Approved Date: December 18, 2018

Subject: **Administrative Guidelines for Assigning Civic Addresses**

Purpose

This document provides guidelines for the orderly assigning of civic addresses and addresses for units within buildings, to be used in the evaluation of subdivision and development applications and evaluation of address change requests. The policy works in conjunction with "Civic Addressing and Street Naming Bylaw 2018-51".

Assigning Civic Addresses to Newly Created Parcels

1. Addressing will generally follow the "City of Penticton Master Addressing Grid" as amended from time to time.

2. For streets and avenues, the following shall apply:

   - Streets run north and south with even numbers on the east side and odd numbers on the west side.
   - Avenues run east and west with even numbers on the south side and odd numbers on the north side.
   - When assigning civic addresses, numbers should be spaced evenly in accordance with the block number assigned to the block by the "Master Addressing Grid" In no case should the numbers be closer than two numerical numbers apart, with a preferred spacing of four or more.

3. For cul-de-sacs (place or court), and crescents, the following shall apply:

   - Cul-de-sacs and crescents are considered to be a road by itself, therefore, the numbering shall be between 101 – 199.

       ➢ Cul-de-sacs will not have any odd numbers and:
          - Will be numbered with all even numbers, starting with the number 102 as the first address on the right hand side when entering the cul-de-sac.
          - The numbers will be numbered sequentially, with the final lot on the right hand side as one leaves the cul-de-sac, numbered 198. All numbers in between will be spaced evenly.
       ➢ Crescents:
          - The numbering shall always begin at the entrance where the numbering on the connecting road is the lowest. The entrance where the number starts shall be called the 'principle entrance'.

- When entering the principle entrance the even numbers shall be on the right hand side, and shall stay on the right hand side all the way to the connecting street. Odd numbers shall be on the left hand side.

Assigning addresses to buildings and units within buildings

4. For parcels with one building, the building address shall be the same as the civic address. Units within the building shall be addressed with unit numbers of the main civic address.

5. For legal secondary suites and carriage houses, addresses shall be assigned as follows:

   - In the case where a single detached house has a secondary suite or a carriage house, the single detached house shall keep the main civic address, the secondary suite or carriage house is assigned Unit #2 of the main civic address.
   - In the case where there is a carriage house and a secondary suite on the same property, the additional unit shall be assigned Unit #3 of the main property address.

6. For duplex units, addresses shall be assigned as follows:

   - For duplex units, the building will be given the main civic address.
   - Unit numbers will be assigned as per duplex type:

     - ➢ Side by side duplex: Unit 101 and Unit 102 from lowest to highest following the direction on the street
     - ➢ Back to back duplex: Unit 101 will face the main street with Unit 102 facing the rear of the property
     - ➢ Stacked duplex: Unit 101 will be the ground floor unit with Unit 201 being the second floor unit

   - For duplex dwellings with suites, the main units will be addressed as outlined above, with the suite addressed as Unit 91 (suite contained in Unit 101) and Unit 92 (suite contained in Unit 102).

7. Multiple-unit buildings (apartments and commercial offices) addresses shall be assigned as follows:

   - Where more than one apartment buildings exist on a single lot, an independent civic address will be given to each building.
   - Units will be addressed starting with 101, 102, 103 etc on the ground floor with 201, 202, 203, etc being the second floor and so on. Any floors located below grade shall be addressed starting with 99 and working backwards (99, 98, 97 etc.).
   - For commercial developments, additional space shall be left between the unit numbers to allow for further tenant infill and subdivision of commercial units.

8. For ground-oriented, multiple unit buildings (townhouses, cluster housing, mobile home parks, bareland strata developments and strip commercial developments), individual units will be given the main civic address plus a unit number. Unit numbers shall be assigned as follows:

> For townhouses, cluster housing, mobile home parks and bareland stratas:
>   - Units will be addressed starting with 101 through to 199. The entrance where the numbers starts will be called the 'principle entrance'
>   - If the number of units exceeds 99, unit numbering may be between 1-999.

