Staff Report
May 1, 2024
To: Gearhart Planning Commission
From: Garrett Phillips, AICP City Planner
City File: 2024 Road Naming Procedures and Standards

_____

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.

Typically, new road names are assigned through the subdivision or partition process. Occasionally the City of Gearhart needs to name a road outside of the subdivision and partition process, for example when a new development accessed by an unnamed road increases the number of dwellings served to three or more dwellings or when it is discovered that an existing road name duplicates or is so similar to an existing road name that it can confuse emergency responders.

In the April 11, 2024 Planning Commission meeting, Staff requests Planning Commission's guidance on procedures and standards for naming roads outside of the subdivision and partition process, offering the alternative approaches listed below.

1) Use ORS 227.120 alone as the City's framework for naming roads
2) Use ORS 227.120 and customize Clatsop County road naming standards for naming roads
    a. If using the County standards, whether to adopt them by ordinance or use them as administrative procedure
    b. If using the County standards, guidance on their customization

In the April 11, 2024 Planning Commission meeting, Planning Commission's directed staff to use the County standards as administrative procedure, and did not provide specific guidance on customizing the standards.

Following the April 11, 2024 Planning Commission meeting, Staff drafted City of Gearhart Road Naming Administrative Procedures. As an administrative matter, it is up to the City Manager to approve the procedures, however Staff are providing a copy of the draft to the Planning Commission now for the Planning Commission's information.