NAME	SUGGESTED BY	DEDICATION LOCATION
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19th CENTURY

- | | | |
|--|-------------------|--|
| 1. Charles Beverson
Milpitas Cattle Rancher /
Dairy Farmer | Commission: PRCRC | |
| 2. Alfred Doten
Milpitas literary figure /
author | Commission: PRCRC | |
| 3. Alfred French
Ran first hotel that brought
tourism to Milpitas | Commission: PRCRC | |
| 4. JW Johnson
First Town Constable | Commission: PRCRC | |
| 5. Augustus Rathbone
First Storekeeper | Commission: PRCRC | |

20th CENTURY

- | | | |
|---|---------------------|---|
| 6. Chew Family
Part of Milpitas' early
agricultural history, the
Chew Family had 15 acres
where they ran their Flower
Farm business | Naming Subcommittee | |
| 7. Albert Currlin
One of the first Doctors in
Milpitas | Commission: PRCRC | Dedication Plaque:
Valley Health Center |
| 8. Sal Cracolice
Ran Milpitas' first Pharmacy,
started first Youth Center | Naming Subcommittee | Sal Cracolice Building (through
June 2016) |
| 9. Ernestina Garcia
Civil Rights Activist | Commission: PRCRC | |

NAME	SUGGESTED BY	DEDICATION LOCATION
10. Joe House Mayor (1974 – 1976)	Commission: PRCRC	
11. Bob McGuire First Parks and Recreation Director	Commission: PRCRC	Dedication Plaque: Community Center Amphitheater
12. Ray Madruga Early Ironworker, invented “Milpitas Plow”	Commission: PRCRC	
13. Mabel Mattos	NA	Street: Mattos Dr. / Edsel Bench / Farm Equipment: Alviso Adobe
14. Ford	Naming Subcommittee	
15. Dick DeLong	Commission: PRCRC	Street: DeLong Dr. / Tradezone Blvd.
16. Joe Smith	Commission: PRCRC	Street: Smith Ln. / Pimentel Cir.
17. Rogers Family (Ben, Jim)	NA	Ben Rogers Park
18. Weller Family (Joseph, Abraham)	NA	Street: Weller Ln. / N. Main St. & J. Weller Elementary
<u>21st CENTURY</u>		
19. Larry Voellger Started Milpitas’ first Public Art Program (Art in Your Park) / Long-Serving Arts Commissioner	Commission: PRCRC	



City of Milpitas – **DRAFT Pending Subcommittee Approval 3/9/16**
Facilities, Streets & Park Naming Subcommittee
Naming List - *Influential People*

NAME**DEDICATION LOCATION*****Approved for: Streets & Parks*****Trailblazers****Christopher Columbus****Columbus Cir./Russell Ln.**

Henry Hudson

Amerigo Vespucci

Giovanni da Verrazzano

John Smith**Smith Ln./Pimentel Cir.**

John Muir

Meriwether Lewis

William Clark

Sacagawea

Neil Armstrong

John Wesley Powell

Ohlone

Civil Leaders**Martin Luther King Jr.****King Ct./Sinclair Frontage Rd.****Robert E. Lee****Lee Way/DeLong Dr.**

Mohandas Gandhi

Thomas Paine

John Brown

Frederick Douglass

Susan B. Anthony

W.E.B. Du Bois

Tecumseh

Sitting Bull

Elizabeth Cady Stanton

Larry Itliong

Cesar Chavez**Milpitas Community Garden****First Women**

Pocahontas

Eleanor Roosevelt

Martha Washington**Washington Dr./Square Dr.**

Hellen Keller

NAME

DEDICATION LOCATION

Sojourner Truth
Jane Addams
Edith Wharton

Artists

Ansel Adams
Frank Lloyd Wright
Andy Warhol
Frederick Law Olmsted
James Abbott MacNeill Whistler
Jackson Pollock
John James Audubon
Georgia O’Keeffe
Thomas Eakins
Thomas Nast
Alfred Stieglitz
Mark Twain

Adams Ave./N. Temple Dr.

Empire-builders

Andrew Carnegie
John D. Rockefeller
J.P. Morgan
Walt Disney
Thomas Alva Edison
William Randolph Hearst
Howard Hughes
Bill Gates
Cornelius Vanderbilt
Steve Jobs

Carnegie Dr./E. Calaveras Blvd.

Athletes

Babe Ruth
Muhammad Ali
Jackie Robinson
James Naismith
Ty Cobb
Jim Thorpe
Billie Jean King

King Ct./Sinclair Frontage Rd.



