

BEFORE THE BOARD OF COMMISSIONERS  
FOR LINCOLN COUNTY, OREGON  
ORDINANCE # 312

---

**Relating to addressing; creating new provisions; amending LCC 6.145; repealing LCC 6.110, 6.115, 6.120, 6.125, 6.130, 6.135 and 6.140; and declaring an emergency.**

---

The Lincoln County Board of Commissioners ordains as follows:

**SECTION 1.**

Sections 2 through 15 of this Ordinance are added to and made a part of Lincoln County Code sections 6.105 through 6.150, as indicated.

**SECTION 2.**

**6.107 Findings and Purpose**

The Board finds that it is necessary for the protection of the health, safety and welfare of the residents of Lincoln County to establish and enforce a county-wide, systematic and uniform address and road naming system in order to facilitate the location by emergency services and others of dwellings and businesses by address. The provisions of LCC 6.105 through 6.150 are designed to serve that end by providing procedures and standards for systematic county-wide address numbering and road naming and renaming that will eliminate problems associated with the route and box system and also prevent incorrect and duplicate addresses and street names.

**SECTION 3.**

**6.109 Application of LCC 6.105 through 6.150**

(1) The provisions of LCC 6.105 through 6.150 do not apply within the city limits of an incorporated city in Lincoln County.

////

1 (2) The Department may enter into an agreement with any municipality in Lincoln  
2 County that establishes or implements a numbering system within an established urban  
3 growth boundary of the municipality.

4 **SECTION 4.**

5 6.112 Definitions

6 As used in LCC 6.105 through 6.150:

7 (1) "Address" means a number and a road name that is determined at the location  
8 where the access driveway intersects a public or private road which has a name adopted  
9 by Lincoln County, and that ends in a number that:

10 (a) Is an even number on the right side of a road from its beginning within  
11 Lincoln County;

12 (b) Is an odd number on the left side of a road from its beginning within Lincoln  
13 County;

14 (c) Is odd or even as determined by the conventions of the Highway 101 corridor  
15 zone for that zone; or

16 (d) Is odd or even as determined by continuation of a city addressing scheme  
17 when the address is assigned on a road that is a continuation of a city street.

18 (2) "Board" means the Lincoln County Board of Commissioners.

19 (3) "Commercial lessee" means a lessee occupying a structure or a portion of a  
20 structure having a separate street address for business purposes under a lease of one  
21 year's duration or more.

22 (4) "County road" has the meaning given that term in ORS 368.001.

23 (5) "Department" means the Lincoln County Addressing Department.

24 (6) "Dwelling" means a building or portion of a building designed or used as the  
25 residence or sleeping place for one or more persons.

26 ////

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing ordinance to be omitted.

1 (7) "East/West road" means a road that runs predominately East and West, and  
2 includes roads that lie predominately at an angle greater than forty-five (45) degrees from  
3 due North or South.

4 (8) "Grid lines" mean a part of the County Grid System which radiates from the  
5 cities and extends along the Highway 101 corridor for the entire length of the county.  
6 "Grid lines" are used as reference points to determine the numerical portion of an  
7 address that is assigned to dwellings or other structures.

8 (9) "Local access road" has the meaning given that term in ORS 368.001.

9 (10) "North/South road" means a road that runs predominately North and South,  
10 and includes roads that lie predominately at an angle less than forty-five (45) degrees  
11 from due North or South.

12 (11) "Private road" is a road that is not a public road.

13 (12) "Public road" has the meaning given that term in ORS 368.001.

14 (13) "Road" has the meaning given that term in ORS 368.001.

15 (14) "Structure" means anything constructed or built, any edifice or building of  
16 any kind, or piece of work artificially built up or composed of parts joined together in  
17 some definite manner, which requires location on the ground or is attached to something  
18 having a location on the ground.

19 **SECTION 5.**

20 **6.114 Authority to Assign and Change Address Numbers**

21 The Department is delegated authority to assign and change address numbers for  
22 vacant lots, dwellings and other structures requiring addresses as provided by LCC 6.105  
23 through 6.150.

24 **SECTION 6.**

25 **6.117 Procedures and Standards for Assigning New Address Numbers**

26 The procedures for assigning new address numbers are as follows:

1 (1) When a building permit or mobile home placement permit is issued for a new  
2 dwelling or other structure on a lot or parcel that does not have an address, the permit  
3 shall be considered a request for an address. The Department shall assign an address  
4 number based on the street location of the structure's access and its location in the  
5 Lincoln County Addressing System.

6 (2) Addresses involving sites not requiring permits may be assigned if the site  
7 may have cause for emergency dispatch.

