

Introduction

Local governments use procedures and standards in naming roads to ensure that emergency responders can use road names effectively, to ensure that road names are recorded and mapped consistently, and to ensure that adjacent owners and occupants have an opportunity to participate in road naming.

ORS 227.120 Procedure and approval for renaming streets provides a basic procedural framework for road naming. [This Administrative Procedure is intended to be consistent with ORS 227.120, and is based on Clatsop County's Title 12 road naming standards.](#)

[City of Gearhart Planning Commission considered these procedures in a March 2024 public meeting, and directed staff to establish the procedures in a April 2024 meeting.](#)

Procedure

1. Each unnamed private road or public road shall be assigned a name in accordance with this procedure if:

- A. The road provides access to three or more buildings; or
- B. The City determines that assigning a name is necessary in order to adequately direct emergency service providers.

[2. In the situations identified in Section 1, the City should take the following actions to initiate road naming:](#)

- [A. When a building permit, conditional use permit, zone change, partition, or subdivision proposes a third building or third lot accessed by an unnamed road, the permit application should be accompanied by a road name application or permit conditions of approval should include that the applicant apply to name the road.](#)
- [B. When the City discovers another situation where the conditions in Section 1 above are met, the City should apply to name the road.](#)

[3.2.](#) Procedures for naming new roads.

- A. The naming of a road may be initiated by the City, or by application of adjacent property owners, developers, or public agencies which may be affected by road names.
- B. An application to name a road shall be submitted to the City and shall include, at a minimum, the following:
 - 1. The name of the applicant;
 - 2. The location of road by description and map;

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3. The legal status of road, if known;
4. The proposed road name, with two alternatives;
5. The reason for the name request;
6. The original of any petition;
7. An application fee as established by City Council; and
8. Names and addresses of property owners having access to the road.

C. Notice of a proposed name assignment [and City Council Hearing](#) shall be sent by the [City Department](#) to all persons owning property abutting the affected road or having an address on the affected road, [and to agencies with an interest in road naming, 20 days before the hearing. The notice shall be sent within 30 days of the receipt of an application or other action initiating the proposed name assignment. Notice of the hearing should be published in the newspaper in the week before the week of the hearing to comply with ORS 227.210.](#)

D. Persons receiving notice shall promptly notify any tenants or other occupants of the affected property of the proposed name assignment.

E. Any person receiving notice under subsection C or D of this section may comment in writing on the proposed name within ten days from the date of the notice.

F. The proposed name shall:

1. Not duplicate existing road names, except for continuations of existing roads.
2. Not sound so similar to other road names as to be confusing.
3. Be limited to a maximum of 15 letters and three words, excluding the suffix indicator; i.e., "Road," "Lane," "Loop" or "Drive."
4. Improve or clarify the identification of the area.
5. Be an historical name, ~~or~~ theme name, [local flora, or local fauna name](#) when appropriate.
6. Reflect a consensus of affected owners and occupants when possible, subject to the other standards contained in this subsection.

G. In the following circumstances, a proposed road name shall generally conform to the following additional standards:

1. Roads running in a generally north-south direction shall be called "roads." Roads running in a generally east-west direction shall be called "lanes."
2. Roads dead-ending in a turnaround 1,000 feet or less from their beginning points may be called "courts."
3. Roads of reduced right-of-way or curving roads of less than 1,000 feet may be called "drives."

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4. Roads that begin at and circle back onto the same road, or that are circular or semicircular, may be called “circles” or “loops.”
5. Road designator abbreviations for new and existing roads shall conform to the current standards established by the National Emergency Number Association (NENA).

H. The City shall review road name applications and shall assign a road name after performing the following procedures:

1. Verifying applicant’s compliance with this chapter.
2. Verifying the legal status of the road with the County Clerk’s office, County Assessor’s office, and County Public Works Department.
3. Verifying 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.
4. Performing a field check when necessary.
5. Assisting the applicant or other affected persons to find alternative names when required.
6. Reviewing and considering all comments submitted.

I. Following the assignment of a proposed name by the City, the City shall send notice of the assigned road name to all persons entitled to notice under subsection C of this section.

~~J. Affected property owners and occupants shall have the right to appeal the proposed road name to the City Council. An appeal pursuant to this subsection must be filed within ten days from the date of the notice provided under subsection I of this section.~~

~~K. If an appeal is timely filed pursuant to subsection J of this section, the City Council 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 City correctly applied the criteria set forth in this section. If the City Council finds that the City properly applied the criteria set forth in this section, the City Council shall enter an order of approval.~~

~~L. If no appeal is timely filed pursuant to subsection J or upon entry of an order of the City Council, the road name shall be deemed approved.~~ The City Council shall send notice of the approval to the applicant requesting the road name, each affected property owner, the County Assessor’s office, the County Clerk’s office, the County Planning Department, the County Public Works Department, each affected telephone and other utility company, the affected fire department, each affected emergency agency, the United States Post Office, affected school district and adjacent urban jurisdictions.

M. Affected property owners and occupants shall have 90 days from the date of approval of a proposed road name to begin using the road name.

12.16.100 Procedures and standards for changing existing road names.

The procedures and standards for naming roads shall apply to the changing of existing road names, in addition to the following procedures and standards:

A. An existing road name may be changed by the City if the existing name:

1. Duplicates a pre-existing road name;
2. Sounds like or is spelled so similarly to a pre-existing road name as to cause confusion between the two roads;
3. Is known by more than one name;
4. Is different than the name of the road that it is a continuation of; or
5. Is not consistent with City road naming standards.

B. In choosing which road name to change as between two roads with the same or similar names, the City shall consider the following factors:

1. The number of properties, developed and undeveloped, abutting each affected road;
2. The length of time a name has been in use to designate each affected road and whether the name used to designate each affected road has any historic significance;
3. Whether one affected road as named is relatively better known by the general public than the other affected road as named; and
4. Any showing that a proposed road name change would be relatively more burdensome to abutting property owners than if another affected road name were changed

Established this Date _____, by City Manager Chad Sweet _____

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