

FOR AN ORDINANCE PROVIDING FOR NAMING OF PUBLIC AND PRIVATE STREETS AND ADDRESSING OF PROPERTY, AND DECLARING AN EMERGENCY

WHEREAS, the Keizer Charter, ORS 221.410 and 227.120 grant legislative authority to the City of Keizer to adopt a house numbering system; and

WHEREAS, the City of Keizer has employed a grid system throughout the City to achieve a uniform house numbering system; and

WHEREAS, the City has approved names for streets created in subdivisions and street names have also been approved for private streets; and

WHEREAS, is it in the interest of the public health, safety and welfare that addresses be assigned on the basis of a grid system and be related to the public or private street providing access to the property; and

WHEREAS, without a street naming and addressing ordinance compliance with the street naming and addressing policy is voluntary; and, if property owners do not wish to comply, provision of emergency services is hampered and the general advantages of a uniform system are not achieved; NOW, THEREFORE

The City of Keizer ordains as follows:

**Section 1. North-Northeast Division Line.**

- (1) Divisions. For the purposes of street naming and numbering, the City is divided into two sections by means of a north to south division line as described in Exhibit A attached.

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(2) Address Suffices.

- (a) Those addresses lying east of the division line shall bear the suffix of "northeast" which shall be abbreviated "NE."
- (b) Those address lying west of the division line shall bear the suffix of "north" which shall be abbreviated "N."

**Section 2. Street Naming.**

- (1) All public and private streets shall be named in accordance with provisions of this ordinance and as approved by the City of Keizer. Street names in subdivisions shall be approved as provided in the City of Keizer Subdivision and Partitioning Ordinance.
- (2) As of the effective date of this ordinance, all existing street names and addresses approved by the City of Keizer and Marion County are hereby ratified and adopted as if they had been adopted under this ordinance.
- (3) Except for extensions of existing streets or extensions of the street grid, no street names shall be used which will duplicate or be confused with the names of existing roads and streets within Marion County. However, duplicate names may be allowed where the address ranges and rural delivery name are clearly different so that confusion will not occur.
- (4) All streets, roads, highways and private street names shall bear suffixes to be determined as follows:

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- (a) Except as otherwise provided, streets, roads and highways running north and south will bear the suffix "Street."
  - (b) Except as otherwise provided, streets, roads and highways running east and west will bear the suffix "Avenue."
  - (c) "U" shaped or circular streets and roads will bear the suffix "Circle" or "Loop."
  - (d) Meandering streets, roads and highways will bear the suffix "Drive" or "Boulevard."
  - (e) Dead-end streets and roads which cannot be made into a through street will bear the suffix "Way", "Place" or "Lane" when the street is 1,000 feet or less in length. Cul-de-sacs will bear the suffix "Court."
  - (f) Private streets which serve only one dwelling or addressed building will not be given a different street name.
  - (g) Private streets, other than as provided in (f), shall be named and dwellings or main buildings addressed thereon.
- (5) The name of any public or private street that appears on a recorded plat approved by the City shall be the name of the street unless changed as provided in Section 3.
- (6) A street name change may be initiated by the City of Keizer, or by petition in accordance with Section 3.

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- (7) The process in Section 4 shall be utilized for processing a street name change. The final decision shall be filed with the City of Keizer, City of Keizer Police Department, City of Keizer Water Department, Marion County Department of Public Works, Assessor's Office, Elections Division, County Surveyor, Postmaster, Council of Governments, and Keizer Fire District.

**Section 3. Application for Street Naming or Change in Street Name.**

A property owner may initiate a naming of a street or request a change in the name of a street by filing an application with the Marion County Planning Division. The application will contain certain information depending upon which of the three following situations exists: (1) naming of a street in conjunction with a land use action; (2) naming of a street when no land use action occurs; (3) renaming an existing street.

- (1) Naming a street in conjunction with a land use action:
- (a) The name and phone number of the applicant.
  - (b) At least two (2) suggested names for the street;
  - (c) Applicant's order of preference for street names;
  - (d) Certification by the Council of Governments that at least two proposed names are acceptable (if two are not acceptable the applicant submits more names until at least two (2) are approved);
  - (e) Location of street (including from and to address numbers as well as names of all cross streets);

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- (f) One full scale copy of the County Assessor's map(s) showing the subject street and all abutting properties (Assessor's map in land use case file may be used if all abutting properties are included).
  - (g) If a private street, a copy of the easement or legal document creating the road;
  - (h) A list certified by the County Assessor, of the names and addresses of each owner of property abutting the street or relying on the street for access; the list submitted with the land use case may be used to provide a notification list if the list was obtained not more than 180 days before submission of the street name application;
- (2) Naming a street when it is not in conjunction with a land use action:
- (a) The name and phone number of the applicant;
  - (b) At least two (2) suggested names for the street;
  - (c) Applicant's order of preference for street names;
  - (d) Certification by Council of Governments that at least two proposed names are acceptable (if two are not acceptable, the applicant submits more names until at least two (2) are approved.
  - (e) The signature of at least 51% of the owners of property abutting the subject street or relying on the street for access signifying that one or more of the suggested names are acceptable is required.

