

ORDINANCE NO. NS- 1999

**AN ORDINANCE ISSUING STREET NAMES AND HOUSE NUMBERS AND
REPEALING AND READOPTING ORDINANCE NO. NS-998 (BEND CODE
SECTION 10-9.1 THROUGH 10-9.3)**

The City of Bend Ordains as Follows:

Section 1. Ordinance No. 998 (Bend Code Sections 10-9.1 through 10-9.3) is repealed and replaced with the following:

Section 10-9.1	Intent
Section 10-9.2	Discussion of Map
Section 10-9.3	Address
Section 10-9.4	Districts
Section 10-9.5	Numbers
Section 10-9.6	Street Naming Requirements
Section 10-9.7	Size and Placement of Address
Section 10-9.8	Renaming of Streets
Section 10-9.9	Application for New Street Name
Section 10-9.10	Application for Street Name Changes
Section 10-9.11	Definitions
Section 10-9.12	Enforcement

Section 10-9.1 Intent. The intent of this ordinance is to assign street names and address numbers to all properties within the City limits in an orderly manner and to provide for the posting of those assigned numbers. The City of Bend finds that it is necessary for the protection, safety and welfare of the residents of Bend to establish and enforce a systematic address numbering and street naming procedure to facilitate the location of buildings by emergency services and others.

Section 10-9.2 Map. For the purpose of assigning numbers for buildings or premises situated within the corporate limits of the city as such limits exist now or may hereafter be extended, the city is divided into districts as shown by the map on file in the Community Development Department. A map shall be prepared and maintained of the city whereon numbers given to residences, buildings, and premises shall be clearly indicated. This shall be kept up to date with the numbering that takes place.

Section 10-9.3 Address Assignment.

- (1) There shall be a minimum of one address assigned per building with individual unit, suite, numbers/letters, etc. for separate occupancies.
- (2) The address shall be assigned based on the street location of the building's main entrance if practicable. For vacant lots, the address shall be assigned based upon the most probable entrance location.

- (3) Duplexes, triplexes, fourplexes or condominiums shall each be assigned one address. Manufactured home parks will be assigned one address for the park with space numbers for each manufactured home. Larger apartment complexes shall be assigned a minimum of one address per building. A numerical or alphabetical suffix system shall be used to differentiate between units, suites, etc. in the complex assigned by the City of Bend that shall meet the specifications of the Oregon Fire Code.
- (4) Commercial and industrial complexes shall be assigned at least one address for each building to clearly identify the location of the primary driveway access point. A numerical unit, suite, etc. system may be used to differentiate between occupancies in the buildings assigned by the City of Bend that shall meet the specifications of the Oregon Fire Code.
- (5) Addressing any residence, building, or premises at or near the city boundary may be coordinated with Deschutes County and numbers assigned to provide for a smooth transition from city to county addresses. The naming of streets may also be coordinated with the county during preliminary and final subdivision review processes as well as street name changes to avoid duplication of names.

Section 10-9.4 Directional Districts.

(1) The division line between the northeast district and the southeast district and the division line between the northwest and the southwest district shall be the baseline for starting points northerly and southerly. The numbering easterly and westerly shall commence at the division line between the southwest and southeast districts and the division line between northwest and northeast districts, all as shown by the map on file in the Community Development Department. This is based on the beginning point at the intersection of Division Street, Arizona and Alden Avenues or more specifically, at the Township 17S / Township 18S boundary extending out to the city address boundary. All street signs and addresses shall indicate the district in which the street or portion thereof or address indicated is located, which indication of district shall appear as a prefix preceding the name of the street, avenue, or other public way. Abbreviations may be used for this purpose.

