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ORDINANCE NO. 4112

TITLE: AN ORDINANCE ADOPTING PROCEDURES AND POLICIES FOR STREET NAMING AND NUMBERING IN THE CITY OF ALBANY AND ADJACENT AREAS

THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

SECTION 1: PURPOSE

The City of Albany hereby adopts the following policies and procedures for street naming and numbering in the City and adjacent areas. A cooperative effort will be made to facilitate the location of property, to aid visitors, emergency services and the postal department.

SECTION 2: BASELINE

For the purpose of street naming and numbering, the City of Albany is divided into quadrants by means of a north-south baseline which intersects with an east-west baseline.

The baseline, which will separate the north and south halves of the City, shall be a line extending along First Avenue. The baseline which will separate the east and west halves of the City shall be a line extending along Lyon Street.

Those addresses lying north of First Avenue and east of Lyon Street shall bear the suffix of "Northeast" which shall be abbreviated "NE". Those addresses lying north of First Avenue and west of Lyon Street shall bear the suffix of "Northwest" which shall be abbreviated "NW." Those addresses lying south of First Avenue and east of Lyon Street shall bear the suffix of "Southeast" which shall be abbreviated "SE". Those addresses lying south of First Avenue and west of Lyon Street shall bear the suffix of "Southwest" which shall be abbreviated "SW".

SECTION 3: STREET NAMING

Except for extensions of existing streets or extensions of the street grid, no street names shall be used which will duplicate or be confused with the names of existing streets in the City of Albany service area, including North Albany. All street names shall bear suffixes to be determined as follows:

Streets running north and south will bear the suffix "Street".

Streets running east and west will bear the suffix "Avenue".

"U" shaped or circular streets will bear the suffix "Circle".

Meandering streets will bear the suffix "Drive".

Dead-end streets which cannot be made into a through street and cul-de-sacs which serve eight or more lots will bear the suffix "Court".

Cul-de-sacs which serve less than eight lots will not be given a separate street name.

The name of any street, drive, boulevard, avenue, etc., that appears as a dedicated street on a recorded plat approved by the Planning Commission, shall be the name of the street until changed by Planning Commission or City Council action.

SECTION 4: GRID SYSTEM OF ADDRESSES

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The City of Albany Planning Department shall have the authority to assign addresses to commercial buildings, residences, and other buildings requiring addresses as provided by this ordinance. The Planning Department shall have the authority to change existing addresses when deemed necessary. Upon the assignment of an address, the Planning Department shall inform affects governmental offices and utility companies of the **address** assignment.

A grid system of house and building numbering is established as follows:

All houses and buildings in the City of Albany, except buildings accessory to a principal building on the same property, shall be numbered.

All houses and buildings requiring numbers on the northerly or easterly side of streets shall bear odd numbers, and houses and buildings requiring numbers located on the southerly or westerly side of streets shall bear even numbers.

In those areas of the City which have been subdivided into blocks of rectangular shape, houses and buildings requiring numbers shall be allocated numbers at the rate of 100 per block.

In those areas of the City which have been subdivided by other methods, numbers shall be allocated as evenly as possible so that the particular number of any address will reflect as accurately as possible, its relative position in the block and its relative distance from the baseline.

The allocation of numbers for all addresses shall begin at each baseline with the numbers progressing upward beginning with the numbers 100 and 101 according to the relative distance of the address from the baseline.

SECTION 5: RESIDENTIAL ADDRESSING AND SPECIAL CIRCUMSTANCES

Residential buildings shall be addressed as follows:

Single family residences shall have one street address.

Duplexes shall be given a street address for each living unit.

Triplexes, four-plexes, etc., apartment complexes, and planned unit developments shall be given one street address for each buildings, with each living unit given a unit number, which is to be assigned by the developer and approved by the Planning Department.

The City of Albany shall not recognize the name of private streets, therefore; planned unit developments, mobile home parks, and apartment complexes shall not be addressed off of private roads. Such developments will be addressed off of City approved streets.

SECTION 6: COMMERCIAL ADDRESSING AND SPECIAL CONSIDERATIONS

Commercial buildings shall be addressed as follows:

All commercial buildings, except buildings accessory to a principal building on the same property, shall be numbered.

When a building or premise has several entrances for use by different businesses, the City may assign a different number for each principal entrance.

24

SECTION 7: POSTING STREET NUMBERS

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Within thirty days after the effective date of this ordinance or within thirty days after a premise is annexed to the City of Albany, whichever is later, all structures which are required by this ordinance to be numbered will have assigned numbers placed on them as required by this ordinance.

Numbers shall be affixed in a location conspicuous from the street which the structure faces. Such numbers shall be attached to the door, door frame of the main entrance or the to garage or garage door of single family residences, duplexes, and commercial structures. Numbers displayed shall not be less the three inches in height and shall be painted upon or affixed to the house or building in a contrasting and highly visible color.

In addition, direction signs shall be placed in a conspicuous location at every intersection of private streets in an apartment complex, planned unit development, mobile home park or other types of housing complexes. The directional signs shall indicate address numbers of individual buildings and indicate the direction of individual units.

It shall be the duty of every owner or agent in charge of any structures to have the proper number or numbers placed thereon; and every owner or agent in charge of a structure hereafter erected shall place the proper number or numbers thereon at the time of final inspection of such a structure.

It shall be the duty of every owner to ensure that the house address numbers are displayed on the site and/or on the building under construction.

SECTION 8: PENALTY PROVISION

Violation of any provision of this ordinance shall be punishable as provided by Section 1.04.010 of Albany's Municipal Code.

Passed by the Council: March 8, 1978

Approved by the Mayor March 8, 1978

Effective Date: April 7, 1978

  
MAYOR

ATTEST:

  
CITY RECORDER

25