

STREET NAMING COMMITTEE AGENDA

MEMBERS

NANCY ALEXANDER, CHAIRWOMAN

RICH BLANCO, VICE CHAIRMAN

MICHAEL HAYNES, MEMBER



REGULAR MEETING

DATE: February 8, 2012

TIME: 3:00 p.m.

LOCATION: Highland City Hall
Leo Donahue Council Chamber
27215 Base Line
Highland, CA 92346

STAFF

John Jaquess, Community Development Director

Lawrence A. Mainez, City Planner

Captain David Williams, Police Chief

Les Howitt, Contract Deputy Fire Prevention Marshall

Dale Everman, Building Official

Bruce Meikle, Senior Planner

Sean Kelleher, Assistant Planner

Angela Aguilar, Planning Technician

Linda McKeough, Administrative Assistant III

CITY OF HIGHLAND
27215 EAST BASE LINE
HIGHLAND, CALIFORNIA 92346
(909) 864-8732; FAX (909) 862-3180
Website: www.ci.highland.ca.us

THE CITY OF HIGHLAND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF YOU REQUEST SPECIAL ASSISTANCE TO ATTEND OR PARTICIPATE IN THIS MEETING, PLEASE CALL THE CITY CLERK'S OFFICE AT (909) 864-6861 EXTENSION 226 AT LEAST 48 HOURS PRIOR TO THE MEETING.

Those wishing to address the Street Naming Committee during the meeting, must complete a speaker form (located next to the Agendas on the table at the back of the room) and return it to the Street Naming Committee Secretary the beginning of the meeting. Speakers will be called upon by the Chairman at the appropriate time to speak.

**CITY OF HIGHLAND
STREET NAMING COMMITTEE REGULAR MEETING**

February 8, 2012
3:00 P.M.

Highland City Hall
Leo Donahue Council Chamber
27215 Base Line
Highland, CA 92346

1.0 CALL TO ORDER

2.0 REORGANIZATION OF THE STREET NAMING COMMITTEE

2.1 Reorganization of the Street Naming Committee and election of the Chairman and Vice-Chairman.

RECOMMENDATION: Staff recommends the Street Naming Committee conduct an election for Chairman and Vice-Chairman for 2012 - 2013.

3.0 COMMUNITY INPUT

Members of the public may address the Street Naming Committee on matters which affect the City. The Street Naming Committee receives its agenda and other pertinent information on the Friday prior to the meeting. The Street Naming Committee, therefore, has had an opportunity to review all this material over the weekend prior to taking action. Citizens desiring to address the Street Naming Committee will be asked to give their name, address and the subject to be addressed on a speaker form and return the form to the Recording Secretary. **Comments are to be limited to three minutes and are meant to be an opportunity to express one's views and not to debate issues.**

4.0 CONSENT CALENDAR

4.1 Minutes of February 16, 2011, Regular Meeting.

RECOMMENDATION: Staff recommends the Street Naming Committee approve the Minutes, as submitted.

5.0 PUBLIC HEARINGS

*** EACH APPLICANT IS GENERALLY LIMITED TO 20 MINUTES UNLESS OTHERWISE APPROVED BY THE STREET NAMING COMMITTEE.**

6.0 LEGISLATIVE

6.1 Request from Council Member Jody Scott to add names to the City's Approved Street Naming List

RECOMMENDATION: Staff recommends the Street Naming Committee (SNC) hear Staff's presentation and provide comments and direction, as necessary.

7.0 ANNOUNCEMENTS

8.0 ADJOURN

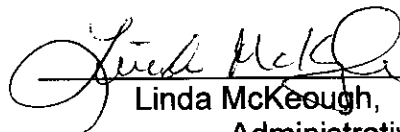
I, Linda McKeough, Community Development Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 3rd of February, 2012, by 3:00 P.M. on our Website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 3, 2012



Linda McKeough, Community Development
Administrative Assistant III




STAFF REPORT

TO THE STREET NAMING COMMITTEE

DATE: February 8, 2012

FROM: John Jaquess, Community Development Director

PREPARED BY:  Linda McKeough, Community Development Administrative Assistant III

SUBJECT: Reorganization of the Street Naming Committee and the Elections of the Chairman and Vice Chairman

RECOMMENDATION: Staff recommends the Street Naming Committee discuss conducting an Election for Chairman and Vice Chairman for 2012 - 2013.

