

APPENDIX 13.000

STREET NAMING AND PROPERTY NUMBERING

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General

A13.001 Purpose and Authority

- A. The City of Gresham is responsible for determining new street names, re-naming City-owned streets, and making logical address assignments and re-assignments as policy recommends within the City limits. Address assignments within the incorporated City are not the responsibility of the Postal Service but of the incorporated City.
- B. The City has developed standards, procedures, and guidelines to meet this responsibility. Street naming and property addressing shall conform to the City of Gresham Street Naming and Property Addressing Guidelines, a document published separately.
- C. The Manager shall make property address assignments and street naming assignments in accordance with the requirements of this ordinance. The City Council shall rename existing streets in accordance with the requirements of this ordinance.

A13.002 Responsibility

- A. The Manager or his/her designee, shall make property address assignments and street naming assignments utilizing, as appropriate, the City of Gresham Grid and the Portland Metropolitan (Metro) Grid.
- B. The Manager is responsible for maintaining a log of address/street name conflicts. The Planning Commission shall review the street name log annually and shall make recommendations for correction to the Council.

- C. The City is responsible for posting and maintaining public street signs reflecting the commonly used name for all City-owned streets unless the intersection abuts a County street or State highway.
- D. The property owner (or homeowner’s association, when applicable) is responsible for posting and maintaining the property number (address) and for posting and maintaining any private street signs.

A13.003 Application

The City of Gresham Street Naming and Property Addressing Guidelines shall apply to all property addresses and street naming assignments and reassignments within the Gresham city limits. Regardless of original assignment, all properties annexed by the City of Gresham are subject to this ordinance.

Procedures and Standards

A13.010 Purpose and Authority

- A. Names for new public and private streets shall be determined by the Manager in accordance with the policies as set forth in the City of Gresham Street Naming and Property Addressing Guidelines.
- B. Names for new streets shall be assigned by the City under the Type I procedure in conjunction with approval of construction drawings and Final Plat for a land division or by separate recorded street dedication document when there is no plat to be recorded. Such names shall be recorded only after prior written approval or signature by the Manager.

A13.011 Renaming of Existing Public Streets or Assignment of a Name to a Public Street Platted without a Name

- A. A public City street may be named or renamed following a Type IV procedure.
- B. A proposed street re-naming may be initiated by either of the following:
 - 1. Resolution of the Council
 - 2. Resolution of the Planning Commission

A13.012 Property Numbering

Property numbering and building identification shall be determined by the Manager according to the policies as set forth in the City of Gresham Street Naming and Property Addressing Guidelines.

A13.013 Posting of Site, Property, or Building Address

- A. A property owner shall post the address as assigned by the City.
 - 1. For new construction, the property and/or individual building address shall be posted on a temporary sign of a size as determined by the Manager prior to or at the time of Building permit issuance.
 - 2. Such temporary posting shall be consistent with the provisions of **Section A6.060**, with the exception of time limit, which may be extended until final approval of the affected building.
 - 3. The permanent address shall be posted prior to occupancy of the building in a location and manner as approved by the Manager. No occupancy shall be issued until the address is posted in accordance with the approved addressing plan.
- B. An assigned property and/or building number shall be posted on the building.
 - 1. If a number is painted with reflective paint on the curb, it shall be located no further than 3 feet away from the driveway apron.

2. Posting of the address on a mailbox or curb shall be considered supplementary to the posting on a building wall and shall not be considered a complete posting of the property address.
- C. A corrected address shall be posted within 15 days either before or after the effective date on the Official Notification.

Penalties

A13.020 Violation and Penalties

- A. No property may be occupied, no Certificate of Occupancy may be knowingly issued, and no final inspection may be performed until the subject property has been properly assigned an address and the address has been correctly and clearly posted in accordance with this ordinance.
- B. A person violating a provision of this ordinance shall be subject to a fine of not more than \$500. A violation shall be considered a separate violation for each day it continues.
- C. Violations of this ordinance shall constitute a nuisance, which may be abated by appropriate proceedings.

