



## CITY OF MILPITAS

Revision	Date
Original	04/21/2006

### CITY COUNCIL POLICY

<b>Policy No:</b> Click or tap here to enter text.	<b>CITY STREETS, PARKS AND FACILITIES NAMING POLICY</b>	<b>Effective Date:</b> 2/15/2022
<b>Revision No:</b> 1	<b>Policy Administrator:</b> Recreation and Community Services	<b>Next Review Due:</b> As needed
<b>Related Policies and Procedures:</b> Incorporates and replaces SOP 1.3	<b>Approved by:</b> Click or tap here to enter text. Council meeting date, agenda item #, and vote	<b>Date Approved:</b> 2/15/2022

#### 1. PURPOSE

- 1.1. This Policy establishes the guidelines, criteria, and processes for naming City streets, parks, and other facilities.
- 1.2. This Policy is consistent with Milpitas [Municipal Code, Title XI-1000](#) and [Government Code Section 34093](#).

#### 2. POLICY

- 2.1. The City shall have the sole authority and the City Council shall have the final authority to approve names of City Streets, Parks, and other Facilities.
- 2.2. The Planning Commission shall evaluate names of City streets, and shall make recommendations to the City Council.
- 2.3. The Parks, Recreation, and Cultural Resources Commission shall evaluate names of City parks and facilities, and shall make recommendations to the City Council.
- 2.4. Although the City will have full control and final decision-making authority on any names selected, public input will be received, and other names may be raised and requested to be considered by the City Council.
- 2.5. From time to time, the City Council shall approve names to be added to a list(s) of names suitable for streets, parks, and facilities.
- 2.6. No duplication of names within an asset type (i.e., park, facility, plaza) will be approved.
- 2.7. A deliberative process by City staff will be conducted to ensure that renaming of a street, park, and facility will not diminish the original justification for the name of 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.
- 2.8. The following criteria and factors shall be considered with naming or renaming a street, park, or facility:
  - 2.8.1. Neighborhood or geographical identification, such as street, school, or other descriptive names;
  - 2.8.2. Natural or geological features of the area;



## CITY OF MILPITAS

Revision	Date
Original	04/21/2006

### CITY STREETS, PARKS, AND FACILITIES NAMING POLICY / POLICY #

- 2.8.3. 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;
- 2.8.4. The name of any person or family that has made a significant impact in the community and/or in development of the street, park, or facility;
- 2.8.5. 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 the 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.)
- 2.8.6. The articulated preference of residents of the neighborhood surrounding the street, park, facility;
- 2.8.7. A name should represent community values and consider future generations and ethnic diversity;
- 2.8.8. 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;
- 2.8.9. Avoid confusing or similar sounding names (Public Safety Dispatch test);
- 2.8.10. Avoid changing street names along any continuous alignment (Continuity test).
- 2.9. Naming of parks and facilities near schools shall be coordinated with the Milpitas Unified School District as much as possible.
- 2.10. All naming and/or renaming of a park or facility will be set forth by a Council Resolution.
- 2.11. Should policy conflict with any City Ordinance, Code or other laws and regulations, the respective City Ordinance, Code or other laws and regulations shall prevail.

### 3. PROCEDURE

- 3.1. Maintaining a List of Names for Naming Streets, Parks, and Facilities.
  - 3.1.1. The Recreation and Community Services Department shall maintain a List of Names for Naming Streets, Parks, and Facilities.
  - 3.1.2. As needed, the Director of Recreation and Community Services shall bring additions to the List of Names for Naming Streets, Parks, and Facilities to Council for approval at any regular or special meeting.
- 3.2. Naming of Streets, Parks, and Facilities
  - 3.2.1. City street naming recommendations shall be brought to the Planning Commission for recommendation to the City Council and may be considered at any regular or special meeting.
  - 3.2.2. City park and facility naming recommendations shall be brought to the Parks, Recreation, and Cultural Resources Commission for recommendation to the City Council and may be considered at any regular or special meeting.
  - 3.2.3. Naming recommendations shall be from the City Council approved List of Names available from the Director of Recreation and Community Services.



## CITY OF MILPITAS

Revision	Date
Original	04/21/2006

### CITY STREETS, PARKS, AND FACILITIES NAMING POLICY / POLICY #

- 3.3. Proposed names for new City streets, parks, and facilities should be considered during the entitlement process prior to the final map approval.
- 3.4. 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.
- 3.5. The following City Departments will contribute to the establishment and maintenance of databases for named streets, parks, and facilities:
  - 3.5.1. Information and Technology Department – Maintain database of all City assets (streets, parks, and facilities)
  - 3.5.2. Recreation and Community Services Department – Maintain Naming Lists, information about historical references, person's 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 named asset.
  - 3.5.3. Planning Department – Coordinate Street Naming related to new development, prepare, and maintain GIS databases for mapping of new facilities.
- 3.6. Renaming of a street, park, or facility
  - 3.6.1. The renaming of a street, park, or facility may be initiated by City Council, City Commission, City staff, a group, or individuals.
  - 3.6.2. The initiation of renaming by non-City organizations or individuals shall be made by participating during Public Forum at the appropriate advisory City Commission or City Council meeting.
  - 3.6.3. The City Commission may place the request on the agenda for review of the proposed name(s), taking of public comment, and discussion of the renaming proposal consistent with this Policy.
  - 3.6.4. When a City Commission considers the renaming proposal of a street, park, or facility, staff shall notify the surrounding neighborhood in a ¼ mile radius.
  - 3.6.5. If the City Commission supports the renaming proposal, it will make a recommendation to the City Council for Council consideration.
- 3.7. The name of a park or facility that is sold, transferred to non-city ownership, or otherwise deemed to no longer be a City of Milpitas property, should be transferred to another location eligible for naming. Should there not be an appropriate location, the name shall be added to the appropriate Naming List for future use.