

## ORDINANCE NO. 899

### AN ORDINANCE AMENDING SCAPPOOSE MUNICIPAL CODE TITLE 12, CHAPTER 12.24 STREET RENAMING

**WHEREAS**, the Scappoose Municipal Code provides guidance for renaming the entire name of a street (e.g. E Columbia Ave); and

**WHEREAS**, the Scappoose Municipal Code provides mandatory guidelines for classifying road types (e.g. Avenue or Boulevard) and directional indicators (e.g. Northeast or Southwest); and

**WHEREAS**, there is no guidance in the Scappoose Municipal Code narrowly tailored to updating the classification of road types or directional indicators for existing streets when necessary to accurately reflect the guidelines established in the Code; and

**WHEREAS**, the City has identified a safety concern correlated with incorrectly classified road types and directional indicators. Such misclassifications can have significant impacts on emergency response times; and

**WHEREAS**, the City has recognized the need to include language in the Scappoose Municipal Code, specifically addressing adding or amending a road type or directional indicator, to expedite the process while maintaining the noticing and involvement of the impacted property owners; now therefore,

#### THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1. Chapter 12.24 Street Renaming of the Scappoose Municipal Code shall be amended to read as shown on the attached **EXHIBIT A** (additional language is underlined and deleted language is ~~stricken~~).

Section 2. This ordinance shall take effect 30 days after passage.

Section 3. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions of applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the ordinance be enforced.

PASSED AND ADOPTED by the City Council this 4<sup>th</sup> day of April 2022, and signed by the Mayor and City Recorder in authentication of its passage.


**CITY OF SCAPPOOSE, OREGON**



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Scott Burge, Mayor

First Reading: March 21, 2022

Second Reading: April 4, 2022

Attest:   
Susan M. Reeves, MMC  
City Recorder

Chapter 12.24Street RenamingSections:

12.24.010 Renaming existing public and private streets.

12.24.015 Expedited process for changing road types or directional indicators only

12.24.020 Street renaming approval criteria and standards.

**12.24.010 Renaming existing public and private streets.**

- A. The renaming of a public or private street shall be made in accordance with ORS 227.120 and this section of the Scappoose Municipal Code.
- B. Application. An application to rename an existing public or private street shall include:
  1. Name of street proposed to be changed;
  2. Reason for request;
  3. No fewer than two suggested new names that meet the street naming criteria set forth in Section 12.24.020;
  4. A written, dated, and signed statement from the Scappoose Rural Fire Protection District (hereinafter "District") stating that the District does not object to the proposed name change based on a safety concern;
  5. A map containing the location of the street, including the beginning and ending address numbers, and the names of all cross streets. The map must be drawn to scale and a scale and north arrow must be included;
  6. List of the names, addresses and zip codes of each property owner and each resident of all property abutting the street, and the tax lot number for each property abutting the street;
  7. Payment of the application fee;
  8. When an applicant proposes renaming the street after a person, the following additional materials must be provided, all information must be verifiable:
    - i. A death certificate or print out of a newspaper article showing the deceased's date of death.
    - ii. At least one paragraph explaining how the deceased made a significant, positive contribution to the United States of America and/or the local community.
    - iii. A complete biography of the individual including awards, certificates, achievements, or honors received by the individual along with accompanying dates, and a list or description of contributions to the national and/or local community. The biography should also include a list of all public service, governmental, educational and/or social service or volunteer positions held and the approximate dates of each position.
    - iv. Photocopies, photos, official copies, or other verifiable replications or certifications of any awards, certificates, achievements, or honors received by the deceased.