> For strip commercial developments:
>   - Single storey developments: Units will be addressed starting with 101, 102, 103 etc The unit numbering will continue from building to building (for example Building I may have units 101-104 and Building II will have units 105-108)
>   - Two storey developments: Each building may have its own civic address containing unit numbers within. The units will be addressed starting with 101, 102, 103 etc on the ground floor with 201, 202, 203, etc being the second floor and so on for each building/civic address.

9. For corner lots or double fronting lots, where units face more than one street frontage, multiple civic addresses may be assigned rather than unit numbers.

10. For campgrounds, RV parks, motels and hotels, addressing shall be assigned as follows:

- Campgrounds, RV parks, motels and hotels will be given one civic address.
- Individual campsites, RV pads, motel or hotel rooms will not be assigned civic addresses by the City of Penticton.
- For associated uses, such as food and beverage establishments, rental businesses operating on the property or other commercial businesses, an address or unit number may be issued.

Previous revisions:

N/A

Approval

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Peter Weeber, Chief Administrative Officer

Approved Date: December 18, 2018

This list is intended to accompany Civic Address and Street Naming Bylaw 2018-51. Names added to this list are added based on historic, natural, cultural or social significance of the name to Penticton and / or after persons who have made significant contributions to the community, province or country. This list is maintained by the City of Penticton, Planning Department.

New names are added through Council resolution.

As per Civic Address and Street Naming Bylaw 2018-51, all new names for streets created through land development will generally be selected from this list.

List:

1. The following represents family names of persons who have historical, cultural or social importance to the history of Penticton and/ or contributed significantly to the community, province or country:

Family names		
Agnew	(Harry)	1906 – Pioneer family, Penticton constable
Aldredge	(Ed)	Longtime resident born in 1900. Railway worker, author/journalist
Almack	(J.H.)	Alderman
Anderson	(J.)	Alderman
Aston	(G.H.)	Constable – first person killed on the job here in Penticton. Killed March 1912 on board SS Sicamous by prisoner Boyd James he was escorting to Kamloops
Barnard		RCAF, Penticton School Board early 1900's, longtime resident
Barrett	(J.R.)	Alderman
Biollo		Early residents whose descendants still reside in Penticton
Bishop	(J.A.)	Alderman
Boggs	(Louis, Laura and Olive)	1912 – Principal of Penticton High School for many years. Miss Laura Boggs matron of Penticton Hospital for many years – New – Educator(s) and head of hospital (Laura)
Bolton	(G.W.)	Alderman
Brown	(R.P.)	Circa 1905 – Pioneer civil engineer
Browne	(J.N.)	Alderman
Burgart	(L.L.)	Alderman
Burpee	(Dougald)	1909 – Pioneer orchardist, interested in first curling club. One of the first investors and developers in Osoyoos
Butterfield	(G.E.)	Alderman
Carless	(Charles)	1909 Pioneer carpenter later in garage business with A. Beatty