City of Milpitas – **DRAFT** Pending Subcommittee Approval 3/9/16
Facilities, Streets & Park Naming Subcommittee
Naming List – California Native Plants, Flowers, Trees

NAME	EXISTING STREET LOCATION
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Approved for: Streets

- | | |
|-------------------------|---------------------------------|
| 1. Maple | Maple Ave./N. Abbott Ave. |
| 2. Paprika | |
| 3. Pomegranate | |
| 4. Terracotta | |
| 5. Beacon | Beacon Dr./Canton Dr. |
| 6. Chamise | |
| 7. Fern Family | |
| a. Fernleaf Dr. | Fernleaf Dr./ Sandisk Dr. |
| 8. Snapdragon | |
| 9. Manzanita | Manzanita Court/Blue Spruce Way |
| 10. Poppy Family | |
| a. Poppy Lane | Poppy Ln./E. Calaveras Blvd. |
| b. Poppy Court | Poppy Ct./Poppy Ln. |
| 11. Sagebrush | |
| 12. Finnis | |
| 13. Milkweed | |
| 14. Butterfly Weed | |
| 15. California Aster | |
| 16. Pacific Aster | |
| 17. Desert Holly | |
| 18. Coyote Brush | |
| 19. Chuparosa | |
| 20. Barberry | |
| 21. Goldenstar | |
| 22. Lily Family | |
| 23. Camas | |
| 24. Harebell | |
| 25. Berkeley Sedge | |
| 26. Anemone | |
| 27. Purple Owls Clover | |
| 28. Lilac | |
| 29. Redbud | |
| 30. Willow | Willow Ave./N. Abbott Ave. |
| 31. Rabbit Brush | |
| 32. Thistle | |
| 33. Clarkia | |
| 34. Chinese Houses | |

35. Dogwood

NAME	EXISTING STREET LOCATION
36. Sacred Thorn	
37. Dichondra	
38. Shooting Star	
39. Bleeding Heart	
40. Candleholder	
41. Lance Leaf	
42. Cactus	
43. Canyon Prince	
44. Desert Tea	
45. Stream Orchid	
46. Rabbit Brush	
47. Yerba Santa	
48. Buckwheat	
49. St. Catherine's Lace	
50. Golden Yarrow	
51. Lizard Tail	
52. Fremontea	
53. Bush Family	
54. Bedstraw	
55. Snapdragon	
56. Sunrose	
57. Toyon	
58. Coral Bells	
59. Alumroot	
60. Cardinal	
61. Bridget Bloom	
62. Woolly Rose	
63. Desert Lavender	
64. Iris	
65. Scarlet Gilia	
66. Walnut	Walnut Dr./N. Abbott Ave.
67. Chuparosa	
68. Goldfields	
69. <i>Mallow Family</i>	
70. Tidy Tips	
71. El Tigre	
72. Sage	
73. Tiger Lily	
74. Western Flax	
75. Bitterroot	
76. Cardinal Flower	
77. Honeysuckle	
78. Water Primrose	

79. Lupine

NAME	EXISTING STREET LOCATION
80. Chamisso Bush	
81. Catalina Ironwood	
82. Laurel	
83. Blazing Star	
84. Wishbone Bush	
85. Mustang Mint	
86. Myrtle	
87. Needlegrass	
88. Beavertail	
89. Pricklypear	
90. Cactus	
91. Clover	
92. Redwood Sorrel	
93. Palo Verde	
94. Peony	
95. Scarlet Bugler	
96. Desert Bluebell	
97. Fiesta Flower	
98. Pine	
a. Pinewood Way	Pinewood Way/Fallen Leaf Dr.
b. Pinewood Court	Pinewood Way/Pinewood Ct.
c. Pinehurst Court	Pinehurst Ct./Tularcitos Dr.
99. Sycamore	
100. Cottonwood	Sycamore Dr./Barber Ln.
101. Desert Peach	Cottonwood Dr./Barber Ln.
102. Desert Almond	
103. Cherry	
104. Coffee Berry	
105. Red Berry	
106. Lemonade Berry	
107. Sugar Bush	
108. <i>Currant Family</i>	
109. Matilija Poppy	
110. Wild Rose	
111. Baja Rose	
112. Chia	
113. Thistle	
114. Sage Family	
a. Sagemeadow Court	Sagemeadow Ct./ Beresford Ct.
115. Mexican Elderberry	
116. Checker	
117. Catchfly	

118. *Grass Family*

NAME	EXISTING STREET LOCATION
119. Goldenrod	
120. La Luna	
121. Aster Family	
122. Clover	
123. Southern Cattail	
124. Sunflower	
125. Wild Grape	
126. Joshua Tree	
127. Oak	
a. Oakhurst Way	Oakhurst Way/Sandhurst Way
b. Oak Ridge Road	Oak Ridge Rd./Calaveras Blvd.