(2) The districts into which the city is divided for the purpose of numbering houses, buildings, and premises are **as shown on the attached map known as Exhibit A.** ~~as follows:~~

~~———— (a) ——— Northeast district (NE): All that portion of the City of Bend lying north of Alden Avenue and east of Division Street.~~

~~———— (b) ——— Northwest district (NW): All that portion of the City of Bend lying west of Division Street and north of Arizona Avenue.~~

~~———— (c) ——— Southeast district (SE): All that portion of the City of Bend south of Alden Avenue and east of Division Street.~~

~~———— (d) ——— Southwest district (SW): All that portion of the City of Bend south of Arizona Avenue and west of Division Street.~~

Section 10-9.5 Numbers. Both sides of the same street shall be in the same series of numbers whenever practicable and the numbers shall increase sequentially. The address number shall be determined by where the building's main entrance faces a public street or an approved signed private road. Alleys will not be addressed or named. The city will use a 5 digit series of numbers with a district directional for properties annexed into the city from the County.

- (1) For irregular or short, winding blocks and streets, to which the provisions of this ordinance cannot be literally applied, numbers shall be assigned and placed corresponding to the general direction of the street. Upon determining the general direction of streets applicable in this section, they shall take the number sequencing range of nearby streets running in that determined direction.
- (2) Loop streets shall be numbered progressively as if they were a section of the street they originated from. Numbers shall be sequenced according to a north-south or east-west grid, whichever direction is determined and the grid line shall remain the same along the entire street, so long as the street name does not change.
- (3) Even numbers shall be assigned to and placed upon the north and east side of the streets and odd numbers upon the south and west side of the streets. In the case where a street changes direction, the odd and even sides shall be assigned to reflect the general direction (north-east or south-west) of the street. Odd and even sides shall remain the same for the entire length of the street, regardless of changes in direction. A circle street or loop street shall have even numbers on the inside of the circle or loop and odd numbers on the outside.
- (4) Where a building or premises has several entrances for use by different occupancies, or in case of a multiple dwelling where permissible, the City of Bend may assign a different unit, suite, etc. number for each occupancy requiring an address that shall meet the specifications of the Oregon Fire Code.
- (5) Address numbers assigned to sites with new construction shall be displayed on site when construction begins.
- (6) Address numbers that are changed must be displayed within thirty (30) days from the date on which the address becomes effective.

Section 10-9.6 Street Naming Requirements.

- (1) All new public and private streets shall be given a name in accordance with the provisions of this ordinance, and as approved by the Community Development Director.
- (2) The name shall be limited to a maximum of two (2) words not including the directional or street suffix.
- (3) Street names shall be continuous. When a new subdivision puts in a street that connects to an existing street, the existing street name will be continued.
- (4) The street name shall not be a duplicate of a street name already in use (unless it is a small court off of that street; see (j) below), even if the suffix (avenue, driveway, etc.) is different unless there is reasonable assurance that those so named street sections will be connected in the future. New streets shall be designated as numbered streets only if they fall on the gridline and there are reasonable assurances that the street will connect with another section of the numbered street. Public and private streets shall be further named as follows:
 - (a) Continuous north-south streets shall be designated “street”.
 - (b) Continuous east-west streets shall be designated “avenue”.
 - (c) Short or interrupted streets shall be designated “place”.

- (d) Short or interrupted streets with no outlet shall be designated “court”.
- (e) Streets that intersect the same street twice at different locations shall be named “loop”.
- (f) Short or interrupted diagonal streets shall be named “way”.
- (g) Continuous meandering streets shall be named “drive”.
- (h) Short or interrupted meandering streets shall be named “lane”.
- (i) Streets that flow in a circular pattern and intersect the same street at only one location shall be named “circle”.
- (j) A court that comes off a street at a perpendicular may take that street’s name, but with a “court” suffix.
- (k) All other street names such as “highway”, “road”, “terrace” may be approved for use by the city in special situations.

Section 10-9.7 Size and Placement of Address. The owner of any residence, building, or place of business, excepting sheds and accessory buildings, within the city shall place in a conspicuous place upon the main entrance clearly visible from the street to which the property is addressed, or at such other place as provided in this ordinance, a number assigned thereto by the Director of Community Development. If access to the property for vehicles is from an alley or the address on the building is not visible to the street where the access is taken, the city may require a monument sign be placed at the street where addressed, that clearly identifies the address to ensure that emergency vehicles will be able to locate the building.