8 (3) Property numbering methodologies employed in each of the urban areas of the  
9 zones shall be extended as far as practicable into rural areas, taking into account  
10 considerations of topography, land use, population density, and road or highway  
11 characteristics. At the point at which existing methodologies are no longer useful in light  
12 of these considerations, property numbers shall be based upon a lineal system according  
13 to road mileage and road frontage. Dwellings and structures within this category shall  
14 be assigned numbers in the following manner:

15 (a) Houses and buildings will be numbered according to a lineal system in which  
16 all numbers are assigned consecutively from the beginning of a road along its length to  
17 its end without regard to how it integrates with the rest of the rural area.

18 (b) Even numbers will always be assigned on one side of the road or highway,  
19 and odd numbers will always be assigned to the other side of the road or highway.  
20 House and building numbers will be assigned on the basis of where a driveway joins the  
21 road or highway, or the location of its branch on an access road.

22 (c) In gridded areas, houses and buildings will be numbered according to the  
23 prevailing direction of the road segment or, in other words, when running east/west,  
24 numbers will be assigned corresponding to east/west conventions, and if the road runs  
25 north/south, numbers will be assigned according to north/south conventions.

26 //

1 (d) Other methodologies for subdivisions may be deemed acceptable by the  
2 Department if they meet standards which promote the emergency service response time.

3 (4) Each new single-family dwelling shall have one address number.

4 (5) New duplexes, triplexes, and fourplexes shall be given an address number for  
5 each living unit.

6 (6) New apartment complexes, mobile home parks, and other multi-unit  
7 complexes shall be given an address number as one dwelling, and the owner shall assign  
8 individual address numbers in a manner that is acceptable to the Department.

9 **SECTION 7.**

10 **6.119 Procedures and Standards for Changing Existing Address Numbers**

11 The provisions of LCC 6.117 shall apply to the changing of existing address  
12 numbers. In addition, the following procedures and standards also apply:

13 (1) The changing of an existing address may be initiated by the Department, or  
14 by application by the property owner or any public agency that may be affected by the  
15 address number.

16 (2) All changes in address numbers shall conform to the Lincoln County  
17 Addressing System and the standards for address numbers set forth in LCC 6.105  
18 through 6.150. Any application or proposed change not in conformance with these  
19 standards shall be denied.

20 (3) An existing address may be changed by the Department if it is not in  
21 conformance with the Lincoln County Addressing System and the standards for addresses  
22 set forth in this chapter. Proposed address changes shall be carried out pursuant to the  
23 procedures set forth in LCC 6.105 through 6.150.

24 (4) An application to change an address shall be made to the Department and shall  
25 include, at a minimum, the following:

26 (a) The name of the applicant;

- 1 (b) The location of any dwelling or structure;  
2 (c) The existing address;  
3 (d) The reason for the address change; and  
4 (e) An application fee as established by order of the Board.

5 (5) If the Department determines that the application is consistent with the  
6 standards set forth in LCC 6.105 through 6.150, it shall proceed with the application in  
7 the manner provided by LCC 6.105 through 6.150.

8 (6) The Department shall provide notice of an address number change to the  
9 affected property owner. The address change will go into effect ten (10) days after the  
10 notice is provided. The proposed address change will be altered only if the owner or  
11 occupant can provide evidence that the new address is not in conformance with the  
12 standards set forth in LCC 6.105 through 6.150.

13 (7) The Department shall notify the offices of the County Clerk, County Assessor,  
14 and any other county designated agency, of a changed address within thirty (30) days of  
15 the date the new number becomes effective.

16 **SECTION 8.**

17 **6.122 General Requirements for Posting of Address Numbers**

18 (1) All property located outside of municipal boundaries in Lincoln County on  
19 which a structure is located and which may require emergency service response shall  
20 display an address number.

21 (2) Address numbers shall be permanently affixed in a location on the property  
22 that is clearly visible from the road used as the basis for numbering. The numbers shall  
23 not be less than three inches in height, shall be painted upon or affixed to the dwelling  
24 or structure in a contrasting and visible color, and shall comply with zoning and other  
25 ordinance standards for signs.

26 *//////*

1 (3) In cases where the dwelling or structure is not visible from the access road,  
2 and the mailbox is not located at the end of the access driveway, the assigned numbers  
3 shall be displayed in a conspicuous manner at or near the point at which the driveway  
4 serving the structure accesses the road.

5 (4) All structures under construction that have been issued an address shall display  
6 a street address number. The numbers as displayed shall conform to the requirements  
7 in subsections (2) and (3) of this section, except that the numbers may be affixed to a  
8 sign visible from the road used as the basis for numbering.

9 (5) Every owner and commercial lessee of a structure shall display an address  
10 number in conformance with this section.

11 **SECTION 9.**

12 **6.124 Posting of Assigned or Changed Address Numbers**

13 Address numbers assigned or changed by the Department pursuant to LCC 6.105  
14 through 6.150 shall comply with the requirements of LCC 6.122 and the following  
15 additional requirements:

16 (1) Address numbers assigned or changed by the Department must be displayed  
17 within thirty (30) days from the date on which construction begins or on which the  
18 address becomes effective.