- (f) Location of street (include from and to address numbers as well as names of all cross streets).
  - (g) One full scale copy of the County Assessor's map showing the subject street and all abutting properties (and properties relying on the street for access);
  - (h) If a private street, a copy of the easement or legal document creating the street;
  - (i) A list certified by the County Assessor of the names and addresses of each owner of property abutting the street or relying on the street for access;
  - (j) The application fee may be established or modified from time-to-time by resolution of the City Council of the City of Keizer.
- (3) Renaming a street:
- (a) The name and phone number of the applicant;
  - (b) At least two (2) suggested names for the street;
  - (c) Applicant's order of preference for street names;
  - (d) Certification by Council of Governments that at least two proposed names are acceptable (if two are not acceptable, the applicant submits more names until at least two (2) are approved.
  - (e) The signature of at least 51% of the owners of property abutting the subject street or relying on the street for access signifying that one or more of the suggested names are acceptable is required.

- (f) Location of street (include from and to address numbers as well as names of all cross streets).
- (g) One full scale copy of the County Assessor's map showing the subject street and all abutting properties (and properties relying on the street for access);
- (h) If a private street, a copy of the easement or legal document creating the street;
- (i) A list certified by the County Assessor of the names and addresses of each owner of property abutting the street or relying on the street for access;
- (j) The application fee may be established or modified from time-to-time by resolution of the City Council of the City of Keizer.

**Section 4. Procedure for Reviewing Applications for Streets within Keizer.** Except as provided in Section 4(A) of this ordinance, procedures for reviewing completed applications will be as follows:

- (1) After determining that the application is complete, property owners abutting the subject street or relying on the subject street for access will be sent a notice of the proposed names which were approved by the Council of Governments, and given ten (10) days to indicate which of the proposed names are acceptable or unacceptable. If the proposal is to name an unnamed street, the notice will include the new address numbers

assigned by the Marion County Building Inspection Division for all developed or previously addressed parcels which have access to the street being named.

- (2) The Marion County Community Development Director shall select a name taking into consideration the following criteria:
  - (a) the degree of acceptance by those provided with notice;
  - (b) historical significance of street name;
  - (c) common usage of the street name;
  - (d) association of street name to local geographic or other points of distinction;
  - (e) access by emergency service providers;
  - (f) other factors peculiar to the case deemed relevant by the Director.
- (3) The Director's decision is final unless a written request for review and a public hearing before the City of Keizer Hearings Officer is requested within ten (10) days following the date the decision is mailed.
- (4) At least ten (10) days notice of the public hearing shall be mailed to each property owner and to those public agencies identified in Section 2 (7). The Hearings Officer shall make written findings of fact and determine the street name from the list of names approved by the Council of Governments, unless another name, which has 100% concurrence by the property owners and is approved by the Council of Governments is



submitted to the Hearings Officer at the hearing.

- (5) The Hearings Officer shall consider those factors listed in Section 4 (2) and any other factors deemed relevant in making the decision. The Hearings Officer's decision shall be final, unless a written request for review is submitted to the Keizer City Council by a property owner within ten (10) days after a copy of the decision is mailed.
- (6) In the case of a proposal to rename a street, the Director, Hearings Officer or City Council may deny the proposal if an evaluation of the criteria shows that the existing name should be retained. Another application to rename a street shall not be submitted within one year of a denial, unless the applicants include evidence of 100% concurrence by the property owners and all other application requirements are met.
- (7) Application and hearing fees may be established or modified from time to time by resolution of the City Council of the City of Keizer.

**Section 4(A). Procedure for Renaming Streets within Six Miles of Keizer.** Procedure and approval for renaming streets outside the Keizer city limits but within six miles of the Keizer city limits will be in accordance with ORS 227.120.

**Section 5. Placement of Street Signs.**

- (1) All street signs for public or private streets shall conform to the standards specified by the Marion County Department of Public Works for size, shape and color.

- (2) When an application for naming or renaming a street has been approved as provided in this ordinance, the naming or renaming shall not be final until the applicant has met the requirements in subsection (3) below.
- (3) Cost of sign installations shall be the responsibility of the applicant under one of the two procedures below:
  - (a) A private work order shall be prepared if the applicant chooses to have the Marion County Department of Public Works install the sign on a reimbursable basis.
  - (b) If the applicant chooses to have the work done by someone other than the Department of Public Works, all street signs and installation procedures shall comply with the Marion County Department of Public Works standards.
- (4) When a land use action involves street naming, the Planning Division will not consider the conditions of approval satisfied and will not authorize establishment of uses or building permits until the requirements of subsection (3) have been met.