Pending Subcommittee Approval 3/9/16
Facilities, Streets & Park Naming Subcommittee
Naming List – US Presidents
Approved for: Streets & Parks

PRESIDENT	EXISTING STREET LOCATION
1. George Washington	Washington Dr./N. Milpitas Blvd.
2. John Adams	Adams Ave./N. Temple
3. Thomas Jefferson	
4. James Madison	
5. James Monroe	
6. John Quincy Adams	Adams Ave./N. Temple
7. Andrew Jackson	
8. Martin Van Buren	
9. William Henry Harrison	
10. John Tyler	
11. James K. Polk	
12. Zachary Taylor	Taylor Dr./Conway St.
13. Millard Fillmore	
14. Franklin Pierce	
15. James Buchanan	
16. Abraham Lincoln	
17. Andrew Johnson	
18. Ulysses S. Grant	
19. Rutherford B. Hayes	

PRESIDENT**EXISTING STREET LOCATION**

20. James A. Garfield

21. Chester Arthur

22. Grover Cleveland

23. Benjamin Harrison

24. Grover Cleveland

25. William McKinley

26. Theodore Roosevelt

27. William Howard Taft

28. Woodrow Wilson

Wilson Way/N. Milpitas Blvd.

29. Warren G. Harding

30. Calvin Coolidge

31. Herbert Hoover

32. Franklin D. Roosevelt

33. Harry S Truman

34. Dwight D. Eisenhowe

35. John F. Kennedy

Kennedy Dr./Fanyon St.

36. Lyndon B. Johnson

37. Gerald Ford

38. Jimmy Carter

39. Ronald Reagan

40. George Bush

41. Bill Clinton

PRESIDENT

EXISTING STREET LOCATION

42. George W. Bush

43. Barack Obama

CITY OF MILPITAS

Parks, Recreation and Cultural Resources Financial Donation Form

Donor information: *(please type or print clearly)*

Name: Loughborough Family

Address: 1305 Knollview Dr. City: Milpitas State: CA Zip: 95035

Day phone: 408-690-7692 Evening phone: 408-957-5011

E-mail address: pclark@ci.milpitas.ca.gov/c.ingram@ci.milpitas.ca.gov

Monetary Gift Amount and Purpose	Memorials and Tributes
<p>Enclosed is my gift of \$ _____ to support the City of Milpitas.</p> <p>I would like to direct my gift to:</p> <ul style="list-style-type: none">❖ Where the need is greatest❖ Programs for Parks❖ Park equipment❖ Specific use: _____ <p>_____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none">❖ Other: _____ <p>_____</p> <p>_____</p>	<p>Enclosed is my gift of \$ _____ to support the City of Milpitas.</p> <ul style="list-style-type: none">❖ In Memory of: <u>Charles Hunt Loughborough</u> <p>_____</p> <ul style="list-style-type: none">❖ In Honor of: _____ <p>_____</p> <p>Please send an acknowledgement to the next of kin, donor or honoree listed below:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Day phone: _____</p> <p>Evening phone: _____</p>

Gift Payment

Make checks payable to The City of Milpitas. All donations are tax deductible.

Other Information

- This gift will be matched by my employer: _____.
- Please keep my gift anonymous. I understand I will not be included in donor listings.

DONATION POLICY TO CITY OF MILPITAS PARKS

CITY OF MILPITAS

Parks, Recreation and Cultural Resources Dedication Form

Honoree information: *(please type or print clearly)*

Name: Charles Hunt Loughborough

The Parks, Recreation and Cultural Resources Commission encourages dedications & recognitions to be of those who have significantly contributed to the City of Milpitas and its community. In the space below, and on additional pages if necessary, please describe the contributions that this individual has made to the City of Milpitas and how the community has benefited.

He lived in Milpitas his entire life with his parents and sisters in the family's Sunnyhills home. He attended Joseph Weller Elementary School, Thomas Russell Middle School and graduated from Milpitas High School. Mr. Loughborough had an amazing sense of humor and loved to make people laugh. He loved magic. He worked at his father's company, Huntford Printing in Milpitas, since he was a teenager up to his death. Charles was his Dad's "right hand" in the business. Huntford, a long time Milpitas operated and owned company has supported the Milpitas business community as well as the City of Milpitas for over 20 years through great service and expertise. Charles was a big part of that service.

Mr. Loughborough had many friends and his death has affected so many people who loved him. Mr. Loughborough loved nothing as much as he loved his family and his neighborhood. He was a large part of his son's and nieces lives - spending time with all of them at Augustine Park. He attended all of their activities throughout their lives. He would give them magic shows and made sure their childhood was amazing.

The family is requesting the City of Milpitas place a bench in his memory at his park, Augustine Park with support from the Parks, Recreation and Cultural Resources Commission and final approval of the Milpitas City Council. The family has pledged up to \$800 towards the purchase and installation of the bench. Should the bench cost more the family will cover anything on top of the \$800.00.