

Staff Report

May 1, 2024

To: Gearhart Planning Commission

From: Garrett Phillips, AICP City Planner

City File: Naming Private Road for Taxlot 61003CD00701

City of Gearhart approved a building permit for four dwelling units at the Pink Windows property, which is accessed by a private road intersecting US 101. At the time of application, or building permit approval, the dwellings were addressed as 3702, 3704, 3706, and 3708 Highway 101 North on permit documents, and the road was not named. Clatsop County's online GIS lists the property address as 3701 Highway 101 North.

Private roads serving three or more dwellings are supposed to be named to ensure that emergency services can efficiently identify their destinations. City of Gearhart does not have an established procedure for naming roads outside of the subdivision process, however ORS 227.120 provides a basic procedural framework to follow, and Clatsop County Title 12 provides naming standards that the City may use as informal guidelines. Furthermore, Staff are in the process of completing City of Gearhart Road Naming procedures that follow ORS and Clatsop County's guidelines. Following is an outline of steps for naming the road:

1. In April, Planning Commission recommended that the road should be named McAdam Court.
2. Planning Commission is holding a public hearing on the road name today May 9. Notice was sent to the following list:
 - Newspaper, City webpage, City Blog
 - City Hall Board, Post Office Board
 - Adjacent owners and occupants
3. Conduct City Council Hearing, adopt ordinance and send notice of decision and ordinance to:
 - The list above
 - County Recorder
 - County GIS
 - US Postal Service
 - School District
 - Utility Companies
 - City GIS Consultant

Decision/Recommendation Criteria

The City Council will make the final road name decision. As of the drafting of this report, no comments have been received. City of Gearhart staff reviewed the proposed road name, and found that it is consistent with the criteria of ORS 227.210 and City of Gearhart Draft Road Naming Administrative Procedure standards listed below.

1. Not duplicate existing road names, except for continuations of existing roads.

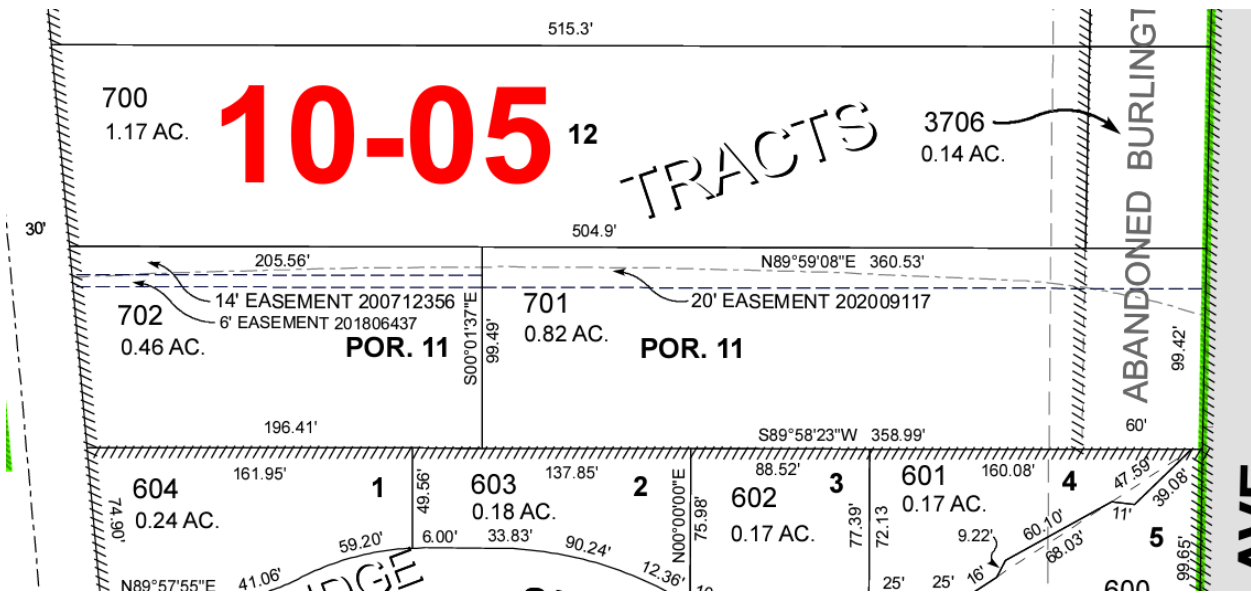
2. Not sound so similar to other road names as to be confusing.
3. Be limited to a maximum of 15 letters and three words, excluding the suffix indicator; i.e., “Road,” “Lane,” “Loop” or “Drive.”
4. Improve or clarify the identification of the area.
5. Be a historical name, theme name, local flora, or 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.
7. Roads running in a generally north-south direction shall be called “roads.” Roads running in a generally east-west direction shall be called “lanes.”
8. Roads dead-ending in a turnaround 1,000 feet or less from their beginning points may be called “courts.”
9. Roads of reduced right-of-way or curving roads of less than 1,000 feet may be called “drives.”
10. Roads that begin at and circle back onto the same road, or that are circular or semicircular, may be called “circles” or “loops.”

Decision Options:

- A. Motion recommending to the City Council, based on finding in the staff report, that the subject road be named McAdam Court.
- B. Motion recommending to the City Council, based on alternate findings, that the subject road be named (insert name).



Location Map



Assessor Map indicating recorded easements for existing private road.