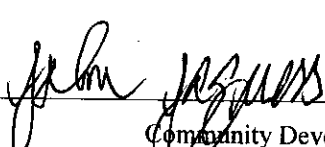
FISCAL IMPACT: None, except for the preparation of this Staff Report.

BACKGROUND: Ordinance No. 119 was adopted by the City Council in November 1990, creating the Street Naming Committee. Resolution No. 2001-006 was adopted by the City Council in March of 2001, reorganizing the Street Naming Committee. The subsequent provisions of the rules and procedures for the Committee provides that the Committee shall elect members of the Committee to serve one (1) year terms for the office of Chairman and Vice-Chairman.

On February 12, 2003, the Street Naming Committee approved the second Wednesday of February as the Committee's Annual Meeting Date. Therefore, it would be appropriate for the Committee to conduct an election for the office of Chairman and Vice-Chairman to accomplish this reorganization, at this time.

- Attachments: 1. Resolution No. 2001-006
2. Minutes of February 12, 2003

ELECTIONSNC.12SRWJLM

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
	Recording Secretary	Community Development Director	

ATTACHMENT 1

Resolution No. 2001-006

RESOLUTION NO. 2001 - 006

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING A STREET NAMING COMMITTEE AND
RESCINDING RESOLUTION NO. 92-54**

WHEREAS, in order for the City of Highland (hereinafter the "City") to develop and maintain a cohesive and logical system for the naming of streets within the City it is necessary to establish a Street Naming Committee to devise a system for the naming of streets and to prepare a list of acceptable street names within the City for use by developers; and

WHEREAS, the Street Naming Committee has been a useful tool in providing direction to the development community and staff; and

WHEREAS, the City Council feels it is in the best interest of the City to maintain the Street Naming Committee and by the reorganization of the Street Naming Committee it would be more efficient and provide greater input on the selection of street names.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby establish the Street Naming Committee (herein referred to as the "Committee").

SECTION 1. Membership - Number and Term.

The Committee shall consist of three members including a member of the Community Trails Committee, Historic and Cultural Preservation Board, and a member of the Highland Area Chamber of Commerce Board of Directors. Each of the Committee members shall be appointed by a majority vote of the Community Trails Committee, Historic and Cultural Preservation Board, and of the Highland Area Chamber of Commerce Board of Directors in which they will represent on the Street Naming Committee. All appointments to the Committee shall be residents of the City.

The appointment to the Committee shall be for a two (2) year term and shall serve without compensation.

SECTION 2. Community Development Director as Secretary.

The Community Development Director or designee shall act as Secretary to the Committee.

SECTION 3. Organization and Meetings.

The time, manner and location of meetings, and the selection of Chairman and Vice Chairman of the Committee shall be established by Resolution of the City Council.

SECTION 4. Powers and Duties.

- A. The Committee shall adopt rules of procedure for conducting its business as established by Resolution of the City Council.
- B. The duties of the Committee shall include, but are not limited to the following:
1. Establish by informal policy a procedure for the naming of streets within the City.
 2. Establish by informal policy a list of approved street names and/or types of approved street names.
 3. Approve the street names as deemed necessary for a particular development and/or tract.
 4. Review request for change of a street name(s) and make recommendation of the change(s) to the City Council as deemed necessary.
 5. Receive input from members of the public about potential street names and add to the list of approved street names.

SECTION 5. Rescinding Resolution No. 92-54.

Resolution No. 92-54 is hereby rescinded in its entirety.

SECTION 6. Severability.

It is the intention of the City Council in adopting this Resolution that each provision, section, sentence, clause and phrase shall be given effect and enforced to the extent legally possible without regard to whether any other provision, section, sentence, clause or phrase is found to be invalid or unenforceable.

PASSED, APPROVED AND ADOPTED this 27th day of March, 2001.



John R. Starbuck, Mayor

ATTEST:



Debbie A. Lee, CMC, City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, DEBBIE A. LEE, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2001 - 006 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 27th day of March, 2001, by the following vote:

AYES: Brown, Rucker, Sundquist, Timmer, Mayor Starbuck

NOES: None

ABSTAIN: None

ABSENT: None


DEBBIE A. LEE, CITY CLERK

ATTACHMENT 2

Minutes of February 12, 2003

Chief Stewart stated the document has a good basis for public safety purposes and what the Committee does and takes action on, impacts the public safety.

