

## **CHAPTER 84**

### **HOUSE NUMBERING**

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**84.010. REQUIRED.** The owner or occupant of any residence, building structure, or place of business, excepting sheds and accessory buildings, opening upon or having access to a street within the city shall place in a conspicuous place upon the main entrance, or at such other place as provided in SRC 84.050, a number assigned thereto by the director of community development. All new public and private streets shall be given a name in accordance with the provisions of this chapter, and as approved by director of community development. (Ord No. 4094;Ord No. 150-79)

**84.020. SYSTEM GENERALLY; MAP ADOPTED.** 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 department of community development. Both sides of the same street shall be in the same hundred series of numbers, and the director of community development shall allow 100 members to each block and shall make the assignment so as to keep within tiers of numbers as shown by such map.

The division line between the northeast district and the southeast district and the division line between the northwest and the south district shall be the baseline for starting points northerly and southerly; and the numbering easterly and westerly shall commence at the division line between the south and southeast districts and the division line between northwest and northeast districts and the line between north and northwest districts, all as shown by the map on file in the department of community development. 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 suffix following the name of the street, avenue, or other public way. Abbreviations may be used for this purpose. (Ord No. 4094;Ord No. 4917;Ord No. 4947;Ord No. 72-74;Ord No. 150-79)

**84.030. DIVISION OF CITY INTO DISTRICTS.** The districts into which the city is divided for the purpose of numbering houses, buildings, and premises are as follows:

Northeast district (NE):

that part of the city lying north of State Street and east of the Willamette River, but not including the area in the north district hereinafter described.

North district (N): That part of the City of Salem lying east of the Willamette River, west of the North River Road, and north of the southern boundary of River Road Park.

Southeast district (SE): All of the city south of State Street and east of the Willamette River, but not including the south district hereinafter described.

South district (S): All that portion of the city south of Mission Street, west of Commercial Street and Liberty Road, and south and east of the Willamette River, also including Minto Island and Brown Island.

Northwest district (NW): All that portion of the city in Polk County. (Ord No. 4094;Ord No. 4917;Ord No. 150-79)

**84.040. SHORT, IRREGULAR, ETC., BLOCKS AND STREETS.** To and upon buildings or places of business situated upon irregular or short, irregular, or winding blocks and streets, to which the provisions of SRC 84.010 and 84.020 cannot be literally applied, shall be assigned, and placed numbers 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. Loop streets shall be numbered progressively as if they were a section of the street they originated from. The sequencing of numbers according to a north-south or east-west, whichever direction is determined, grid line shall remain the same along the entire street, so long as the street name does not change. (Ord No. 4094;Ord No. 150-79)

**84.050. SIZE AND PLACEMENT.** (a) The figures in the numbers required by SRC 84.010 shall not be less than three inches high, shall be a contrasting color to the background, and shall be placed so that the same may be seen from the adjoining sidewalk or public or private street.

(b) Where a building is located more than 35 feet from the public or private street on which it fronts, or is situated so that the front entrance is not readily visible from the street a sign with address numbers shall be located at the intersection of the public street and the private driveway serving the building or if there is no driveway access to the street on which the building fronts, the sign shall be placed within ten feet of the property line at a point providing pedestrian access to the building. The sign shall be in conformance with the SRC 62.060(a). (Ord No. 4094;Ord No. 150-79)

**84.052. PAINTING HOUSE AND BUILDING NUMBERS ON CURBS.** (a) The owner or occupant of any residence, building structure, or place of business, upon complying with the provisions of this section and SRC 84.010, may place, or cause to be placed, upon the street curb in front of said residence, building structure or place of business the appropriate assigned house or building numbers.

(b) Placement of house or building numbers shall be subject to the following restrictions and requirements:

(1) All numbers shall conform to the provisions of this chapter and shall adhere to standards of design, size and color promulgated by the director of Community Development.

(2) Where the number is placed upon the street curb by a person other than the owner or occupant of the property, said person shall indicate to said owner or occupant in writing that placement of the house or building number is strictly voluntary and not required by the City or any other governmental agency.

(b) Any person who travels from place to place, house to house, or street to street, taking or attempting to take orders to paint house or building numbers on street curbs shall first obtain a solicitors license as required by SRC 31.005 and 31.180. (Ord No. 53-84)

**84.060. PREPARATION AND MAINTENANCE OF MAP.** The director of community development shall prepare and maintain a map of the city whereon he shall clearly indicate numbers given to residences, buildings, and premises. This shall be kept up to date with the numbering that takes place. (Ord No. 4094;Ord No. 72-74;Ord No. 150-79)

**84.070. ASSIGNMENT OF ODD AND EVEN NUMBERS.** Odd numbers shall be assigned to and placed upon the north and west sides of the street and even numbers upon the south and east sides thereof. In the case where a street changes direction, the odd and even sides shall be assigned to reflect the general direction (north-south or east-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. (Ord No. 4094;Ord No. 150-79)

**84.080. MULTIPLE NUMBERS FOR CERTAIN BUILDINGS.** Where a building or premises has several entrances for use by different occupants, or in case of a multiple dwelling where permissible, the director of community development may assign a different number for each principal entrance or place of ingress. (Ord No. 4094;Ord No. 72-74)

**84.085. ADDRESSING, MULTIUNIT DEVELOPMENT NOT ADJACENT TO A PUBLIC STREET.** All developments serviced by unnamed private drives or driveways shall be numbered as if the entire development fronted the public street from which the private driveway begins. If insufficient numbers are available, then an alphabetical suffix system shall be used to differentiate between buildings in the development. (Ord No. 150-79)