- (1) The figures in the numbers shall not be less than four (4) inches (102 mm) high with a minimum stroke width of 0.5 inches (12.7 mm), shall be a contrasting color to the background, shall be Arabic numerals or alphabet letters and shall be affixed permanently in a conspicuous place upon the main entrance clearly visible from the street to which the property is addressed.
- (2) The owner or occupant of any residence, building, or place of business, upon complying with the provisions of this section may place, or cause to be placed, upon the street curb in front of said residence, building or place of business the appropriate assigned house or building numbers. This is in addition to the required posting of the address and shall not replace the required placement as stated above
- (3) In the case where the building is not visible from the access road, a monument sign with the address or other approved signage may be required by the city to be placed on the right side of the driveway as you are facing the driveway. This address must be visible from both directions.
- (4) Commercial buildings and commercial complexes addressed from a main street and not the driveway access, as determined by the city, shall have adequate signage indicating access. The city may require a monument sign or other approved signage with a site map to be placed at the access to the complex.
- (5) Construction sites or buildings under construction shall display a street address number or subdivision w/lot number. These numbers are to be affixed to a sign visible from the street to which the property is addressed.
- (6) All numbers shall conform to the provisions of this chapter and shall adhere to standards of design, size and color promulgated by the Community Development Director.

Section 10-9.8 Application for New Street Name. An application to name all new streets within the City of Bend shall be required.

- (1) The application shall contain the following information:
 - (a) Name of applicant;
 - (b) Proposed street name, with two alternative choices;
 - (c) Copy of proposed subdivision (11 x17 or smaller) and a pdf file of the plat;
 - (d) Location of proposed street (include tax map and lot numbers);
 - (e) Attach one copy of County Assessor's map showing subject area (11x17 or smaller) and an electronically stored copy of the map;
 - (f) A vicinity map with north arrow that indicates projected streets that will have future connectivity and any existing streets that may continue.
- (2) The application may be submitted by the developer, engineer or other representative.
- (3) A fee in the amount prescribed by resolution of the council shall be submitted with application.

Section 10-9.9 Renaming Streets. The Bend City Council or the Planning Commission may initiate changing the name of any street within the City of Bend. Where the Council initiates such change it shall be referred to the Planning Commission for its recommendation. A property owner may request a change in the name of a street by making an application with the Community Development Department.

A public hearing shall be held before the City of Bend Planning Commission on any proposed street name change. Notice of the public hearing shall be given by mail to all property owners and residents abutting the street in question. The Planning Commission shall then make a recommendation to City Council regarding the proposed name change. A public hearing shall then be held before the City of Bend City Council to consider the recommendation and ordinance changing the name to the proposed name. The new name will become effective thirty (30) days after the ordinance is approved.

Section 10-9.10 Application for Street Name Changes.

- (1) The application shall contain the following information:
 - (a) Name of applicant;
 - (b) Proposed street name, with two alternative choices;
 - (c) Reason for request;
 - (d) Location of street (include from and to address numbers as well as names of all cross streets; tax map number);
 - (e) Attach one copy of County Assessor's map showing subject area (11x17 or smaller), or one copy of the recorded subdivision plat (11 x17 or smaller) and a pdf file of the map and plat;
 - (f) List of the names and addresses and zip code of each owner and resident (husband and wife) of all property abutting the street;
 - (g) Signature of at least 51 percent of the residents and property owners abutting the street proposed to be changed, signifying they agree with the proposed name change on a petition.
 - (h) A vicinity map with north arrow that indicates projected streets that will have future connectivity and any existing streets that may continue.