Discussion ensued between the Committee and Staff regarding various street names and orientation i.e. Foxtail Court, Foxtail Way, Foxtail Place, Church Avenue and Church Street,

Vice Chairman Kohlmeier commented incorporating / adopting recommendation considered by the City Ordinance and is a comprehensive document. In the past, public safety response has common sense and stay away from. Also how the street numbers stop in a cul-de-sac and continue over to another street.

Discussion ensued between the Committee and Staff regarding Tract naming such as "Yosemite", if there is a conflict with law enforcement with the street names and the "bubbles" need to be reviewed by Staff, as well as by Law Enforcement and the Fire Department. It was also discussed using the document as a guideline.

Vice Chairman Kohlmeier requested the item be deferred until the next meeting.

6.3 Discussion with the Street Naming Committee regarding its role, responsibilities and duties of a Street Naming Committee.

Vice Chairman Kohlmeier introduced the item and called for Staff's presentation.

Community Development Director Hartmann gave the presentation from the Staff Report, told the Committee they meet via the Brown Act and then asked if the Committee had any questions or comments from a procedural standpoint. He suggested the Committee refrain from choosing a date specific, but rather like the second Wednesday in February would be good as an example.

Discussion ensued between the Committee and Staff regarding a time frame between two years and three year terms between the Committee and the Highland Area Chamber of Commerce and choosing a date that would be amenable to all.

Vice Chairman Kohlmeier asked the procedure for how the Street Naming Committee members were appointed.

City Planner Walker explained why the City Council considered public participation and the mix of Members and Staff.

Community Development Director Hartmann distributed the Reference Material for Street Names submitted by the Highland-East Highland Historical Society document dated April 1993, prepared by Ms. Iola Threatt to the Committee. It is a policy matter and is part of the overview. He suggested the Committee may have more

discussion on it and consider at a future meeting.

Discussion ensued regarding the feasibility of creating / preparing a master list of street names that have been used for the Committee, as well as Staff and the time frame it would take to complete the task.

Member Scott suggested to contact the person who printed the street index on the Chamber of Commerce Map for assistance.

Vice Chairman Kohlmeier stated need to have a better List and approved for the Committee's consideration.

Community Development Director Hartmann stated for the next six months, have two Tracts coming in, and are being absorbed into the community. Until activity happens eastward maybe the Committee will meet in one year. He responded Staff can provide a current List of street names and / or categorize better and / or have better criteria.

Further discussion ensued between the Committee and Staff regarding how the developers are receptive to having the Committee revise the street name changes. It was also discussed how some Tracts may have only one or two streets that need to be named and other streets are an extension / continuation of a current street name and the feasibility of a Tract having a street theme style.

Member Scott commented with the eight names of the Veterans, Ms. Threatt's document may be a waste of time.

Community Development Director Hartmann responded Staff will provide a List and the Committee prioritize the names. Review the Resolution, and can be an official date and part of policy. Tighten up the policy, policy street names and avoid change of street names.

A MOTION was made by Vice Chairman Kohlmeier and seconded by Member Scott to accept the second Wednesday of February as the Street Naming Committee's annual meeting date. Motion carried on a 2 - 0 vote with Member Rasmussen absent.

Community Development Director Hartmann stated to defer the policies matter to the meeting in March and maybe by then, Staff will have been able to meet with Mr. Foster and move forward with the Veterans' names.

7.0 ANNOUNCEMENTS

There were none.


8.0 ADJOURN

There being no further business, Vice Chairman Kohlmeier adjourned the meeting.

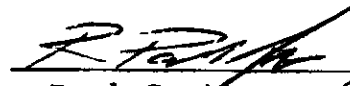
Hour of adjournment being 3:51 p.m.

Submitted By:

Approved By:



Linda McKeough, Community
Development Administrative
Secretary



Paul Scott, Chairman
Street Naming Committee




STAFF REPORT

TO THE STREET NAMING COMMITTEE

DATE: February 8, 2012


FROM: John Jaquess, Community Development Director

PREPARED BY:  Linda McKeough, Community Development Administrative Assistant III

SUBJECT: Minutes from the February 16, 2011, Street Naming Committee Regular Meeting.