19 (2) Address numbers assigned to structures erected after July 1, 1993, must be  
20 permanently displayed before occupancy or use. At the time of final inspection of a new  
21 structure, the Building Official or his designee shall verify that the assigned address  
22 numbers have been affixed in the manner required by LCC 6.105 through 6.150.

23 (3) Every owner and commercial lessee shall be responsible for ensuring that the  
24 address number as assigned or changed by the Department is displayed in accordance  
25 with the provisions of LCC 6.105 through 6.150.

26 //

Lincoln County Legal Counsel  
Lincoln County Courthouse  
225 W. Olive Street  
Newport, Oregon 97365  
Phone: 265-6611, Ext. 2308

1           **SECTION 10.**

2           6.127 Failure to Display Assigned or Changed Address Number

3           A person commits the offense of failure to display an assigned or changed address  
4 if the person:

5           (1) Fails to display an assigned or changed address number as required by LCC  
6 6.105 through 6.150; or

7           (2) Displays an address number other than the address number assigned or  
8 changed pursuant to the provisions of LCC 6.105 through 6.150.

9           **SECTION 11.**

10          6.129 Authority to Name Roads

11          The Department, subject to approval by the Board, is ~~delegated authority to assign~~  
12 and change road names pursuant to the standards set forth in LCC 6.105 through 6.150.

13          **SECTION 12.**

14          6.132 Unnamed Roads

15          Each unnamed private road and each unnamed public road, whether a county road  
16 or local access road, which provides access to three or more dwellings, or which is more  
17 than 1320 feet in length, may be assigned a name in accordance with the procedures set  
18 forth in LCC 6.105 through 6.150.

19          **SECTION 13.**

20          6.129 Procedures for Naming New Roads

21          (1) The naming of a road may be initiated by the Department, the Planning  
22 Commission, the Board, or by application of adjacent property owners, developers, or  
23 public agencies which may be affected by road names.

24          (2) An application to name a road shall be submitted to the Department and shall  
25 include, at a minimum, the following:

26           (a) The name of the applicant;

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing ordinance to be omitted.

- (b) The location of road by description, map, or both;
- (c) The legal status of road, if known;
- (d) The proposed road name, with two alternatives;
- (e) The reason for the name request;
- (f) A copy of any petition; and
- (g) An application fee as established by order of the Board.

(3) Notice of a proposed name assignment shall be sent to all persons owning property abutting the affected road or having an address on the affected road. The notice shall be sent within ten (10) days of the receipt of an application or other action initiating the proposed name assignment.

(4) Persons receiving notice under subsection (3) of this section shall promptly notify any tenants or other occupants of the affected property of the proposed name assignment.

(5) Any person receiving notice under subsection (3) or (4) of this section may comment in writing on the proposed name within ten (10) days from the date of the notice.

(6) The proposed name shall:

(a) Not duplicate existing road names, except for continuations of existing roads, within any one zone.

(b) Not sound so similar to other road names within a zone so as to be confusing.

(c) Not use designations such as "Loop," "Way," "Place," or other similar designations, as part of the road name.

(d) Improve or clarify the identification of the area.

(e) Be an historical name or theme name when possible.

(f) Reflect a consensus of sentiment of affected owners and occupants when possible, subject to the other standards contained in this subsection.

9 -- ORDINANCE # 312

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing ordinance to be omitted.

1 (7) In the following circumstances, a proposed road name shall also conform to  
2 the following additional standards:

3 (a) Long meandering roads going North, South, East, or West shall be called  
4 "roads" or "streets."

5 (b) Roads dead-ending in a turnaround 1,000 feet or less from their beginning  
6 points shall be called "courts."

7 (c) Roads of reduced right-of-way or curving roads of less than 1,000 feet shall  
8 be called "lanes" or "terraces."

9 (d) Curving roads longer than 1,000 feet shall be called "drives" or "trails."

10 (e) Roads that deviate slightly from the main course of a road with the same name  
11 and are less than 1,000 feet in length, shall be called "places."

12 (f) Roads running at oblique angles to the four points of the compass, less than  
13 1,000 feet in length, shall be called "ways."

14 (g) Roads that begin at and circle back onto the same road, or that are circular  
15 or semicircular, shall be called "circles" or "loops."

16 (8) The Department shall review road name applications and shall recommend  
17 road names to the Board under the following procedure:

18 (a) The Department shall verify the legal status of the road with the County  
19 Clerk's office, County Assessor's office, and County Road Department.

20 (b) The Department shall verify that the proposed road name will not duplicate  
21 or be confusingly similar to another existing road name, with a road name on an  
22 approved preliminary land division, or with a road name approved for future use.