**84.090. EXISTING NUMBERS.** Numbers assigned prior to January 13, 1950, or in place upon any house, building, or premises on that date, for which a number is required under this chapter, which comply with and are in conformity with the numbering system herein provided shall be deemed as having been assigned by the director of community development. As to any existing numbers that do not comply with such system, it shall be the duty of the owner or occupant of the house, building, or premises having a nonconforming number to apply to the said director for the assignment and designation of a new number. (Ord No. 4094;Ord No. 72-74)

**84.100. COORDINATION WITH THE COUNTY GOVERNMENTS.** Addressing any residence, building, or premises at or near the city boundary shall be coordinated with either Marion or Polk County and numbers assigned to provide for a smooth transition from city to county addresses. The naming of streets shall also be coordinated with the counties during preliminary and final subdivision review processes to avoid duplication of names within the Salem urban area. (Ord No. 150-79)

**84.110. STREET NAMING REQUIREMENTS.** (a) All public and private roads and streets shall be named. Roads and streets for the purpose of this chapter are defined in SRC chapter 63.

(b) The street name shall not be a duplicate of a street name already in use, 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. A court that comes off a street at a perpendicular may take that street's name, but with a "court" suffix. 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:

- (1) North-south streets shall be designated "street."
- (2) East-west streets shall be designated "avenue."
- (3) Cul-de-sac streets with no cross streets or intersecting streets shall be designated "court."

(4) A street that ends in a cul-de-sac shall retain its name (and suffix designation) along the entire length of the street, even if the street is broken by an intersection and is then cul-de-sac.

(5) Small cul-de-sacs which consist of inlets off a street and contain five or less addresses shall retain the street name and be numbered as a straight portion of that street.

(6) Local or collector streets less than 1,000 feet in length shall be designated "place," "way," or "lane."

(7) Skewed or meandering local or collector streets shall be named "drive." Skewed or meandering arterial streets shall be named "road."

(8) An arterial with a linear park maintained alongside shall be designated "parkway."

(9) An arterial with a special type of landscaping, usually dividing the opposing lanes of traffic, shall be designated "boulevard."

(10) A continuous loop street that has two intersections with the same street shall be designated "loop." A street that runs in a circle with only one entrance/exit shall be designated "circle." The circle street shall be numbered in a progressive order. Loop streets may have only one interior cross street, which has a different name than the loop, and shall be numbered according to its direction on the grid pattern. Loop and circle streets shall have no streets intersecting the exterior of the loop or circle.

(11) Private streets shall comply with the naming criteria of this chapter and shall be designated "private way." (Ord. No. 150-79)

**84.120. RENAMING STREETS BY COUNCIL OR COMMISSION.** The council or the planing commission may initiate by resolution the changing of the name of any street within the City of Salem. Where the council initiates such change it shall be referred to the planning commission for its recommendation. (Ord No. 150-79; Ord No. 51-96)

**84.130. PETITION FOR STREET NAME CHANGE.** A property owner may request a change in the name of a street by filing a petition with the planning administrator. The petition shall contain the following information:

- (a) Name of street name proposed for change;
- (b) Reason for request;
- (c) Suggested names by petitioner (minimum of two required);
- (d) Location of street (include from and to address numbers as well as names of all cross streets);
- (e) Attach one full scale copy of County Assessor's map showing subject area, or one full scale copy of the recorded subdivision plat. Reduced copies or sketches are not acceptable and will cause petition to be returned to petitioner;
- (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.

There shall be accompanying said petition a filing fee in the amount prescribed by resolution of the council. (Ord No. 150-79; Ord No. 1-91; Ord No. 51-91; Ord No. 51-96)

**84.140. CRITERIA FOR STREET NAME CHANGES.** The following criteria shall be used in determining whether or not a street name shall be changed:

(a) The street name is a duplicate of an existing street name, including any name used by the counties within the Salem Urban Growth Boundary.

(b) The street name sounds like another street name and causes confusion.

(c) The street was a private street with the suffix "private way" and the street designation is changed to a public way. Then the suffix shall be changed to the appropriate suffix designated in SRC 84.110.

(d) 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. (Ord No. 150-79; Ord No. 34-90; Ord No. 31-96)

**84.150. PUBLIC HEARING BEFORE HEARINGS OFFICER.** A public hearing shall be held before the hearings officer on any proposed street name change. The hearing shall be scheduled not earlier than 30 days nor later than 45 days after receipt of the petition. Notice of the public hearing shall be given by mail to all property owners and residents abutting the street in question. (Ord No. 150-79; Ord No. 62-96)

84.160. Repealed. (Ord No. 150-79; Ord No. 51-96; Ord No. 62-96)

84.170. Repealed. (Ord No. 150-79; Ord No. 51-96; Ord No. 62-96)

**84.180. NAMING OF STREET.** All street name changes shall be by hearings officer order and a certified copy of the order shall be filed for record by the city recorder with the county clerk, county assessor, county surveyor, postmaster, and a copy of the order shall be mailed to affected property owners at Salem, Oregon. (Ord No. 150-79; 64-86; Ord No. 77-91; Ord No. 51-96; Ord No. 62-96)

**84.190. NAMING UNNAMED STREETS AND CONNECTIONS OF EXISTING STREETS.** (a) The procedures set forth in section 84.120 through 84.180 shall apply to the naming of all unnamed streets and naming the connection of two existing streets.

(b) In determining the name of street connections, consideration shall be given to the existing number grid. (Ord No. 150-79; Ord No. 64-86)

**84.200. APPEAL OR REVIEW.** (a) Any party to the hearing before the hearings officer may appeal the decision to the planning commission.

(b) Whether or not an appeal is filed pursuant to subsection (a) of this section, the council may by majority vote initiate review of the hearings officer's final decision. Review must be initiated prior to the adjournment of the first regular council meeting following council notification of the decision, and will proceed as provided for appeals in SRC 114.200. (Ord No. 62-96)