

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending the Columbia
County Rural Addressing System Ordinance)

ORDINANCE NO. 2015 - 1

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

SECTION 1. TITLE.

This Ordinance shall be known as Ordinance No. 2015 - 1. Exhibit "A", which is attached hereto and incorporated herein by this reference, shall be known as the Columbia County Rural Addressing System Ordinance.

SECTION 2. AUTHORITY.

This Ordinance is adopted pursuant to ORS 203.035.

SECTION 3. PURPOSE.

The purposes of this Ordinance are to: (1) integrate the amendments made by Ordinance No. 83-2 on February 2, 1983, into the Columbia County Rural Addressing System which was originally adopted by Ordinance No. 81-6 on August 4, 1982; (2) rename the Ordinance as the "Columbia County Rural Addressing System Ordinance"; (3) correct typographical errors in the Ordinance; (4) update outdated references to the Building Department and Planning Department; (5) delete ordinance provisions which are no longer relevant to the Rural Addressing System; and (6) adopt a format which is similar to other County ordinances.

SECTION 4. AMENDMENT.

The Columbia County Rural Addressing System is hereby amended to read as provided in Exhibit "A", which is attached hereto, renamed as the Columbia County Rural Addressing System Ordinance, and incorporated herein by this reference.

SECTION 5. SEVERABILITY.

If any portion of this Ordinance is for any reason held invalid by any court of competent jurisdiction, such a portion shall be deemed as a separate, distinct, and independent portion and such holdings shall not affect the validity of the remaining portion of this ordinance.

DATED this 15th day of Feb, 2015.

Attest:

By: [Signature]
Recording Secretary

First Reading: 2/4/15

Second Reading: 2/10/15

Effective Date: 5/19/15

Approved as to form

By: [Signature]
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: [Signature]
Chair

By: [Signature]
Commissioner

By: [Signature]
Commissioner

EXHIBIT "A"

COLUMBIA COUNTY RURAL ADDRESSING SYSTEM ORDINANCE

SECTION 1. TITLE.

This ordinance shall be known as the Columbia County Rural Addressing System Ordinance. [En. Ord. 81-6; Am. Ord. 2015-1.]

SECTION 2. AUTHORITY.

This Ordinance is adopted pursuant to ORS 203.035. [En. Ord. 81-6; Am. Ord. 2015-1.]

SECTION 3. PURPOSE.

The purpose of this ordinance is to establish a countywide addressing system to provide for the systematic numbering of new and existing structures in the County and to provide emergency services, as well as interested individuals and businesses, the necessary information to locate dwellings by site address. The countywide addressing system will establish permanent mail delivery numbers and eliminate the problems associated with the route and box system. [En. Ord. 81-6; Am. Ord. 2015-1.]

SECTION 4. EXCEPTIONS.

This ordinance does not apply in the following areas within Columbia County:

- 4.01 The incorporated cities;
- 4.02 Sauvie Island; and
- 4.03 Any other area of the County where it is unfeasible to implement this ordinance as determined by an order adopted by the Board.
- 4.04 The County may choose to not implement this ordinance within an established Urban Growth Boundary of any municipality in the County if the City and the County reach a mutual agreement to address the lands within the Urban Growth Boundary in accordance with an established city numbering system.

[En. Ord. 81-6; Am. Ord. 2015-1.]

SECTION 5. DEFINITIONS.

- 5.01 County Grid System. A coordinate system established by this ordinance which covers all lands within Columbia County. The numbers in the grid system shall increase as they traverse north and east from their initial line

at the rate of 1000 numbers per section.

- 5.02 Initial South Line. The initial south line is the south line of Sections 22, 23 and 24, Township 3 North, Range 2 West, W.M. This line is defined as the number 50,000 for the purposes of this County Grid System. The south to north numbers shall increase at the rate of 1000 numbers per section until they reach 84,000 at the north boundary of the County. This line will run the entire width of the County, west to east.
- 5.03 Initial West Line. The initial west line is the line between Township 4 North, Range 5 West, and Township 4 North, Range 6 West. The line runs the entire length of the County, south to north. This line is defined as number 10,000 for the purposes of the County Grid System. The west to east number shall increase at a rate of 1000 numbers per section until they reach 39,000 on the eastern boundary of the County.
- 5.04 Grid Lines. Grid lines run west to east and south to north for the entire length and width of the County. These lines will be used to assign the numerical portion of an address to a residence or other structure in the unincorporated county.
- 5.05 Address. An address shall be a five (5) digit number and a road name. This address shall be measured at the location where the driveway intersects a county road, public way or private road. Addresses shall end in an even number on the south and east sides of a road and shall end in an odd number on the north and west sides of a road.
- 5.06 South-North Road. A road which runs predominately south to north. The addresses shall be numbered in accordance with the south to north grid which begins with 50,000 and runs consecutively to 84,000 at the rate of 1000 numbers per section.
- 5.07 West-East Road. A road which runs predominately west to east. The addresses on this road shall be numbered in accordance with the west to east grid which begins with 10,000 and runs consecutively to 39,000 at the rate of 1000 numbers per section.
- 5.08 County Road. A road which has a public right-of-way and is part of the county road maintenance system.
- 5.09 Private Road. A right-of-way created by an easement under provisions of ORS 92.014, and not dedicated to the County or the public. This road is not part of the county road maintenance system.
- 5.10 Postal Delivery Area. The area in which mail is delivered from a single post office.

5.11 Public Way. A road dedicated to the County or the public but has not been accepted into the county road maintenance system.

5.12 Board. The Columbia County Board of Commissioners.

[En. Ord. 81-6; Am. Ord. 2015-1.]

SECTION 6. RURAL ADDRESSING SYSTEM.

