

# Rural Addressing Ordinance

## MC-C-3-92

The County Court for the County of Morrow does ordain as follows:

### SECTION 1. SHORT TITLE

This Ordinance shall be known, and may be cited as the "Road Naming and Rural Addressing Procedures Ordinance."

### SECTION 2. AUTHORITY

The following legislative procedural requirements relating to the naming and renaming of roads and the numbering of properties within the unincorporated portion of Morrow County are adopted pursuant to the authority granted Morrow County pursuant to ORS 215.110.

### SECTION 3. PURPOSE

The procedures set forth herein are for the purpose of establishing and maintaining a uniform rural addressing policy in Morrow County for the naming and renaming of roads and the assignment of rural addresses. It is intended that this policy will clarify and set the requirements and responsibilities of individuals, public bodies and departments involved in the naming and renaming of roads and the assignment of rural addresses. In addition, it provides the public with an outline of the required process for road naming and renaming and the assignment of rural addresses.

### SECTION 4. TEXT

#### I. ROAD NAMING AND RENAMING

##### 4.1. Required Review and Action for Road Naming

The County Court shall review and take appropriate action on all road naming and renaming in the following circumstances:

- A. Any existing public or County road is named or renamed;
- B. Any public or County road is established, except when such new public or County roads will have names established within the provisions of the Morrow County Zoning, Partition and Subdivision Ordinance or in the provisions for establishing a public way as provided by ORS Chapter 368;
- C. Any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.

##### 4.2. Application

- A. An application to name or rename a road shall be submitted to the Morrow County Court and shall include at a minimum the following information:
  1. Name of applicant;
  2. Location or roadway by description and/or map;
  3. Legal status, i.e. ownership of road, if known;  
(Attach Map showing area)
  4. Existing road name, if known;
  5. Proposed road name;
  6. Reasons for request;
  7. Petition; (attached, if any);
  8. Fee - See Section 4.3.

- B. The application may be submitted by any of the following applicants:
  - 1. The property owner(s) or person(s) living along the road;
  - 2. Any public or semi-public agency whose function is affected by road names;
  - 3. Morrow County:
    - a. County Court;
    - b. County Clerk;
    - c. Planning Department;
    - d. Road Department;
    - e. Assessor or Tax Collector;
    - f. Sheriff.
- C. The proposed road name must comply with the following standards:
  - 1. Name limited to a maximum of fifteen (15) letters and three (3) words, excluding the suffix directional indicator, i.e. Road, Lane, Loop or Drive.
  - 2. No duplication with other existing road names;
  - 3. No similar sounding or confusing names;
  - 4. The designation of roads shall generally conform to the following:
    - a. Roads running predominately north-south shall be known as a "Road";
    - b. Roads running predominately east-west shall be known as a "Lane";
    - c. Roads dead-ending 1000 feet or less from their beginning points shall be known as a "Drive";
    - d. Roads whose beginning and ending points intersect on a common road shall be known as a "Loop".
  - 5. When road names are proposed for change, every effort will be made to maintain historical road names.

#### 4.3. Fee

- A. An application fee will be charged for new and changed road names based on current sign construction and installation costs and the number of new sign boards required.
- B. The supplemental fee shall be paid upon adoption of the new road name by County Court Order.
- C. The foregoing application and supplemental fees shall not be applicable to an application made by any public or semi-public agency, or Morrow County, or any of its departments.

#### 4.4. Processing Road Name Applications

The Morrow County Planning Department shall have the responsibility for processing and maintaining applications for road naming and renaming and shall perform such function in the following manner:

- A. Verify legal status, i.e. ownership and maintenance of road;
- B. Check proposed road name(s) for duplication or similarity with other existing road names;
- C. Perform a field check, when deemed necessary;
- D. Assist applicant or other affected person(s) to find alternate names when required;
- E. Notify the following departments and agencies if they are affected by road naming or renaming:
  - 1. County Assessor;
  - 2. County Road Department;
  - 3. County Clerk;
  - 4. Cities;
  - 5. Private Sector Businesses;
  - 6. Emergency Services.

