

10. **Road Naming Standards**

Recommendation: Board review and adopt the attached policy governing road naming standards.



**Bay County Board of County Commissioners
Agenda Item Summary**

Road Naming Standards

DEPARTMENT MAKING REQUEST/NAME:

County Attorney
Brian Leebrick, Deputy Assistant County Attorney

MEETING DATE:

February 21, 2024

REQUESTED MOTION/ACTION:

Board review and adopt the attached policy governing road naming standards.

AGENDA

Consent Agenda

BUDGETED ITEM?

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY
STATEMENT:

BACKGROUND:

Section 20-58 of the Bay County Code of Ordinances requires that all public and private streets must be approved by the address numbering section. The attached policy provides some guidance to County staff when considering street name applications. Primarily, the policy mirrors USPS guidance and guidance from national associations that help communities improve emergency response. The ultimate goal is for cities to adopt ordinance that either give the County's address numbering section authority to approve street names in their city, or to at least adopt the same policy to govern street names within their jurisdiction.

ATTACHMENTS:

Description

Type

BAY COUNTY STREET NAME POLICY

The following policy shall apply to any street named in unincorporated Bay County after the date of this policy.

A. Road Name Characteristics. Road names should not exceed 25 characters, including the space between elements. The elements of a road name, in proper logical order, are:

1. The primary street name: The parent name of the road should not exceed the USPS recommended maximum length of 15 characters, including spaces.

2. The suffix: indicates the road type (e.g., STREET, DRIVE, AVENUE, etc.), shall not exceed four characters when abbreviated per USPS and NENA standards.

B. Naming Conventions

1. Each highway and road shall have only one correct official name.

2. A road name should be appropriate with a short one-word primary street name (so that it is easy to read and remember in an emergency) and may promote, tradition, history, geography and character.

3. Frivolous or complicated words or unconventional spellings should not be used for primary street names. Non-English language words that may be difficult to pronounce or comprehend by a English language speaker are discourages.

4. Where practicable, each continual road shall have the same primary street name and suffix throughout its entire length, irrespective of the boundaries of local political subdivisions.

5. Proposed or new roads that are obviously on alignment with existing named roads shall bear the assigned name of the existing road.

6. Alias road names are not permitted.

7. Special characters are not permitted in road names (i.e., hyphens, periods, apostrophes, etc.).

8. A primary street name should not be an USPS suffix or directional (e.g., COURT ST or NORTH AVE).

9. The alteration or inversion of the proper, logical order of road name elements (e.g., AVE OF CEDARS or BLVD BLUE) shall not occur.

10. Single letter primary street names should never be assigned. Single letter names are easily misinterpreted.

11. Roman numerals shall not be used in a road name.

12. Numeric street names should not be spelled out, but abbreviated per USPS standards. (i.e., 8 TH ST instead of EIGHTH ST).

13. There shall be no duplication of road names within a geographic region, except, in extenuating circumstances, one short cul-de-sac and one short loop (either less than 1000 feet in length)

that intersect no other street than the parent street, may bear the primary street name of the parent street, but with a different suffix.

Examples of duplicate road names are:

- 1) CATHY LANE N compared to KATHY LANE N;
- 2) LAKE VIEW ROAD SW contrasted to LAKEVIEW ROAD SW;
- 3) JONDO STREET E compared to JONDO CROSSING E;
- 4) PINE TREE LANE N vs. PINE TREES LANE N vs. PINE'S TREE LANE N;
- 5) MAIN NW in contrast with MAIN STREET NW

14. Where applicable, road name shall have a corresponding standard suffix that complies with NENA and USPS standards.

15. Where a private restricted road is an aligned extension of a public access road, substantially continuing the same level of service as the public road, it may be preferable to have the private road carry the name of the public road, if there is no obvious demarcation (i.e., an intersection, cattle guard, permanent gate) to easily indicate a change in road status.

16. Inevitable changes or modification to a road name should occur only at a major intersection or similar demarcation.

17. Road names memorializing living individuals or any elected official shall be avoided. Road names honoring deceased elected officials require the approval of the County Commission.

18. Road names that are obviously obscene, offensive, libelous or derogatory in spelling or pronunciation are prohibited.

19. The address numbering section shall notify the County Manager's Office of any road name which is rejected as in violation of Paragraphs 17 or 18 above, and the County Manager shall have the authority to overturn a decision by the address numbering section.

C. Roads Requiring Names

1. All publicly maintained roads shall be named.

2. A public access road, or private road exceeding one-quarter mile (1320 feet) in length, providing easement to two or more properties, upon which exists or potentially exists, more than two buildings shall be named.

3. Any road, regardless of length, that provides easement to more than two properties will be named under the following circumstances:

a. the location or arrangement of the buildings hinders address assignment from a named road.

b. a named road intersects the road, but due to topography or distance, buildings along the unnamed road are not easily located from the named intersecting road.

c. naming of the road is necessary to adequately direct emergency responders to a building(s).

d. any road that leads to one or more roads that provide easement to buildings shall be named.

4. A private road may not require naming, and will be treated as a driveway when the road is: a. less than one-quarter mile in length; and, b. the easement to a singular property; and, c. is entered from a named road, allowing address assignment at that intersection.

5. A driveway need not be named if the driveway only serves two buildings and the buildings are visible so that one or both can be addressed from a named road intersecting the driveway.

6. Vanity addresses shall be discouraged where possible.

D. Assigning Road Names

1. Road names shall comply with the provisions of the standards and conventions of these guidelines.

2. The naming or final approval, of a privately maintained road by the County or a City shall not constitute nor imply acceptance of the road for public maintenance.