

CITY OF NEWPORT

ORDINANCE NO. 2126

AN ORDINANCE AMENDING CHAPTER 9.85 OF THE
NEWPORT MUNICIPAL CODE (ORDINANCE NO. 665, AS AMENDED)
RELATED TO STREET NUMBERING AND
ASSIGNMENT OF SECONDARY ADDRESSES
(Newport File No. 7-MISC-17)

WHEREAS, Chapter 9.85 of the Newport Municipal Code sets out standards for naming streets and numbering properties within the corporate limits of the City of Newport, and the renaming of streets within six miles of the corporate limits of the city; and

WHEREAS, it is in the interest of the public health, safety, and welfare to have a uniform street naming and property numbering system to assist the general public in locating addresses, and to facilitate the effective provision of emergency services and deliveries; and

WHEREAS, Ordinance No. 665, as amended, has served this purpose effectively since it was adopted on June 1, 1964; and

WHEREAS, the Postmaster for the City of Newport has requested that the City amend its addressing rules to require numeric secondary addresses because alphabetic secondary addresses cannot be effectively read by their mail sorting software; and

WHEREAS, such request is a relatively minor change that does not unduly impact the City of Newport's property numbering system; and

WHEREAS, undertaking these amendments has also provided the City an opportunity to clarify its requirements for assigning odd and even address numbers to acknowledge, and better align with on the ground conditions.

THE CITY OF NEWPORT ORDAINS AS FOLLOWS:

Section 1. The above findings are hereby adopted as support for the Council's following amendments.

Section 2. Chapter 9.85, Street Naming and Numbering, is amended as shown in Exhibit "A."

Section 3. This ordinance shall take effect 30 days after adoption.

Date adopted and read by title only: January 2, 2018.

Signed by the Mayor on January 3, 2018.


Sandra N. Roumagoux, Mayor

ATTEST:


Margaret M. Hawker, City Recorder

Amendments to NMC Chapter 9.85, Street Naming and Numbering

(Note: Language shown with a double underline is added. Text in ~~strikethrough~~ is deleted. Staff comments, depicted in *italics*, are included for context and are not a part of the amendments)

CHAPTER 9.85 STREET NAMING AND NUMBERING

9.85.010 Purpose

To assist the public, public safety, and emergency services providers, it is in the interest of the public health, safety, and welfare to have a uniform street naming and property numbering system.

9.85.015 Scope

The provisions of this Chapter shall apply to the naming of streets and numbering of property within the corporate limits of the City of Newport, and the renaming of streets within six miles of the corporate limits of the city.

9.85.020 Directional Designations

For the purpose of this Chapter, the urban area of the City of Newport is hereby divided into four sections having the directional designations, abbreviations, and dividing lines as listed herein.

The name or number of a public or private street within a section shall be preceded by the abbreviated directional designation of that section. The four sections are:

- A. "Northwest," abbreviated "N.W.," consisting of the area north of Olive Street and west of Pacific Coast Highway;
- B. "Northeast," abbreviated "N.E.," consisting of the area north of Olive Street and east of Pacific Coast Highway;
- C. "Southwest," abbreviated "S.W.," consisting of the area south of Olive Street and west of Pine Street, Cape Street, and Pacific Coast Highway; and
- D. "Southeast," abbreviated "S.E.," consisting of the area south of Olive Street and east of Pine Street, Cape Street, and Pacific Coast Highway.

9.85.025 Street Suffixes

Street suffixes shall be assigned to all public or private streets within a section as follows:

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- A. "Street" for streets oriented north-south or east-west;
- B. "Place" for dead-end streets or short, north-south oriented street segments;
- C. "Court" for dead-end streets or short, east-west oriented street segments;
- D. "Drive" for hillside curved streets;
- E. "Way" for diagonal streets;
- F. "Circle" for circular streets;
- G. "Lane" for short, narrow, curved streets;
- H. "Boulevard" for arterial routes; and
- I. "Highway" for regional routes.

9.85.030 Street Names

- A. The existing pattern of street names designated by decision of the city or, in the absence of such a decision, as shown on County Assessor's maps, is hereby established as the street naming system for the City of Newport.
- B. An extension of a public or private city street shall continue the name of that street.
- C. Except for the extensions of existing streets, no street name shall be used which will duplicate or be confused with the name of an existing street.
- D. New public or private streets shall be named at the time they are platted as part of a subdivision or partition approved in accordance with the processes outline in Chapter 13.05 of the Newport Municipal Code. In the event that a public or private street is created independent of a subdivision or partition then the street shall be named by ordinance of the City Council.

9.85.035 Renaming City Streets

- A. An action to rename all or the portion of an existing street

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located entirely within the City of Newport shall be initiated by:

1. Resolution of the City Council; or
 2. A petition signed by 51 percent of the residents and businesses whose physical address would be impacted by the proposed name change. The petition shall further include signatures of support from no fewer than 100 eligible voters residing in the City of Newport.
- B. A resolution or petition initiating the renaming of a street shall include a clear description of the street or portion thereof that is to be renamed.
- C. If the resolution or petition to rename a street is in honor of an individual, then a written statement must be included describing why the individual is deserving of having a city street named in their honor.
- D. Following adoption of a Council resolution or the filing of a petition under 9.85.035(A), the Planning Commission shall conduct a public hearing on the proposed street renaming.
1. Notice of the Planning Commission hearing on the renaming proposal shall be provided by first class mail, postmarked at least 20 days prior to the hearing to all of the following:
 - a. The residents and businesses whose physical addresses would be impacted by the proposed name change;
 - b. The Newport Fire Department;
 - c. The Postmaster having jurisdiction;
 - d. The Lincoln County Surveyor;
 - e. The Lincoln County Assessor
 - f. 911 emergency dispatch;

In the case of a proposed renaming initiated by petition, the individuals who signed the petition; and

Any person who has requested notice of the hearing.