**Section 6. Grid System of Addresses - Assignment Authority.**

- (1) The Marion County Community Development Director shall have the authority to assign addresses to commercial buildings, residences, and other buildings requiring addresses as provided by this ordinance. The Community Development Director shall have the authority to change existing addresses when deemed necessary. Upon the

assignment of an address, the Community Development Director shall inform governmental offices, the occupants and/or owners, and utility companies of the address assignments. The occupants and/or owners shall have 45 days to discontinue use of old addresses, begin use of the new addresses, and satisfy the requirements of this ordinance.

- (2) A grid system of house and building numbering is established as follows:
- (a) All houses and buildings in the City, except buildings accessory to a principal building on the same property shall be numbered.
  - (b) All houses and buildings requiring numbers on the northerly or westerly side of streets shall bear odd numbers, and houses and buildings requiring numbers located on the southerly or easterly side of streets shall bear even numbers.
  - (c) In those areas of the City which have been subdivided into blocks of rectangular shape, houses and buildings requiring numbers shall be allocated numbers at the rate of one hundred per block.
  - (d) In those areas in the City which have been subdivided by other methods, numbers shall be allocated as evenly as possible so that the particular number of any address will reflect as accurately as possible its relative position in the block as its relative distance from the division

line.

- (e) The allocation of numbers for all addresses shall begin at each division line with the numbers progressing upward beginning with the numbers 100 and 101 according to the relative distance of the address from the division line taking into account shifts in the division line when it follows a street that varies from a north/south or east/west alignment.
- (f) The division line for allocation of address numbers of east-west streets shall be the same as the north-northeast division line described in Section 1 of this ordinance. The division line for use in allocating numbers on north-south streets shall be State Street (located in the City of Salem and also shown in Exhibit A). Allocation of address numbers in the City of Keizer will be compatible with address ranges located immediately outside the City of Keizer.

**Section 7. Residential Addressing.**

Residential buildings shall be addressed as follows:

- (1) Single family residences shall have one street address.
- (2) Duplexes shall be given a street address for each living unit.
- (3) Triplexes, fourplexes, etc. and apartment complexes shall be given one street address for each living unit.

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- (4) Mobile home parks shall be given one street address for each mobile home space.

**Section 8. Commercial Addressing.**

Commercial buildings shall be addressed as follows:

- (1) All commercial buildings, except buildings accessory to a principal building on the same property, shall be numbered.
- (2) When a building or premises has several entrances for use by different businesses, the City may assign a different number for each principal entrance.

**Section 9. Posting Street Numbers.**

- (1) **Time limit.** All structures which are required by this ordinance to be numbered and which are placed in service on or after the effective date of this ordinance will have assigned numbers placed on them or on the premises as required by this ordinance. However, structures which were placed in service before the effective date of this ordinance will have assigned numbers placed on them or on the premise as required by this ordinance if the city manager or the city manager's designee approves a written application by the Keizer Police Department or other emergency service agency serving Keizer that requests posting of street numbers in accordance with this section to certain structures or premises. The application will include the reason(s) for the request. The owner of the structure may appeal the city manager's (or designee's) decision to the city council.

- (2) Location, height and color. Numbers shall be affixed in a location conspicuous from the street used as the basis for numbering. The assigned numbers shall not be less than four (4) inches in height and shall be painted upon or affixed to the house or building in a contrasting and highly visible color. Numbering not less than two (2) inches in height shall be painted upon or affixed to roadside mailboxes of a house or building.
- (3) In cases where the house or building is not visible from the access street or drive and where the mailbox does not indicate the end of the access driveway, the resident or owner shall contact the Police Department to determine a third location for display in view from the access street so that emergency vehicles can quickly locate the house or building.
- (4) Directional signs. In addition, directional signs shall be placed in a conspicuous location at every intersection of driveways in an apartment complex, planned unit development, mobile home park or other types of housing complexes. The directional signs shall indicate address numbers of individual buildings and indicate the direction of individual units.
- (5) Placement. It shall be the duty of every owner or agent in charge of any structure to have the proper number or numbers placed thereon. Every owner or agent in charge of a structure erected after the effective date of this ordinance shall place the property number or numbers

- thereof prior to occupancy of or use of the structure.
- (6) Prior to occupancy of new construction, the Marion County Building Official shall inspect the dwelling or building to ascertain whether numbers have been affixed as required above.
  - (7) Display during construction. It shall be the duty of every owner to ensure that the address number is displayed on the building site and/or on the building under construction.