RECOMMENDATION: Staff recommends the Street Naming Committee approve the Minutes, as submitted.

SNC STAFF REPORT MINUTE TEMPLATEJJLM

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
	Recording Secretary	Community Development Director	

**CITY OF HIGHLAND
STREET NAMING COMMITTEE REGULAR MEETING
WEDNESDAY, FEBRUARY 16, 2011
MINUTES**

1.0 CALL TO ORDER

The Regular Meeting of the Street Naming Committee of the City of Highland was called to order by Chairwoman Alexander at 3:06 p.m. in the Leo Donahue Chamber, 27215 Base Line, Highland, California.

Members Present: Member Michael Haynes, Vice Chairman Rich Blanco (via telephone) and Chairwoman Nancy Alexander

Members Absent: None

Staff Present: Dale Everman, Building Official (arrived at 3:12pm)
Linda McKeough, Administrative Assistant III

2.0 REORGANIZATION OF THE STREET NAMING COMMITTEE

2.1 Election of Chairman and Vice Chairman for 2011 - 2012.

Chairwoman Alexander opened the Meeting and turned it over to Administrative Assistant III McKeough and she explained the how the Street Committee has a Regular Meeting on and is scheduled on an Annual Basis and the rest are scheduled as Special Meetings. She further explained the election process and then opened the nominations for Chairman.

Discussion ensued between the Committee and Staff regarding

Member Blanco nominated Member Alexander for Chairwoman.

A Motion was made by Member Haynes and seconded by Member Alexander to close the nominations for Chairwoman.

Motion unanimously passed on a 3 - 0 vote.

Member Alexander was elected Chairwoman.

Administrative Assistant III McKeough turned the Meeting over to Chairwoman Alexander.

Chairwoman Alexander opened the nominations for Vice Chairman.

A Motion was made by Chairwoman Alexander and seconded by Member Haynes to nominate Member Blanco for Vice Chairman and close the nominations for Vice Chairman..

There were no other nominations.

Motion unanimously passed on a 3 - 0 vote.

Member Blanco was elected Vice Chairman.

3.0 COMMUNITY INPUT

Mr. Charles Roberts, Highland Community News, addressed the Committee regarding the various ways that Base Line street name is presented; i.e. two words, one word, Base Line Street, etc. and the need to inform Caltrans, County Fire, Police Department, etc. and have everyone uses the same Street Name for Base Line, so no one is confused when an emergency arises.

(Note: Building Official Everman arrived at 3:12pm)

Discussion ensued between the Committee, Mr. Roberts and Staff regarding the various ways the street name of "Base Line" is presented, historically, what the County and City of San Bernardino uses and the need for consistency of the street name. In City of San Bernardino, it's one word (Baseline) and on the west side of the City of Highland, it's one word and on the east side, it's two words (Base Line), and what is shown on the City's Map(s).

The Committee directed Staff to conduct research on this.

4.0 CONSENT CALENDAR

4.1 Minutes of February 24, 2010, Regular Meeting.

A Motion was made by Chairwoman Alexander and seconded by Vice Chairman Blanco to approve the Minutes of February 24, 2010, as presented.

Motion unanimously passed on a 2 - 0 vote with the abstention of Member Haynes.

5.0 PUBLIC HEARINGS

There were no items.

6.0 LEGISLATIVE

There were no items.

7.0 ANNOUNCEMENTS

Staff explained the Citrus Harvest Festival is scheduled for March 26, 2011, and the upcoming Trails Day Event is scheduled for April 9, 2011.

Further discussion ensued between the Committee and Staff regarding to schedule a Special Meeting on June 8, 2011, at 3:00pm for Staff's research / report regarding the inconsistency of the Base Line street name.

8.0 ADJOURN

There being no further business, Chairwoman Alexander declared the meeting adjourned at 3:18 p.m.