Carncross	(L.D.)	Alderman
Carson	(J.H.)	Alderman
Carter	(W.B.)	Alderman
Cattee	(Louis)	Arrived in 1906. Orcharded many years on Lower Bench Rd (now Corbishley Ave). Carpenter foreman on original CPR Station and later at Incola Hotel
Chartrand	(L.A.)	Alderman
Christian	(F.C.)	Alderman
Coe	(J.)	Alderman
Colquhoun		Early Judge
Cossentine	(Henry & Gwen)	Longtime orchardists Poplar Grove and Naramata Rd.
Cousins	(Bruce)	Circa 1905 – Irrigation foreman, later served on Council
Cranna		Early jeweler, founder of Penticton Lawn Bowling grounds
Curtain	(E.C.)	Alderman
Edwards		1907-1917 Chief of Indian Reserve
Fallis	(George O.)	Col. Rev. 1912 – One of first ministers of Methodis Church. Later a career as a padre in First World War. A noted hunter and athlete
Fisher	(H.K.)	Alderman
Foley-Bennett	(E.)	Reeve
Fowler	(Bertha)	1912 – Pioneer, owned small farm, ardent church worker in community
Francois		First Christian Chief – before Chief Edwards
Fugeta	(Hiro)	Late 1800's immigrated to Penticton from Japan. Married Haru – mail order bride from Japan. Hiro built a family home at 186/298 Yorkton. Operated tent camp, gas station, store and vegetable farm selling produce to Penticton stores. Four homes built on property. Original house moved to 117 Lee Ave in 1980 and last house at 298 Yorkton sold and moved to 385 Greenwood Drive. Had four children. Son Jim Fugeta born 1919 in Penticton and resides at 136102 Forestbrook Place.
Gabriel		Longtime First Peoples residents
Garrioch	(H.G.)	Alderman
Gesses	(H.M.)	Alderman
Gibbs	(J.P.)	Alderman
Gibson	(John)	After Dr. John Gibson
Gillis	(John)	Large investor, original owner of Braeside Orchards on Skaha Lake
Glass	(J.H.)	Well known pioneer and orchardist
Grigor		Suggestion from Phil & Betty Clark
Haddleton	(W.D.)	Alderman
Hancock	(Edith)	1907 – Nurse from England. Started first private hospital in Penticton – now private residence on Fairview Rd.
Halcrow		Long time Staff Sergeant of BCPP and RCMP during the transition period of 1950
Hatch	(S.)	Alderman
Hawkins	(S.R.)	Alderman
Henderson	(Bill & Cameron)	1903 – Well known brothers in the early life of Penticton
Hesselwood	(R.T.)	1909 – Nursery salesman well known to pioneer orchardists
Hinckesman	(C. Henry)	1907 – Nursery salesman – well known to pioneer orchardists
Hunt	(W.)	Alderman
Huntley	(A.H.)	Alderman

Hyke	(Henry)	1905 – Large land owner of meadow where golf course and arena are located. An ardent race horse enthusiast.
Kendrick	(A.C.)	Alderman
Kenyon	(H.S.)	Alderman
Keyes	(R.G.)	Alderman
Klimuk	(P.J.)	Alderman
Lang	(G.E.)	Alderman
Layton	(Fred)	1906 – District Manager for BC Telephone Company
Lougheed		Suggestion from Ian Stout, Public Works Manager
Mason	(Anna)	Born in 1915. She worked for many years as the only public health nurse in Penticton. Instrumental in construction of Penticton & District Retirement Centre and Meals on Wheels.
Messmer	(I.C.)	Alderman
Midgley	(F.W.)	Alderman
Morley	(H.B.)	Reeve
Murk	(H.)	Alderman
Northcote		1909 – Daughter of William Sutherland. Worked at Perry's Mill 1913-1914. At age 84 resided on Penticton Avenue
Oakes	(F.)	Alderman
Oliver	(C.E.)	Mayor
Parker		Longtime business and churchman
Parkins		First municipal clerk/assessor
Parrott	(John Perkins)	J.P. came to Penticton in 1909. Soon became employed as the Public Works Manager staying until mid 1930's. Built and maintained all of the early streets and designed the flood control works on Penticton Creek.
Pauls	(P.E.)	Alderman
Phipps	(C.)	Alderman
Rathburn	(W.A.)	Mayor
Rathvon	(L.A.)	Alderman
Richards		Four generation family in Penticton, representing private business, municipal service (firefighting) strong connection the 1950s Penticton Vees and community involvement.
Richardson	(F.)	Alderman
Riordan	(D.S.)	Hotel owner, politician and bootlegger!!!
Roadhouse	(Thomas)	Born in 1862 in Ontario. Moved to Penticton in 1902 due to asthmatic condition. Drove stage coaches from Penticton to Princeton, a four day round trip. Twice a month gold bricks valued at $60,000 were shipped out from the Nickelplate Gold Mine.
Robb		Connection with early railway and lumber operations
Robins		Lois Robins was a published poet, freelance contributor to the Penticton Herald and acknowledged community advocate and volunteer.
Schubert	(J.A.)	1862 – Member of Overland Expedition, early merchant, superintendent of roads and bridges for Similkameen.
Shorts	(Thomas)	Captain – 1886 – Owner of the first steamer "May Victoria Greenhow" on Okanagan Lake. A portion of Front Street was at one time known as "Shorts Street".
Southworth	(J.D.)	Alderman