**Section 10. Enforcement.**

- (1) A violation of this ordinance is an infraction. If it is determined that a violation has occurred, the Marion County Community Development Director may take whatever steps are necessary under City civil infraction procedures or other remedies to obtain compliance with this ordinance.
- (2) Any person may file a signed written complaint with the Marion County Community Development Director regarding alleged violations of this ordinance. The Director may investigate complaints and determine if there is a violation.

**Section 11. Exemptions.**

In order to minimize confusion, the extension of an existing street may be exempted from Section 2(4) at the discretion of the Marion County Community Development Director.

**Section 12. Savings Clause.**


Should any article, section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other article, section, subsection, paragraph, sentence, clause or phrase; and if this ordinance or portion thereof should be held to be invalid on one ground but valid on another, it shall be constructed that the valid ground is the one upon which said ordinance or such portion thereof was enacted.

**Section 13. Effective Date.**

This ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist and this ordinance shall take effect upon its passage.

APPROVED this 6th day of June, 1988.

SIGNED this 8th day of June, 1988.

  
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Mayor

  
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City Recorder



NORTH-NORTHEAST  
DIVISION LINE

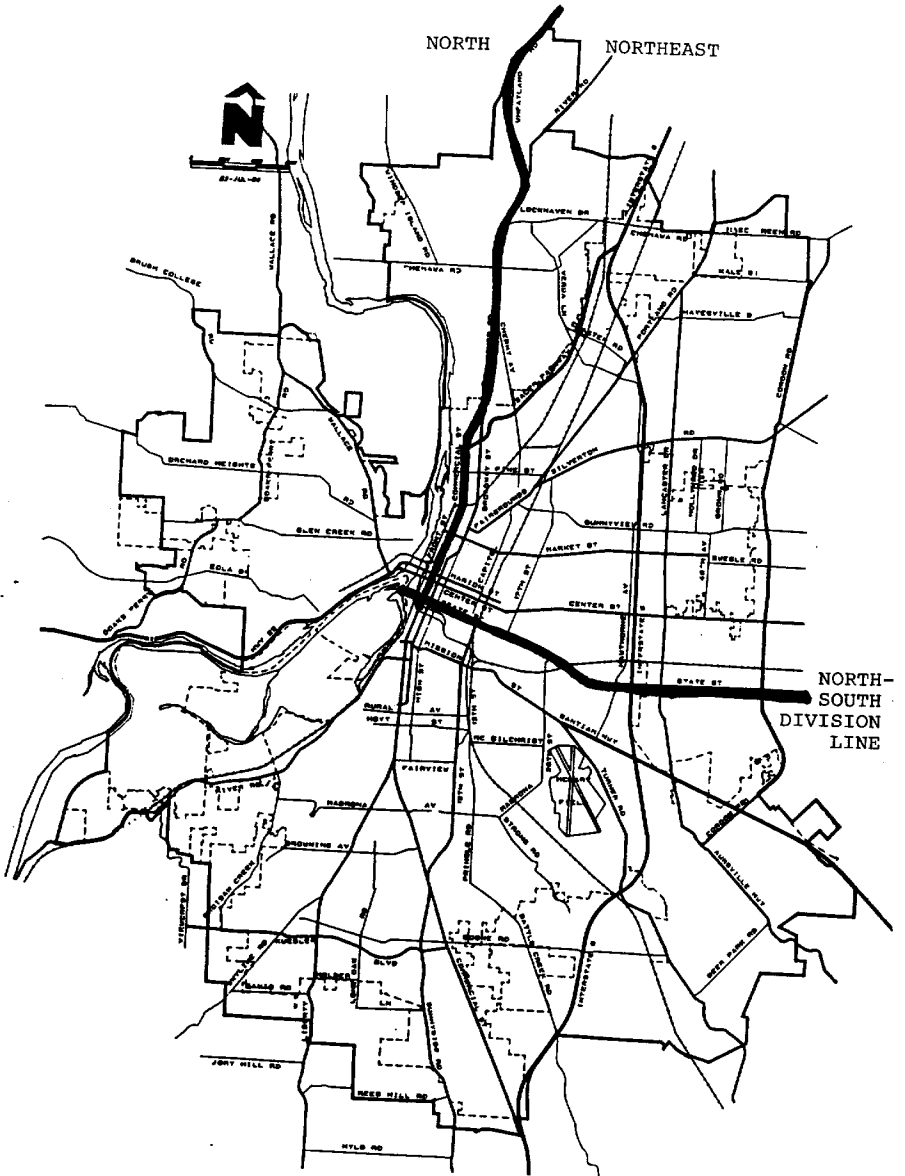


EXHIBIT A