

TITLE 15. BUILDINGS AND CONSTRUCTION

CHAPTER 15.08

BUILDING NUMBERING AND STREET NAMING SYSTEM

SECTIONS:

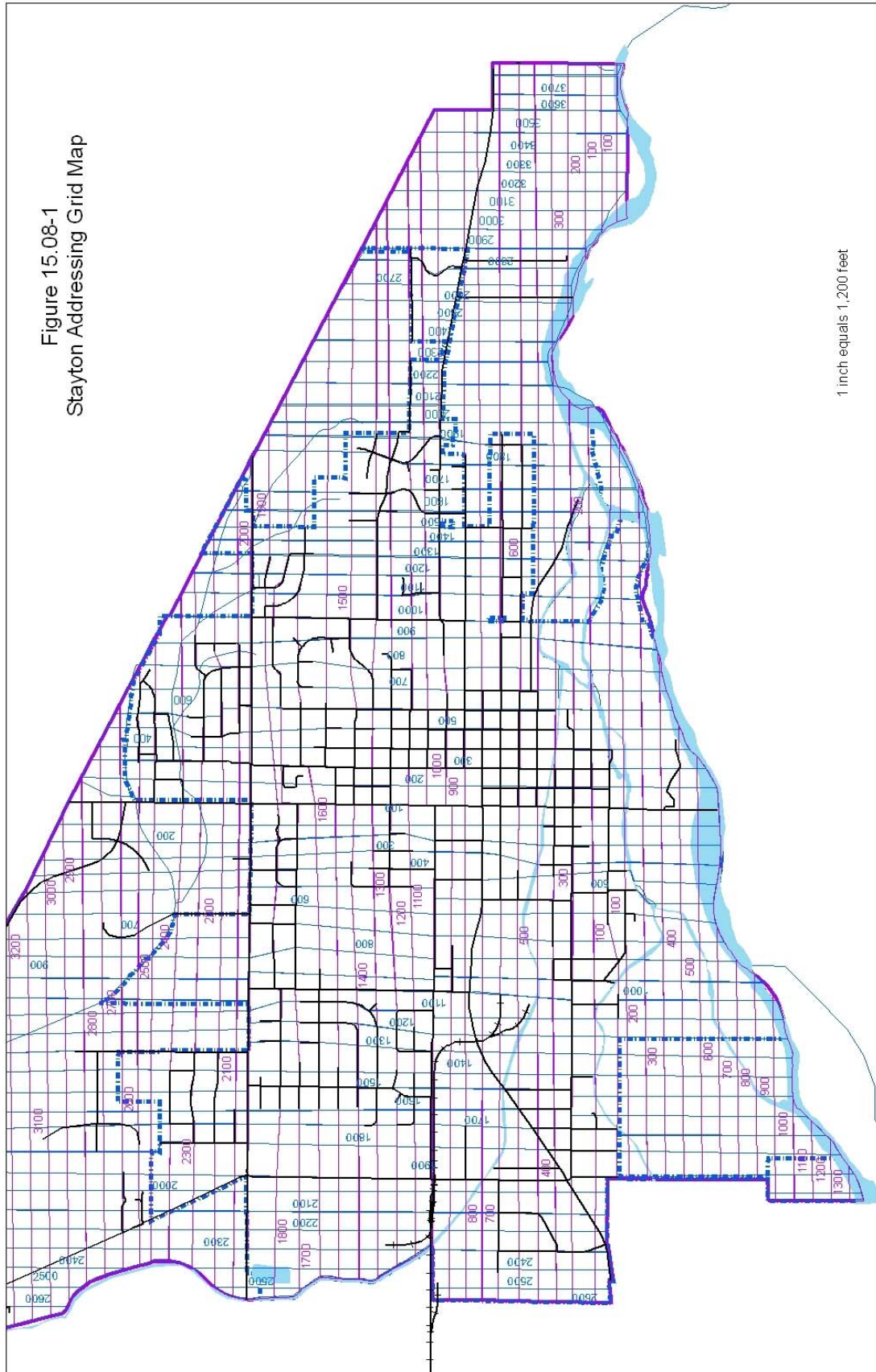
- 15.08.010 Uniform Numbering System
- 15.08.020 Addresses and Street Numbers
- 15.08.030 Street Names
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15.08.10 UNIFORM NUMBERING SYSTEM

There is hereby established a uniform system of numbering all buildings fronting on all streets in the City of Stayton. In establishing this system, the City is divided into the following sectors:

- A. Streets running generally east/west. First Avenue shall constitute the north-to-south base line from which the numbers on all buildings running easterly and westerly from First Avenue shall be extended each way, upon the basis of one number for each two feet of property frontage, wherever possible, starting at the base line with the number one hundred (100) and continuing with consecutive hundreds at each intersection, wherever possible. All even numbers shall be placed upon buildings on the southerly side of east/west streets and all odd numbers shall be placed upon buildings on the northerly side of east-west streets. [e.g. 180 W. Locust Street is in the first block west of 1st Avenue on the south side of the street; 351 E. Washington St. is in the 3rd block east of 1st Avenue on the north side of the street.]
- B. Streets running generally north/south. Water Street shall constitute the east-to-west base line from which the numbers on all buildings running northerly and southerly from Water Street (or along the same latitudinal line) shall be extended each way, upon the basis of one number for each two feet of property frontage, wherever possible, starting at the base line with the number one hundred (100) and continuing with consecutive hundreds at each intersection, wherever possible. All even numbers shall be placed upon buildings on the easterly side of north-south streets and all odd numbers shall be placed upon buildings on the westerly side of north/south streets. [e.g. 105 S. First Avenue is located in the first block south of Water Street on the east side of the street; 362 N. Third Avenue is located on the third block north of Water Street on the east side of the street.]
- C. Address Grid Map. Figure 15.08-1, “Stayton Addressing Grid Map” complies with the requirements of this chapter and illustrates addressing numbering for newly assigned addresses.