Stinson	(F.T.)	Alderman
Swann	(H.L.)	Alderman
Tidball	(A.E.)	Alderman
Tily	(Fred)	1910 – Insurance Agent and prominent in the Turf Club of Penticton
Titchmarsh	(E.A.)	Alderman
Tough	(A.)	Alderman
Usborne	(T.H.)	Alderman
Walker	(Dr. Roy)	Early doctor here and on executive of BC College of Physicians & Surgeons
Weeks	(Richard)	Circa 1908 – Pioneer family, owned a livery stable
Weeks	(J.B.)	Captain - Last captain of the S.S. Sicamous, sailed Lake Okanagan for more than 40 years
Whimster	(W.H.L.)	Alderman
Wilkins	(W.G.)	Reeve
Williams	(T.B.)	Alderman
Winkelaar	(J.J.)	Alderman
Yuill	(Etta Jane)	1907 – Early school teacher
Zimmerman	(W.)	Local watchmaker/jewel in 200 Block Main St. Victim of Penticton's first unsolved murder Jan. 17, 1907

2. These following names relate to an extent the historic background of the neighborhood in which they lie.

Lane Names	History
Bunkhouse Lane Conklin on the South Cowboys Rest Lane Homestead Lane Jack's Corral Lane Packhorse Lane Meadows Lane Ranch House Lane	The old Ellis ranch are bounded by Fairview on the east, Moosejaw on the west, Scott Ave. on the north and Conklin on the south
Coal Tower Lane Hogger's Alley Round House Lane Sand House Lane Station House Lane Wade's Landing (the first name for Penticton) Water Tank Lane Wipers' Way	The area near the old rail yards with Fairview on the east, Channel Parkway on the west, Conklin on the north

Cannery Row Captain's Lane Gold Mine Lane Hop Yiks Alley Kwongs Alley Packing House Lane Pentowna Lane Sam Kees Alley Wharf Alley Steam Boat Lane Tug Boat Lane	The area on the north side of town from Eckhardt Ave on the south the River on the west, Abbott Street on the east. Reflecting the historic use of the area.
Flume Line Lane Fugita's Ranch Haystack Meadows Moonshine Alley Smuin's View	Valley View and Skaha District
Biagioni Lane Bogg's Lane Bowsfield Lane	Areas near Penticton High School. The names around the school with the exception maybe of Warwick, are all related in some
Cannings Lane Gilley Lane Mason Lane O'Connell Lane Pritchard Lane Warwick Lane Yuil Lane	fashion to the school, as well known teachers, students who "made well" and some sports personalities who went to Penticton Schools and have done well in their careers.

3. The following are names contributed by the Penticton Indian Band in respect of indigenous names for local flora, fauna and First Nations cultural understanding of the history of Penticton:

Name	History

4. The following are names of local flora and fauna representing the natural history of the region:

Name	Description
Antelope Bush	Deciduous shrub, 1-2m. tall; useful for preventing soil erosion on dry sites
Artic Lupine	Perennial, to 80 cm. tall; pea-like pink to blue flowers
Artic Willow	Deciduous dwarf shrub, to 50cm. tall
Aster	
Balsamroot	Seen on warm, dry hillsides, an early spring splash of color
Bergamot	Perennial, 30 to 70 cm. tall; bright mauve flower, used for tea, also known as "horse mint"
Bitterroot	Ground-level perennial, 1 to 3 cm. tall; deep pink to white solitary flowers, roots used as food by Interior First Nations