- (2) A fee in the amount prescribed by resolution of the council shall be submitted with application.
- (3) The following criteria shall be used in determining whether or not an existing street name shall be changed:
 - (a) The street name causes confusion and a new name will improve or clarify the identification of the area.
 - (b) The street name sounds like another street name or is spelled similarly and causes confusion.
 - (c) Street names that are words other than proper names and are deliberately misspelled to emphasize a pun or other frivolous association with another word or slang term, resulting in confusion will not be allowed.
 - (d) The street is known by more than one name.
 - (e) The street is different than the name of the street of which it is a continuation or the street is in more than one section interrupted by topographical barriers.
- (4) Person(s) receiving notice of the street name change shall promptly notify affected tenants or other occupants of the proposed name change.

Section 10-9.11 Definitions

- (1) **Address:** A unique site location identifier of a parcel or tax lot.
- (2) **Address Grid System:** A system of assigning property address numbers with the city limits based on a beginning point at the intersection of Division and Alden Streets or more specifically, at the Township 17 South/Township 18 South boundary extending out to the city address boundary.
- (3) **Building:** A building is any structure used or intended for supporting or sheltering any use or occupancy.
- (4) **East-west Street:** A street that runs predominantly east and west.
- (5) **North-south Street:** A street that runs predominantly north and south.

Section 10-9.12 Enforcement

- (1) It shall be the duty of the City Community Development Director to enforce this ordinance. All departments, officials and public employees of the City of Bend, vested with the duty or authority to issue permits shall conform to the provisions of this ordinance and shall issue no permit, certificate or license for any use, building or purpose which violates or fails to comply with conditions or standards imposed by this ordinance. Any permit, certificate or license issued in conflict with the provisions of this ordinance, intentionally or otherwise, shall be void. Any use of land in violation of this ordinance is declared to be a nuisance.
- (2) Penalties for Violation. A violation of the provisions of this ordinance is punishable upon conviction by:
 - (a) A fine of not more than \$500 for each day of violation where the offense is a continuing offense.
 - (b) A fine of not more than \$500 where the offense is not a continuing offense.
- (3) Injunctive Relief and Abatement.

- (a) The foregoing sanctions shall not be exclusive, and where the public health, safety, morals, or general welfare will be better served thereby, the City Community Development Director may institute such proceedings for injunctive relief against a continuing violation as may be authorized by the statutes of the State of Oregon.
 - (b) In the discretion of the City of Bend, a violation may be abated as a nuisance as provided in Sections 5.400 through 5.425 of the Bend Code or other applicable provisions of law.
- (4) Evidence. In any prosecution for violation of this ordinance, the person listed as owner of the property as shown by the records of the Deschutes County Assessor shall be presumed to be the person who committed the violation. This presumption shall be rebuttable and either the City or the defendant in such prosecution shall have the right to show that the offense was committed by some person other than, or in addition to, an owner or lessee or other persons in possession or control of the premises; but this shall not be construed as relieving a person in possession and control of property from any duty imposed upon him by this ordinance. Where premises on which the violation is committed are commercial or industrial premises on which a sign is situated identifying the commercial or industrial activity conducted thereof, the same shall constitute prima facie evidence that the person whose name is thus displayed is in possession or control of the premises as owner or lessee, but this shall not be construed to relieve from responsibility any agent, manager, employee, owner or other person who actually committed the violation.

Read for the first time the 4th day of January, 2006.

Read for the second time the 15th day of February, 2006.

Placed upon its passage the 15th day of February, 2006.