Submitted By:

Approved By:

Linda McKeough, Community
Development Administrative
Assistant III

Nancy Alexander, Chairwoman
Street Naming Committee



STAFF REPORT

TO THE STREET NAMING COMMITTEE

DATE: February 8, 2012

FROM: John Jaquess, Community Development Director

PREPARED BY: *(LW)* Linda McKeough, Community Development Administrative Assistant III

SUBJECT: Request from Council Member Jody Scott to add names to the City's Approved Street Naming List

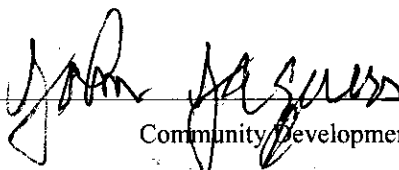
RECOMMENDATION: Staff recommends the Street Naming Committee (SNC) hear Staff's presentation and provide comments and direction, as necessary.

LOCATION: "Davidson" - proposed to be located within the vicinity of Base Line / Palm Avenue / Eleventh Street / Olive Tree Lane.

"Coffee" - proposed to be located within the vicinity of Base Line / Victoria Avenue / Ninth Street.

FISCAL IMPACT: There is no fiscal impact related to this Project, other than City Staff's time to research the individual projects / properties and to prepare the Report.

PUBLIC NOTICE: As required by City Council Resolution, notice of the Street Naming Committee (SNC) Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>611</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
	Recording Secretary		Community Development Director

BACKGROUND: On June 27, 2011, the City received an e-mail request from Council Member Jody Scott asking the Street Naming Committee (SNC) to consider the names from the following families who have had an impact on the City of Highland.

Davidson - Herb and Helen Davidson were the owners / proprietors of El Rancho Market which is where currently Highland City Hall exists and Family members owned most of the land surrounding Highland City Hall. A Family tragedy happened in the vicinity of Palm Avenue / Eleventh Street and Council Member Scott's request is to propose a street to be named "Davidson" located within the vicinity of Base Line / Palm Avenue / Eleventh Street / Olive Tree Lane.

Coffee - The Coffee family had a neighborhood store located on Base Line / Cunningham and resided behind their store and their customers were treated like family members and have left property in their estate. It is Council Member Scott's request to propose a street to be named "Coffee" located within the vicinity of Base Line / Victoria Avenue / Ninth Street.

The names requested are not found in the City's List of Street Names prepared by the Highland-East Highland Historical Society for naming public streets so this request to honor Highland residents would be in keeping with the Committee's previous actions.. Staff has compared the requested proposed street names with the City's List of Existing Street Names and there are no duplicates, and the names, as proposed, do not conflict with the existing streets in the surrounding neighborhoods.

CONCLUSION: Council Member Scott's request is to propose a street to be named "Davidson" located within the vicinity of Base Line / Palm Avenue / Eleventh Street / Olive Tree Lane.

Council Member Scott's request is to propose a street to be named "Coffee" located within the vicinity of Base Line / Victoria Avenue / Ninth Street.

Attachments: 1. E-mail from Council Member Jody Scott dated June 27, 2011

ATTACHMENT 1

E-mail from Council Member Jody Scott dated June 27, 2011

From: Jody Scott [mailto:highland87@roadrunner.com]
Sent: Monday, June 27, 2011 2:19 PM
To: jjaquess@cityofhighland.org
Cc: lmainez@cityofhighland.org; Joe Hughes
Subject: from Jody

John, Larry (& Joe):

I would like to propose a name for the street naming committee.

Preferably, would like the street to be in the vicinity of Baseline/Palm/11th/Olive Tree Lane

The name: **Davidson**

Herb & Helen owned the El Rancho Market (current City Hall) and Herb's brother Stewart & Beaba owned almost all of the property surrounding City Hall.

Beaba fell out of a car on Palm and 11th Street was killed when their only child (son, Jimmy) was either 6 or 9 years old.

The name: **Coffee**.....

Preferably, would like the street to be in the vicinity of Baseline/Victoria/9th

Hopefully, I don't have to tell you the contribution to the community of Highland John & Dessie were. They started out with their neighborhood store on Baseline & Cunningham and lived behind the store. Their customers were friends who became like family.....

Of course, you are aware of the property left in their estate.....John loved horses and was well known for his winners.....

Before all the streets get named, I think it would be a nice tribute to "pioneer" families.....we've named Beattie, Streater, etc after ones who had an impact on Highland..

I think we should continue to honor our past.

Please consider this request.

Thank you

Jody