

BAKER COUNTY
ROAD NAMING & RURAL ADDRESSING
ORDINANCE 94-05

1.010 Authority

The following procedural requirements relating to the naming and renaming of roads and rural address numbering in Baker County are hereby adopted pursuant to the authority granted Baker County by ORS 215.110.

1.020 Purpose

The procedures set forth herein are for the purpose of establishing a uniform policy in Baker 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 Court 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 these new public or County roads will have names established within the provisions of the Baker 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 addressed 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 Baker 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 Assessor Map including area)
- (4) Existing road name, if known;
- (5) Proposed road name;
- (6) Reasons for request;
- (7) Petition signed by a majority of occupants residing adjacent to the road; (attached);
- (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) Baker County:
 - (a) County Court;
 - (b) Planning Commission;
 - (c) Planning Department;
 - (d) Road Department;
 - (e) Assessor or Tax Collector;
 - (f) Sheriff;
 - (g) Surveyor.

- (C) The proposed road name should 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 cost and the number of new sign boards required.
- (B) The supplemental fee shall be paid prior to adoption of the new road name by 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 Baker County or any of its departments.

1.400 Processing Road Name Applications

The Baker 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
- (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 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 ten (10) days prior to the date of the hearing.

1.500 County Court

- (A) The County Court shall consider staff recommendation for new and changed road names at a regular Court meeting.
- (B) The County Court shall notify the original applicant of final decisions rendered on naming or renaming of any road.
- (C) Copies of the Court Order and any related maps approving new or changed roads shall be sent by the office of the County Court or their designate 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
- (7) Affected fire district(s)
- (8) Local school district(s)
- (9) County Surveyor
- (10) Police agencies-Sheriff, OSP & Cities
- (11) 911 Dispatch
- (12) Building Department
- (13) Ambulance services
- (14) Adjacent urban jurisdictions

1.600 Completion

The original documentation shall be filed in the office of the County Clerk with a copy of the original to be kept in the Planning Department office. 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 addressing system that will allow for development and provide the necessary information for expedient response in locating all buildings within the County's road network.

1.701 Authority for Enactment

This subsection is enacted pursuant to the authority vested in the County by ORS 215.110.

1.702 Exceptions

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

1.703 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 appropriate 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 Baker County Planning Department shall have the 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 Baker County Planning Department accompanied by a fee per Section 1.804 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) Baker County:
 - (a) County Court
 - (b) Planning Commission
 - (c) Planning Department
 - (d) Road Department
 - (e) Assessor or Tax Collector
 - (f) Sheriff
 - (g) Surveyor

1.803 Assignment Process

The Baker 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 predominantly extending north-south will have a modified five-digit number derived from the north-south axis, or x-axis, of the State 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 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.
 - (3) Address numbers are derived from an overlay of United States Geological Survey Maps.
- (C) Notify the applicant of the assigned address.

1.804 Fee

An application fee will be charged for assigning new addresses and preparing and installing a number post (Section 1.805) based on actual average costs.

1.805 Number Post Installation and Maintenance

- (A) Once a complete application has been received and a new address assigned, the Baker County Road Department will be responsible for preparation and installation of a number post that clearly identifies the five digit number for a new address. The number post will be installed at the intersection between the driveway to the addressed building and named road.
- (B) The application fee provided for in Section 1.804 includes an actual average cost for number post preparation and installation.
- (C) Once the number post is initially installed maintenance of such post will become the responsibility of the addressee. If the number post is destroyed or removed the addressee will be responsible for immediate replacement by the Road Department at his/her own cost.