YES: 6 NO: 0 ABSTAIN: 0

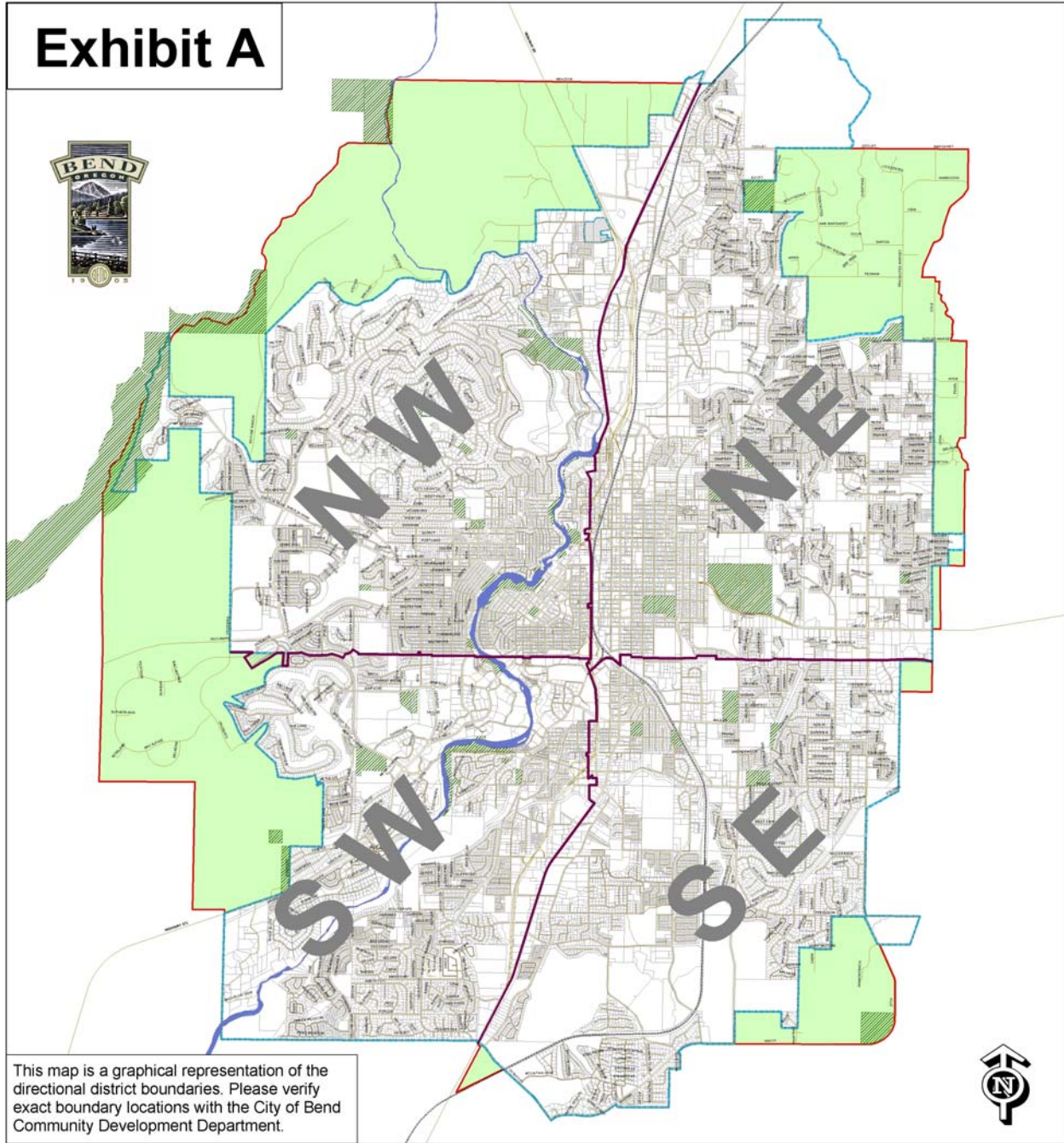
Authenticated by the Mayor the 15th day of February, 2006.

Bill Friedman, Mayor

Attest:

Patricia Stell, City Recorder

Exhibit A



Map Symbols

- Bend Park Properties
- County Taxlots
- Deschutes River
- UGB - Urban Growth Boundary
- UAR - Urban Area Reserve
- Taxlots
- Roads
- Railroad
- City Limits

Directional Districts

This map is for reference purposes only. The information was derived from Deschutes County G.I.S. and City of Bend land records. Care was taken in the creation of this map, but it is provided "AS IS". Please contact the City of Bend to verify map information or to report any errors.

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Map prepared by City of Bend
GISMapping - Engineering Division
Created 02-01-06 [bc]
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