- 6.01 The Columbia County Grid System established by this ordinance is the official addressing system for the unincorporated portions of Columbia County. The address of a residence, business or other structure requiring an address is a five (5) digit number taken from the County Grid System and road name.
- 6.02 This ordinance shall provide the framework for the process of establishing and maintaining the Columbia County Rural Addressing System. Existing homes and structures shall be numbered on a postal delivery area basis. When all numbers have been mapped and roads named in accordance with the provisions of this ordinance, the Board shall establish the road names and implement the Rural Addressing System in that particular postal delivery area.
- 6.03 Notification of a Change. The County, in cooperation with the postal service, will notify the occupants of each postal delivery area of the proposed change in the address of their residence or structure at least six (6) weeks prior to the effective date. This notice shall indicate that it is the property owner's duty to post the new address within thirty (30) days after the notice is mailed. The address shall be posted in accordance with the provisions of subsections 6.07 through 6.09 of this Ordinance, as amended. In the event the occupant is not the owner the notice shall direct that the occupant forward the notice to the property owner immediately. The notice shall also include a verbatim recitation of Section XI of this Ordinance, as amended, relating to penalties.
- 6.04 The Department of Land Development Services shall coordinate the development of the maps for the Columbia County Grid System and shall have the responsibility keep these maps current.
- 6.05 Road Name. All roads in the County shall be named or renamed in accordance with the provisions of Section VII of this ordinance.
- 6.06 Numbering of New Homes by the Building Department. When a building permit is issued for a new residence, commercial or industrial structure in an area of Columbia County in which the Rural Addressing System has been placed in effect, the Department of Land Development Services shall assign the new structure an address, in accordance with its location

on the maps of the Columbia County Grid System. The Department of Land Development Services shall notify the local Post Office, local Fire District, Columbia 9-1-1 Communications District and any other appropriate agency of the new address. The property owner or the owner's agent shall post the address number of the residence, business or other structure as set forth in Section VI of this Ordinance before the Department of Land Development Services may issue a certificate of occupancy.

6.07 Size Requirements. Numbers used for posting of address number shall be of a color or texture to significantly contrast with the surface they are posted on. The numbers shall meet the following minimum height size:

- a. If placed on a structure, 4 ½ inches.
- b. If placed on a 4-inch square post, 3 inches.
- c. If placed on a mailbox, 3 inches.

If the numbers are placed on a post, the post shall be a minimum size of 4 inches square with 48 inches above the ground.

6.08 Number Visibility and Placement. Numbers placed on a structure shall be visible from the road. Numbers placed on a post shall be visible from and face the road. Numbers placed on a mailbox shall be visible from both sides of the mailbox.

6.09 Posting of Numbers. Numbers shall be posted in the following manner:

- a. If the structure is within 100 feet of the road, the numbers can be placed:
 - (1) On the structure, or
 - (2) On a post located immediately adjacent to the driveway and which is no more than 30 feet from the road, or
 - (3) On the mailbox if the mailbox is no more than 30 feet from the driveway.
- b. If the structure is more than 100 feet from the road the numbers can be placed:
 - (1) On a post located immediately adjacent to the driveway which is no more than thirty (30) feet from the road, or
 - (2) On the mailbox if the mailbox is no more than thirty (30) feet from the driveway.

[En. Ord. 81-6; Am. Ord. 83-2; Am. Ord. 2015-1.]

SECTION 7. ROAD NAMES.

- 7.01 County Roads. The legal name of all county roads are hereby changed to match the road names established on the Road Index Map of Columbia County, Oregon prepared by the Oregon Department of Transportation in November of 1977. Any roads accepted into the county road system since this map was prepared shall be named with the name in which it was accepted. The Road Index Map is a part of this ordinance and is adopted by reference.

If there is a conflict between a county road name on the Road Index Map and the commonly used name or a road name previously established by the Board, the common name or the previously established name shall be used as the legal name of the county road. These names shall be part of any site specific amendments to this ordinance.

- 7.02 Conflicting Road Names. No two (2) roads in Columbia County may have the same name. The only exception to this requirement is county road names established by Section 7.01 of this ordinance.
- 7.03 Naming of Public Ways. Public ways shall be named with their dedicated name or the name in common usage by the residents of the area whenever possible. A public way shall only be named when it is actually being used as a road. Public ways not constructed shall not be named until such time as the construction of a road is within the existing right-of-way and is approved by the Board. At that time, the Board shall establish a name for the public way.
- 7.04 Naming of Private Roads. All private roads with three (3) or more houses shall be named in accordance with the provisions of this ordinance. The Board shall establish a name for the private road.
- 7.05 Citizen Request for Road Name. The majority of the citizens living on a county road, public way or private road may petition the Board to name or rename the road on which they live. Upon acceptance of the petition, the Board may rename a road and may change the road name, so long as the change does not conflict with provisions of this ordinance.
- 7.06 Name of U.S. Highway 30. U.S. Highway 30 shall be named as follows:
- a) COLUMBIA RIVER HIGHWAY from south county line to east city limits of Rainier.
 - b) U.S. HIGHWAY 30 from west city limits of Rainier to the west Columbia County line.

[En. Ord. 81-6; Am. Ord. 2015-1.]

[Secs. VIII, IX and X: En. Ord. 81-6; Rep. Ord. 2015-1.]

SECTION 8. PENALTIES.

If the owner of a structure fails to post the address number, keep the address number posted, or post the address number in accordance with this ordinance, the owner shall be notified of this failure in writing according to applicable state law. The owner shall be given sixty (60) days to post or re-post the address number. If at the end of sixty (60) days the address number is not posted, the County shall post the address number and bill the owner for the cost to the County for the time and materials involved. [En. Ord. 83-2; Am. Ord. 2015-1.]