23 (c) The Department shall perform a field check when necessary.

24 (d) The Department shall assist the applicant or other affected persons to find  
25 alternative names when required.

26 //

1 (e) The Department shall notify appropriate persons, departments, and agencies  
2 of the road name application, and request comments.

3 (f) The Department shall review and consider all comments submitted.

4 (g) The Department shall recommend a road name to the Board in accordance  
5 with the standards set forth in this section.

6 (9) Following the recommendation of a proposed name by the Department, the  
7 Department shall send notice of the proposed road name to all persons entitled to notice  
8 under subsection (3) of this section.

9 (10) Affected property owners and occupants shall have the right to appeal the  
10 proposed road name to the Board. An appeal pursuant to this subsection must be filed  
11 within ten (10) days from the date of the notice provided under subsection (9) of this  
12 section.

13 (11) If an appeal is timely filed pursuant to subsection (10) of this section, the  
14 Board shall conduct a public hearing on the matter. All interested persons may appear  
15 at the public hearing and be heard. The issue on appeal shall be limited to whether the  
16 Department correctly applied the criteria set forth in this section and whether the Board  
17 approves of the proposed road name. If the Board finds that the Department properly  
18 applied the criteria set forth in this section and if the Board approves of the proposed  
19 road name, the Board shall enter an order of approval. If the Board rejects the proposed  
20 road name, the Board shall order the Department to review the matter further and submit  
21 a new proposed road name to the Board.

22 (12) If no appeal is timely filed pursuant to subsection (10) of this section and the  
23 Board approves of the proposed road name, the Board shall notify the Department of its  
24 approval.

25 (13) Once the Board has approved a proposed road name, the Department shall  
26 send notice of the approval to the applicant requesting the road name, if any, each

1 affected property owner, the Assessor's office, the County Clerk's Office, the Planning  
2 Department, the Road Department, each affected telephone and other utility company,  
3 the affected fire department, each affected emergency agency, and the United States Post  
4 Office.

5 (14) Affected property owners and occupants shall have ninety (90) days from the  
6 date of Board approval of a proposed road name to begin using the road name.

7 **SECTION 14.**

8 **6.132 Procedures and Standards for Changing Existing Road Names**

9 The procedures and standards provided in LCC 6.129 shall apply to the changing  
10 of existing road names, in addition to the following procedures and standards:

11 (1) An existing road name may be changed by the Department if the existing  
12 name:

13 (a) Duplicates a pre-existing road name within the same addressing zone or  
14 geographic area;

15 (b) Sounds like or is spelled so similarly to a pre-existing road name in the same  
16 addressing zone or geographic area as to cause confusion between the two roads;

17 (c) Is known by more than one name;

18 (d) Is different than the name of the road that it is a continuation of; or

19 (e) Is not consistent with county road naming standards set forth in LCC 6.105  
20 through LCC 6.150.

21 (2) In choosing which road name to change as between two roads with the same  
22 or similar names, the Department shall consider the following factors:

23 (a) The number of properties, developed and undeveloped, abutting each affected  
24 road;

25 (b) The length of time a name has been in use to designate each affected road and  
26 whether the name used to designate each affected road has any historic significance;

12 -- ORDINANCE # 312

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing ordinance to be omitted.

Lincoln County Legal Counsel  
Lincoln County Courthouse  
225 W. Olive Street  
Newport, Oregon 97365  
Phone: 253-6611, Ext. 2308

Page

1 (c) Whether one affected road as named is relatively better known by the general  
2 public than the other affected road as named; and

3 (d) Any showing that a proposed road name change would be relatively more  
4 burdensome to abutting property owners than if another affected road name were  
5 changed.

6 **SECTION 15.**

7 **6.134 Road Sign Standards**

8 (1) Public road signs shall be green with white letters and constructed to standards  
9 established by the Road Department.

10 (2) Private road signs shall be signed in accordance with the standards established  
11 by the Road Department, or in accordance with the standards of the Department.

12 (3) Road signs shall be installed pursuant to in accordance with standards  
13 established by the Road Department and maintained so they are fully visible from all  
14 intersecting roads.

15 **SECTION 16.** Lincoln County Code section 6.145 is amended to read:

16 **6.145 Penalty**

17 *[It shall be unlawful for any person to fail to place a number within the time*  
18 *frame allowed by this chapter or to alter or deface any number or substitute any other*  
19 *number therefor except with the approval of the traffic safety engineer.]* Any person  
20 violating any provision of LCC **6.105 through 6.150** *[this chapter]* shall, upon  
21 conviction thereof in the Lincoln County District Court, be punished by a fine of not  
22 more than \$100.

23 **SECTION 17.**

24 Lincoln County Code sections 6.110, 6.115, 6.120, 6.125, 6.130, 6.135 and  
25 6.140 are repealed.

26 *////*