- F. When appropriate, mail questionnaire to owners of all property abutting the road to determine general consensus regarding the proposed name;
- G. Prepare recommendation on the proposed road name for the County Court;
- H. Determine appropriate County Court meeting date;
- I. Give notice of public hearing by publication in a newspaper of general circulation and, if appropriate, by posting along the road and/or by mailing notices to owners of all property abutting the road. Publication notice or written notice or posting shall be given at least two (2) weeks prior to the date of the hearing.

#### 4.5. County Court

- A. The County Court shall consider advisory committee and staff recommendations for new and changed road names at a regular County Court meeting.
- B. The County Court shall notify the original applicant for final decision rendered on naming or renaming of any road.
- C. Copies of the Court's Order and any related maps approving new or changed road names shall be sent by the office of the County Court to the following:
  - 1. Road Department;
  - 2. Assessor's Office and Tax Office;
  - 3. Post Office;
  - 4. Planning Department;
  - 5. County Clerk's Office;
  - 6. Utility Companies:
    - a. telephone company
    - b. local electrical company
    - c. gas company
    - d. sewer and water districts or other similar companies
  - 7. Affected fire district(s);
  - 8. Local school district(s);
  - 9. County Surveyor;
  - 10. Emergency Services;
  - 11. Adjacent urban jurisdictions.

#### 4.6. Completion

The original documentation shall be recorded in the office of the County Clerk with a copy of the original to be kept in the office of the Planning Department. County maps and files shall be updated as appropriate.

## II. RURAL ADDRESS NUMBERS

#### 4.7. Purpose

The purpose of this subsection is to provide a uniform property numbering system which allows adequate space between numbers for development and also provides a simple and logical method for expedient response in locating all buildings (defined in Section 4.9) within the County's road network.

#### 4.8. Exceptions

Rural addresses shall primarily encompass areas outside city limits or urban growth areas. Rural addresses may also be applied to areas of conflict such as an urban growth boundary dividing a road.

4.9. Definitions

The following definitions shall apply to the provisions of this ordinance:

- A. "Building" means a structure designed for human occupancy, such as a residence or place of business, or other structures as determined by the Planning Department.
- B. "Driveway" means a private way that provides vehicular access to less than three buildings.

4.10. Address Assignment Program

Rural address numbers shall be assigned based on a five-digit number derived from the Oregon State Coordinate System with appropriate alterations to meet local needs for a uniform numbering system.

4.11. Assignment Process

The Morrow County Planning Department shall perform the following functions:

- A. Verify property location and appropriate access road.
- B. Assign an address number which conforms to the established numbering system recognizing the following:
  - 1. Buildings accessed from roads predominately extending north-south will have a modified five-digit number derived from the north-south axis, or x-axis, of the State Plane Coordinate System. Addresses for buildings west of a road shall end in an even number and addresses for buildings east of a road shall end in an odd number.
  - 2. Buildings accessed from lanes predominately extending east-west will have a modified five-digit number derived from the east-west axis, or y-axis, of the State Coordinate System. Addresses for buildings essentially south of a lane shall end in an even number and addresses for buildings north of a lane shall end in an odd number.
  - 3. Address numbers are derived from a combination of Assessor maps and the United States Geological Survey maps.
- C. Notify the applicant of the assigned address.

SECTION 5. EMERGENCY/EFFECTIVE DATE.

As it is necessary for the health, safety, welfare, comfort, and convenience of the people of Morrow County that his ordinance shall have immediate effect, and emergency is hereby declared to exist and this ordinance shall have immediate effect, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval by a unanimous vote of those members of the County Court present at this meeting.

PASSED BY A UNANIMOUS VOTE OF THE COUNTY COURT this 13 day of May, 1992.