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- D. Address Map. The City shall prepare and maintain a “Stayton Address Map” which shows the location of all properties and building addresses within the city limits. The City will notify the appropriate agencies, including, but not limited to, Marion County, private utilities, the US Postal Service, and emergency service agencies when addresses are assigned or re-assigned.

15.08.020 ADDRESSES AND STREET NUMBERS

1. Assigning Address and Street Number. In order to preserve the continuity and uniformity of numbers of buildings, it shall be the duty of the owner or his agent to procure the correct number or numbers for the property. The City shall assign to each principal building located in the City a unique address under the uniform system provided for in Section 15.08.010. No building permit shall be issued for a new structure until the owner or his agent has procured from the City the official number of the premises.
2. In the case of multiple occupancies in a building if the individual occupancy has a separate entry to the exterior of the building, the occupancy shall receive a unique street address number. If the individual occupancies share a common entry and hall way, then the individual occupancies shall share a street address number and be assigned individual apartment, suite or unit numbers or letters.
3. Posting of Street Numbers.
 - a. Size and location of numbers. All numbers shall be placed on the front of each building or individual occupancy so as to be easily seen and read from the street or public right-of-way. Numbers posted after the effective date of this Chapter shall be at least four inches in height and be constructed of reflective materials or painted in contrasting colors.
 - b. New Building. Whenever any new building or is be erected in the City, the owner or agent shall immediately fasten the number or numbers so assigned upon the building, in the manner as provided in Section 15.08.020.1. All new buildings will either:
 - i. Provide lighting above or beside the number on the street side of the building so the number will be visible at night;
 - ii. Install a reflective building address sign at the edge of the driveway, street, alley or public right-of-way; or
 - iii. If a building number is not visible from the street or public right-of-way, the property owner shall install a reflective building address sign at the edge of the driveway, clearly visible from the public right-of-way.
 - c. It shall be the City's duty to examine all new numbers and the location thereof. If, in the judgment of the City, the size and location do not meet with the requirements of this Section, then the property owner or agent therefore shall be notified and shall make such changes as the City shall direct.

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4. Change of address. Whenever the City determines that a building has a posted building address that does not comply with this chapter, the City shall notify the property owner, Marion County, utilities, US Postal Service, and emergency service agencies that the address will be changed effective on a date certain.

15.08.30 STREET NAMES

Except for extensions of existing streets, no street name shall be used which will duplicate or be confused with the names of existing streets. Street names shall conform to the established pattern in the city and surrounding area and shall be subject to the approval of the Public Works Director.

1. Street Naming System. There is hereby established a uniform system for the naming of new streets in the City of Stayton. Generally, north/south streets shall be avenues and east/west streets shall be streets. Unless a name also complies with the categories below, names shall not be the common given name of a person. In establishing this system, the City is divided into the following sectors:

- a. North/South Streets east of First Avenue/Cascade Hwy: Streets will be named as numbered avenues beginning at First Avenue. [e.g. First Avenue, Second Avenue, Third Avenue, etc.]
 - b. North/South Streets west of First Avenue/Cascade Hwy and south of Shaff Road: Streets will be named as avenues with names of trees in alphabetical order beginning at First Avenue. [e.g. Alder Ave, Birch Ave, Cherry Ave, Douglas Ave, Evergreen Ave, etc.]
 - c. Northwest Sector of the City (West of Gardner Avenue, north of Shaff Road and east of Golf Club Road): Streets will be named with names of birds using species native to the Pacific Northwest or Western United States.
 - d. Wilco Road Industrial Area: Streets west of Wilco Road will be named for Oregon rivers.
 - e. East/West Streets (north of Water Street): Streets north of Water Street will be named as extensions of existing streets or will be named for significant families or individuals in Stayton's history.
2. Renaming Streets. The City shall comply with the requirements of ORS 227.120 when renaming a street.
- a. Upon receipt of a request to rename an existing street, the Planning Commission shall consider the proposal and make a recommendation to the City Council to either approve or reject the request.
 - b. Within 60 days of the receipt of the Planning Commission's recommendation, the City Council shall hold a public hearing on any proposal to rename a street. At the conclusion of the hearing, the City Council shall, by ordinance, rename the street or by resolution reject the recommendation. A certified copy of the ordinance shall be filed for record

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with the Marion County Clerk, and a copy filed with the county assessor
and county surveyor.

15.08.40 ADMINISTRATION

The City Administrator shall designate the City employee to administer this Chapter and assign addresses and street numbers.

15.08.050 ENFORCEMENT

1. It shall be unlawful for any person to alter any building number which conforms to the provisions of this article. It shall also be unlawful knowingly to retain any number which is improper under the rules for numbering buildings set forth herein.
2. If the City finds that a building does not have a building address posted as required by this chapter, the City shall notify the property owner that numbers must be posted. Such number or numbers shall be placed within fifteen (15) days after the City has notified the property owner. The cost of the number or numbers shall be borne entirely by the owner or occupant of any building, except when the City Council has authorized them to be paid for by the City. All such numbers shall conform to the specifications of this Section.
3. If, following the notice in Section 15.08.050.3 above, numbers are not posted in compliance with this Chapter, the City shall cause it to be made and the cost thereof shall be assessed against the property in the manner prescribed for the costs of abating nuisances.