

LAKE COUNTY
ROAD NAMING & RURAL ADDRESSING
ORDINANCE 31A

Lake County Commissioners ordain as follows:

1.010 Authority

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

1.020 Purpose

The procedures set forth herein are for the purpose of establishing and maintaining a uniform rural addressing policy in Lake 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.

ROAD NAMING & RENAMING

1.100 Required Review and Action for Road Naming

The County Board of Commissioners shall review and take appropriate action on all road naming and renaming when:

- (A) Any existing public or County road is named or renamed;
- (B) Any public or County road is established, except when new public or County roads will have names established within the provisions of the Lake County Zoning, Partition & 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.

1.200 Application

(A) An application to name or rename a road shall be submitted to the Lake County Planning Department and shall include at a minimum the following:

- (1) Name of applicant;
- (2) Location of 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 1.300

(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) Lake County:
 - (a) County Board of Commissioners;
 - (b) Clerk Department
 - (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 predominantly north - south shall be known as a "Road";
 - (b) Roads running predominantly 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) Where road names are proposed for change every effort will be made to maintain historical road names.

1.300 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 Resolution.
- (C) The foregoing application and supplemental fees shall not be applicable to an application made by any public or semi-public agency or Lake County or any of its departments.

1.400 Processing Road Name Applications

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

- (F) Where 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 Board of Commissioners;
- (H) Determine appropriate County Board of Commissioners 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.

1.500 County Board of Commissioners

- (A) The County Board of Commissioners shall consider advisory committee and staff recommendations for new and changed road names at a regular County Board of Commissioners meeting.
- (B) The County Board of Commissioners shall notify the original applicant for final decisions rendered on naming or renaming of any road. Copies of the Resolution and any related maps approving new or changed roads shall be sent by the office of the County Board of Commissioners 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
 - . telephone company
 - . local electrical company
 - . gas company
 - . sewer and water districts or other similar companies
 - . cable companies
 - (7) Affected fire district(s);
 - (8) Local school district(s);
 - (9) County Surveyor
 - (10) Emergency Services
 - (11) Adjacent urban jurisdictions

1.600 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.

RURAL ADDRESS NUMBERS

1.700 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 1.702) within the County's road network.

1.701 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.

1.702 Definitions

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

BUILDING: A structure designed for human occupancy, such as a residence or place of business, or other structures as determined by the Planning Department.

DRIVEWAY: A private way that provides vehicular access to less than three buildings.

1.800 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.

1.801 Address Assignment

The Lake County Planning Department shall have responsibility for processing rural address applications for new or replacement buildings.

1.802 Rural Address Application

(A) An application for a rural address shall be submitted to the Lake County Planning Department and shall include the following:

- (1) Name of applicant;
- (2) Location of property for which an address is to be assigned.
- (3) Name of the road or roads abutting the property for which an address is to be assigned.
- (4) Location of access point from adjacent property or roads abutting the property.
- (5) Site plan location of the structure proposed for addressing.

(B) The application may be submitted by any of the following applicants:

- (1) The property owner(s) or persons occupying the property;
- (2) Any public or semi-public agency whose function is affected by rural addresses;
- (3) Lake County:
 - (a) County Board of Commissioners;
 - (b) Planning Commission;
 - (c) Planning Department;
 - (d) Road Department;
 - (e) Assessor or Tax Collector;
 - (f) Sheriff;
 - (g) Surveyor.

1.803 Assignment Process

The Lake County Planning Department shall perform the following functions:

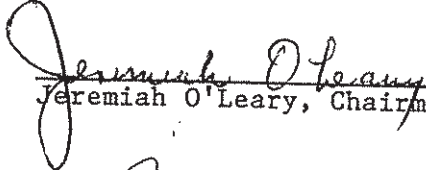
- (1) Verify property location and appropriate access road.
- (2) Assign an address number which conforms to the established numbering system recognizing the following:

- (a) Buildings accessed from roads predominantly 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.
 - (b) Buildings accessed from lanes predominantly 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.
 - (c) Address numbers are derived from a combination of Assessor maps and the United States Geological Survey Maps.
- (3) Notify the applicant of the assigned address.

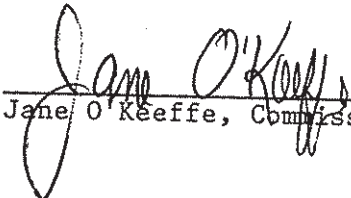
1.900 Declaring an Emergency

This Ordinance being necessary for the preservation of the public peace, health and safety, this Ordinance will take effect ~~90 days~~ immediately upon ~~after the second reading and~~ approval of the Lake County Commission.

DATED this 7th day of June, 1995.


Jeremiah O'Leary, Chairman


Robert M. Pardue, Commissioner


Jane O'Keefe, Commissioner