

**BEFORE THE BOARD OF COMMISSIONERS
FOR LINCOLN COUNTY, OREGON
ORDINANCE # 535**

Amendments relating to ADDRESSING in unincorporated Lincoln County.

The Lincoln County Board of Commissioners ordains as follows:

SECTION 1.

Section 2 of this Ordinance are added to and made a part of LCC Chapter 6, as indicated .

SECTION 2.

6.112 Definitions

As used in LCC 6.105 through 6.150:

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

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

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

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

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

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

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

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

(5) "Department" means the Lincoln County [*Addressing*] **Planning and Development** Department.

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

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

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

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

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

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

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

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

(14) "Structure" means anything constructed or built, any edifice or building of any kind, or piece of work artificially built up or composed of parts joined together in some definite manner, which requires location on the ground or is attached to something having a location on the ground. [1993 o.312 § 4]

6.119 Procedures and Standards for Changing Existing Address Numbers

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

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

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

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

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

(a) The name of the applicant;

(b) The location of any dwelling or structure;

(c) The existing address;

(d) The reason for the address change; and

(e) An application fee as established by order of the Board.

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

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

(7) The Department shall notify the offices of the County Clerk, County Assessor, **the 911 Dispatch Center**, any other county designated agency, of a changed address within thirty (30) days of the date the new number becomes effective. [1993 o.312 § 7]

6.126 Failure to Display Assigned or Changed Address Number

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

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

6.129 Procedures for Naming New Roads

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

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

- (a) The name of the applicant;
- (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) The original 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 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 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.

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

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

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

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

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

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

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

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

(h) Road designator abbreviations for new and existing roads shall conform to the current standards established by the National Emergency Number Association (NENA).

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

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

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

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

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

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

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

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

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

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

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

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

(13) Once the Board has approved a proposed road name, the Department shall send notice of the approval to the applicant requesting the road name, if any, each affected property owner, the Assessor's office, the County Clerk's Office, the Planning Department, the Road Department, each affected telephone and other utility company, the affected fire department, each affected emergency agency, **the 911 Dispatch Center**, and the United States Post Office.

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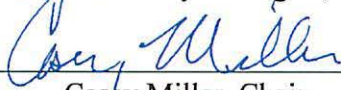
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(14) Affected property owners and occupants shall have 90 days from the date of Board approval of a proposed road name to begin using the road name. [1993 o.312 § 13; 1993 o.324 §1; 1995 o.357 § 1]

SECTION 3.
Effective date

This Ordinance was first read on August 7, 2024, and a second reading was made on August 21, 2024. The Ordinance shall take effect ninety (90) days from the date of adoption.

Dated this 21st day of August, 2024.



Casey Miller, Chair



Claire Hall, Commissioner



Kaety Jacobson, Commissioner

ATTESTED TO:

APPROVED AS TO FORM:



Kathleen Kellay, Recorder



Kristin Yuille, County Counsel

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