

**RESOLUTION NO. 1924**

**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A STREET NAMING AND ADDRESSING POLICY**

WHEREAS, a systematic street naming program contributes to efficient, safe and convenient way-finding within the community and specifically:

- Facilitates the implementation and effective operation of the Emergency 911 System.
- Provides for a neighborhood's identity.
- Establishes a street name and designator system that will improve the delivery of emergency services.
- Establishes a consistent and accurate methodology for site identification.
- Provides standards and procedures for addressing and re-addressing.
- Provides standards and procedures for naming and re-naming streets, both public and private.
- Enhances site identification for mail/parcel delivery, Geographic Information Systems (GIS) compatibility and emergency operations.

**NOW THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

A. Street Identification:

- a. All new streets within the City of Wilsonville shall be named in conformance with the following standards:
  1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
  2. Landscaped arterials providing through traffic movement across the community shall be called "**Boulevards**".
  3. Meandering collectors providing through traffic movement across a neighborhood shall be called "**Drives**".

4. All other streets that generally run north-south shall be designated "**Avenues**". All other streets that generally run east-west shall be designated "**Streets**".
5. Winding curvilinear streets shall be designated "**Circle**" or "**Loop**". Streets that generally run for a short distance shall be designated "**Lanes**". Cul-de-sacs shall be designated as "**Court**", "**Place**" or "**Way**".
6. Other street name suffixes such as "**Hollow**", "**Terrace**" or "**Ridge**" will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing matrix of the Portland Metropolitan Area.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
  - a. Early homesteaders or settlers in the Wilsonville area.
  - b. Original holders of Donation Land Claims in the Wilsonville area.
  - c. Heirs of original settlers or long-time residents of the Wilsonville area.
  - d. Early community leaders and pioneers of eminence.
  - e. Native American tribes indigenous to Oregon.
  - f. Pioneers of the Champoeg / Butteville area.
  - g. Native animal and bird names
  - h. Native tree and plant names
  - i. Agrarian and cultural themes
9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.
11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.

14. Street naming and addressing should be coordinated with the following agencies: Tualatin Valley Fire and Rescue, Clackamas County 911, Washington County Central Communications, and the United States Post Office.

15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

- b. Street names shall be approved by the City Engineer, who may receive input from the DRB at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.
- c. When used in this policy, the term "street" means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare. When used in this policy, the term situs number, and/or address means a number assigned to a property for the specific identification of that property.

**B. Alleys:**

- a. Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.
- b. Addresses shall be posted at the corner(s) of an alley and the street to assist in building identification and the delivery of emergency services.

**C. Re-naming of a Street:**

- a. City Council or the City Engineer may initiate the renaming of a street, conducted through a public process, with notice to affected parties.
- b. Individuals wishing to rename a street must provide written approval from the majority of property owners along said street, and are subject to approval by the City Council. Applicants must pay costs associated with replacing signage.

**D. Contingency:**

- a. Situations and circumstances will arise which do not conform to the established street naming policies. Such situations must be evaluated on their own merits as well as conformance to general policies and guidelines. Review of street names should also take into account the issues that may tend to have a street name cause confusion, error or delay in matters affecting public safety and delivery of goods and services.

E. Addressing:

- a. The City's Engineering Division shall be designated to assign addresses with reference to Clackamas County Code – Title 7, the Oregon Geospatial Data Addressing Standard or similar standard.
- b. Situs numbers shall be placed on the front of the structure near the entry and shall be clearly visible from the street fronting the property.
  1. When the structure is within 50' of the fronting street, the assigned situs number shall be placed on the front of the structure in the vicinity of the front door or entry and readable from the street.
  2. If the structure is over 50' from the fronting street, or if the line of sight is obstructed, the situs number shall be additionally displayed on a suitable structure (mailbox, sign, post or fence) adjacent to the driveway entrance.
  3. If a series of structures are over 50' from the fronting street or if the line of sight is obstructed, or if emergency service access is from a designated alley or driveway, the situs number should be additionally displayed on a suitable structure (marquee, kiosk or map with legend) adjacent to both ends of the alley or driveway entrance, and be clearly posted on the rear of the structure adjacent to the alley or driveway.
- c. Building numbers shall be installed consistent with the current adopted Building and Fire Codes.
- d. Changes to building addresses shall be submitted to the City's Engineering Division in writing by the owner(s) of the property. Such requests shall be subject to an administrative processing fee.
- e. Only one address is permitted per building or dwelling unit. Individual tenant spaces/units shall be designated with suite/apartment numbers. Letters are not permitted.
- f. All Streets created by the subdivision process will be named prior to the submission of the final plat.

F. Street Signs:

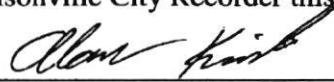
- a. Street name signs shall be placed in accordance with the City's Public Works Standards and should include addressing block numbers.
- b. All public street signs shall be green in color with white lettering.

c. All private street signs shall be blue in color with white lettering.

G. Allowance for unique street names and signage through approved way-finding plans is permitted as long as there is clear differentiation between public and private streets.

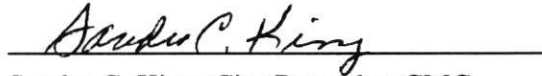
This Resolution shall be effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7<sup>th</sup> day of March, 2005, and filed with the Wilsonville City Recorder this same date.



ALAN KIRK, COUNCIL PRESIDENT

ATTEST:



Sandra C. King, City Recorder, CMC

SUMMARY OF VOTES:

Mayor Lehan	Excused
Councilor Kirk	Yes
Councilor Holt	Yes
Councilor Scott-Tabb	Yes
Councilor Knapp	Yes