- v. Receipts, bank statements or donor thank you letters showing the amount of the deceased's financial contribution to local 501(c)(3)'s
  - vi. and/or governmental entities, if applicable. Donations of property must include the property address.
  - vii. Make a good-faith effort to obtain a letter of concurrence to the proposed street renaming from the honoree's surviving spouse, children, or parents, in that order. The City shall accept registered mail receipts and copies of all letters as evidence of compliance with this provision.
- C. Application Acceptance: Prior to conveyance to the Planning Commission, applications will be reviewed for completeness by the City Manager or their designee. Applications will be accepted only if they are complete, all fees have been paid, and the application appears to comply with all requirements in Section 12.24.010, Subsection B.
- 1. Once an application has been deemed complete, and prior to the first Planning Commission meeting, applicants will be notified of the signage fee as calculated by the Public Works Department.
- D. Referral to Planning Commission. Applications to rename an existing public or private street that have been accepted under Section 12.24.010, Subsection C shall be referred to the Planning Commission. A proposal to rename an existing public or private street shall be recommended to the City Council if, in the judgement of the Planning Commission, there is a strong public need for the change, and such renaming is in the best interest of the City and a six mile area surrounding the city.
- E. City Council Hearing. After receiving the recommendation of the Planning Commission, the Council shall hold a public hearing on the proposal.
- F. Notice. Notice of the hearing shall be published once in a newspaper of general circulation in the City no later than two weeks prior to the date the hearing is to be held. Notice shall also be given by mail to all property owners and residents abutting the street no later than two weeks prior to the date the hearing is to be held.
- G. Criteria. The renaming of an existing public or private street may be granted by the Council if:
- 1. The proposed name complies with the street naming standards set forth in Section 12.24.020, and
  - 2. The renaming is in the best interest of the City and the six-mile area around the City.
- H. Fee-waiver. Council may, on its own motion, waive the application fee for recognized neighborhood planning organizations or non-profit organizations when the proposed new street name is that of a prominent citizen of Scappoose, or other prominent person, meeting the Honorary Criteria in Section 12.24.020, Subsection F.
- I. Decision. After the hearing, the Council may enact an ordinance accepting the renaming of the public or private street, or adopt a resolution rejecting the renaming.
- J. Signage Fee: Payment of the signage fee by the applicant is due within one week of the ordinance being passed. Post-decision notices, Section 12.24.020, Subsection K, will not be sent until payment of the signage fee has occurred; and re-signing of the street by the Scappoose Public Works Department will not happen until payment of the signage fee has been received.

- K. Post-decision notice. A certified copy of the ordinance renaming the public or private street shall be mailed to all property owners and residents along the street and filed with the county clerk, the county assessor, the county surveyor, the United States Postal Service, the Fire District, emergency service organizations, and any other governmental agency or utility whose property, services or facilities may be affected by the decision. The county surveyor must mark the name change in red ink on all affected plats and tracings.
1. Potentially affected agencies include:
    - i. Columbia County Land Development Services
    - ii. Columbia County Road Department
    - iii. Oregon Department of Transportation (ODOT)
    - iv. Scappoose School District
    - v. Scappoose Drainage Improvement Company

**12.24.015 Expedited process for changing road types or directional indicators only**

- A. If the change in the street name is to update the road type or to add directional indicators, the change will be eligible for an expedited process. The change may be accomplished by agreement of the City Manager or their designee, the Police Chief or their designee, and the Fire Chief of the District where the street is located or their designee, and the impacted property owners. This may be done without a public hearing or public notice.
- B. The street name change will be effective upon execution of the consent form, which must be signed by all parties referred to in 12.24.015(A). Notice consistent with 12.24.010(K) is required, except that the consent form shall be submitted in place of an ordinance.
- C. There shall be no application fee associated with changing road types or directional indicators. The signage fee shall be collected as described in Section 12.24.010, J.

**12.24.020 Street renaming approval criteria and standards.**

- A. Street Definition. For the purposes of this section, the word "street" shall refer to a public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas, or tracts.
- B. General Criteria. The following general criteria shall apply to the renaming of any street.
  1. A street name change application brought by the public is only allowed on streets that start and terminate within the City's urban growth boundary.
  2. A street name change shall apply to the entirety of an existing street. Renaming only a portion of a street is not permitted. A cul-de-sac at the end of a street may not be given a name separate from the street.
  3. A street name shall not duplicate a street name already in use within the City's urban growth boundary unless the two streets have already become connected or it is reasonably likely that the two streets will be connected at some future time, as determined by City Staff.