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2. Notice of the hearing shall be published in a newspaper of general circulation in the city at least once within the week prior to the week within which the hearing is to be held.
- E. The Planning Commission shall consider the following factors when making a recommendation on a street renaming proposal:
1. Factors of historical significance related to persons, circumstances or events;
 2. Factors of geographical significance;
 3. Factors of street location, function or direction;
 4. Common usage of a name for the street or in the area;
 5. Prior use of the name for the street;
 6. Name consistency for a continuous route;
 7. Non-duplication of another street name; and
 8. Other circumstances that warrant consideration.
 9. In the case of a proposal to rename a street in honor of an individual, the following conditions shall be met:
 - a. The individual made significant contributions to the betterment of the city and its citizens;
 - b. The proposed change is in the best interest of the city and will not cause undue adverse impact or hardship; and
 - c. The cost of the proposed change can either be reasonably borne by the city or assigned to the petitioner(s) as a condition of approval.
- F. Following the public hearing, the Planning Commission shall forward a recommendation on the proposed street renaming to the City Council.
- G. Upon receiving the Planning Commission's recommendation, the City Council shall hold a public hearing to take testimony on the proposed name change.

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Notice of the hearing shall be provided as outlined in [9.85.035\(D\)](#).

- H. After conducting a hearing, the City Council by ordinance shall either rename the street or streets or by resolution shall reject the renaming proposal. Certified copies of each such ordinance shall be recorded with the Lincoln County Clerk, and filed with the county assessor and county surveyor.
- I. An ordinance adopted pursuant to this subsection shall instruct the county surveyor to enter the new names of renamed streets in red ink on the county surveyor's copy of any filed plat and tracing thereof which may be affected, together with appropriate notations concerning the same.

9.85.040 Renaming Streets Outside City Boundaries

- A. Action to rename all or the portion of an existing street located outside the City of Newport's boundaries, but within six miles of its corporate limits shall follow the above procedures, with the exception that the City Council shall only consider renaming a street upon receipt of a recommendation from the Planning Commission that the proposed renaming is in the best interest of the city and the six-mile area, in conformance with ORS 227.120.

9.85.045 Numbering of Properties

The Community Development Department shall assign address numbers for buildings or property and shall maintain records thereof according to the following:

- A. The dividing line for street numbering within the City of Newport shall be as follows:
 - 1. Olive Street for all buildings numbered to the north and to the south;
 - 2. Pine Street, Cape Street, and Pacific Coast Highway for buildings numbered to the east and west.
- B. Beginning at the dividing lines, building numbers will be increased by 100 for each block distance. One number shall be allotted for every 10 feet of street frontage.
- C. Odd and Even numbers shall be assigned to buildings or properties on the southerly or easterly in a manner consistent with the numbering pattern in place for

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adjacent or nearby properties located on the same sides of a public or private street.

~~D. Odd numbers shall be assigned to buildings or properties on the northerly or westerly sides of a public or private street.~~

D. Numbering of dead-end public or private streets one block in length or less shall be consecutive odd or even numbers consistent with those on the same side of the connecting street.

E. An address number shall be assigned for each property or building in separate ownership, possession or occupancy.

F. Where buildings are clustered on a parcel or lot, a number shall be assigned for the main to each building, ~~or office, and all other buildings within the group shall be assigned individual numbers or letters by the owner.~~

G. Suites within multi-tenant buildings shall be assigned numeric addresses by the property owner.

H. In the event the building address number sequence exceeds the available numbers, a suffix "A," "B," "C," etc. may be assigned.

I. An address number or numbers shall be assigned by the Community Development Director, or designee in conjunction with the application for a building permit, a land division, or upon written request of the property owner.

J. In case of doubt or where a question arises as to the proper number to be assigned to any building or property, the Community Development Director, or designee shall decide the question and affix the number of each building or property.

Staff: Proposed changes respond to the request from the Post Office to eliminate letters in secondary addresses. Requirements for odd-even numbering have been corrected to acknowledge on the ground conditions and to ensure continuity as new subdivisions are constructed. Feedback from the Post Office on 11/2/17 noted that the proposal would allow odd-even numbers to flip sides of the street with new subdivisions, which would cause confusion. The language has been adjusted to prevent that from happening.

9.85.050 Notice of Address Assignment or Reassignment

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When the Community Development Director, or designee, assigns or reassigns an address to a building or property, the following notification is required.

- A. Notice of the address assignment or reassignment shall be provided within 14 days after assignment or reassignment and given to:
 - 1. The Postmaster having jurisdiction;
 - 2. The Lincoln County Assessor
 - 3. 911 emergency dispatch; and
 - 4. Local utility providers.
- B. In the event of an address reassignment, first class mail notice shall be provided to the property owner.

9.85.055 Placement of Address Numbers

- A. The property owner or owner's agent shall place the address number assigned by the Community Development Director, or designee, on a building or property at the earliest practical time. For new buildings, the address shall be placed within 30 days of occupancy.
- B. For buildings, numbers shall be placed on the door or door frame of the main entrance to the structure, or as near thereto as practical.
- C. Numbers may also be affixed as follows:
 - 1. On a sign on the property;
 - 2. On a mailbox adjacent to the building, except for grouped mailboxes; or
 - 3. In such other location as to be legible from the street.
- D. Address numbers shall be permanently affixed and treated such that they will not rust or corrode. Numbers shall not be less than three inches in height and shall comply with Title X of the Newport Municipal Code regulating signs.

(Chapter 9.85 adopted by Ordinance No. 2019 on October 3, 2011; effective November 2, 2011.)