4. A street name shall not sound like another street name within the City's urban growth boundary such that the new name could cause confusion between the two streets.
  5. A street name shall not be a name that is deliberately misspelled, a pun, a frivolous association with another word, a neologism, profane or slang.
  6. A street name shall not contain punctuation or be longer than 20 characters.
  7. A street name shall not be approved if the Fire District opposes the name change pursuant to a safety concern.
  8. No street name shall be changed that is of historic significance or that is significant in its own right, without a showing of a compelling public need for the name change.
  9. No street name shall be changed that was previously named after an individual unless the Council decides that society no longer views the individual's contribution as positive.
  10. All street name changes must be in the best interest of the City and the six-mile area surrounding the City.
- C. Numerical Criteria. The following numerical criteria shall apply to the renaming of any street.
1. No street shall contain numbers in its name unless the street name is ordinal in nature.
  2. No street shall be changed to an ordinal number unless it directly connects or is immediately parallel to another ordinally numbered street.
  3. Whenever there is a direct connection, the ordinal number of the new street shall match the ordinal number of the existing street. Whenever there is not a direct connection, the ordinal number of the new street shall follow consecutively from the ordinal number of the immediately parallel street.
- D. Directional Criteria. The following directional criteria shall apply to the renaming of any street.
1. All directional indicators must be abbreviated as N, NE, E, SE, S, SW, W, or NW. Directional words may only be written out when they are attached to another word.
  2. Directional indicators must be placed at the beginning of the street name.
  3. Directional indicators must correspond to the correct addressing district.
  4. The city is divided into the following addressing districts for the purpose of addressing.
    - i. North District (N): All of the city north of Columbia Ave.
    - ii. South District (S): All of the city south of Columbia Ave.
    - iii. East District (E): All of the city east of US30.
    - iv. West District (W): All of the city west of US30.
- E. Type Criteria. The following type criteria shall apply to the renaming of any street.
1. All street names must include a road type.
  2. Valid road types are Aly, Ave, Blvd, Cir, Ct, Dr, Hwy, Ln, Lp, Pkwy, Pl, Rd, St, Ter and Way. Trail is not an acceptable road type.
  3. The following criteria apply to road types

- i. Place, way and lane may only be given to a street that is 1,000 ft or less in length.
    - ii. An alley must have only one lane for traffic traveling in both directions. The majority of buildings alongside an alley must be at least two stories tall.
    - iii. A boulevard must have a central divider at least 10ft in width.
    - iv. A circle must start and end at the same intersection and have no exterior cross streets. A circle shall have no more than one interior cross street.
    - v. A court must have five or more pieces of property, including flag lots, abutting the street at a location other than the end of the street. Four or fewer abutting properties must keep the name of the main street. Property at the end of the street must keep the name of the main street.
    - vi. A drive must be generally meandering.
    - vii. A highway must be designated as such by the state.
    - viii. A loop must intersect the same street at two separate locations and have no exterior cross streets. A loop shall have no more than one interior cross street.
    - ix. A parkway must abut a linear park.
    - x. A terrace must have a significant part that follows the top of sloped terrain
  4. Street names shall not include parts that sound like a road type unless that part is the actual road type.
- F. Honorary Criteria. The following criteria shall apply when naming a street after a person.
1. The person must have been deceased for at least five years prior to the date that the street name change application was submitted to the City.
  2. The person must have received prominence as a result of their significant, positive contribution to the United States of America and/or the local community.
  3. The following factors may be considered in determining an individual's contribution to the United States of America and/or the local community.
    - i. The total dollar amount and number of contributions made by an individual to the City, including donations of land.
    - ii. The number of years that the individual worked or volunteered to better society or the community. These years may include but are not limited to the number of years that the individual spent in full time employment in a public service, governmental, educational, social service and/or volunteer position.
    - iii. Awards and certificates bestowed upon the individual recognizing their achievements, character, or integrity.