Black Currant (or Northern Black Current)	Deciduous shrub, to 2m. tall; edible berries
Blazing Star	Taprooted biennial or short-lived perennial 30 to 100cm. tall; lemon yellow star-shaped flowers. First Nations used for medicinal purposes.
Blue Elderberry (or Elderberry)	Deciduous shrub to small tree, 2 – 4m. tall; the Okanagan used berries fresh or dried, for food
Brown Eyed Susan	Taprooted perennial, 20 to 70cm. tall; the Okanagan made a tea to alleviate kidney problems
Butterweed (or Rocky Mountain Butterweed)	Perennial, 10 to 60 cm. tall; yellow flowers
Chicory	Taprooted perennial, 30 to 175cm. tall; pink/blue flower; an introduced weed now used in gardens and for food; root is dried, ground and used as a coffee substitute
Clematis	
Columbine	
Cottonwood	Deciduous tree, to 40m. tall; inner bark used by regional First Nations for soup and medicinal tea
Daisy	
Desert Parsley	
Fireweed	Perennial, 1 – 3m. tall; large, rose-colored flowers make excellent honey
Goldenrod	Rhizomatous perennial, 30 to 175cm. tall; flower heads used in golden dyes; the Okanagan used the plant for medicinal tea
Grouseberry	Dwarf deciduous shrub, 10 – 25cm. tall; edible red berries
Hawksbeard	Taprooted perennial, to 50cm. tall; First Nations steeped leaves for a foot bath
Hawkweed	Rhizomatous perennial; 20 – 60cm tall; yellow flowers
<mark>Hawthorn</mark>	
Kinnickinnick	Trailing evergreen shrub with bright red berries
Lemonweed	Perennial, 20 to 60 cm. tall; the Okanagan made an infusion of roots for internal medicinal purposes
Lodgepole Pine	A tall, slender, straight tree which grows throughout most of the Interior. Many First Nations peoples in British Columbia used the wood from lodgepole pine for a variety of purposes, including poles for lodges, homes or buildings. In the spring, they stripped off long ribbons or "noodles" of the sweet succulent inner bark (cambium layer). It was eaten fresh in the spring, sometimes with sugar, or stored. The pitch was used as a base for many medicines. It was boiled, mixed with animal fat, and used as a poultice for rheumatic pain and all kinds of aches and soreness in muscles and joints. Pitch was also chewed to relieve sore throats.
Mare's Tail	Acquatic/amphibious perennial, 10 to 40cm. tall; seen along pond and lake shores
Mariposa Lily	Perennial, 10 to 30cm. tall; "magnificent flower of grassy meadows and dry hillsides
Milkweed	Rhizomatous perennial, 40 to 120cm. tall; Monarch butterfly attractant
Mock Orange	
Nootka Rose	Deciduous shrub, to 3m. tall; browsed by ungulates; wood used by First Nations for arrows

Ocean Spray	
Oregon Grape	Evergreen shrub, 20 – 100cm. tall; the Okanagan used berries to make a jelly for meats
Oregon Grape	
Penstemon	
Phlox	
Prairie Rose	Deciduous shrub, to 2m. tall; the Okanagan used thorns for fish hooks
Prickly Pear	
Prickly Rose	
Rabbit Brush	Compact shrub, to 1m. tall; browsed by jackrabbits and mountain sheep
Red Osier	Deciduous shrub, 1 – 4m. tall; First Nations boiled bark for poultices
Red Paintbrush	Perennial, to 80 cm. tall; is considered sacred by some First Nations
Sagebrush (or Big Sagebrush)	Grey/green aromatic evergreen shrub, to 2m. tall; the Okanagan used leaves and branches for medicinal purposes, and for smudging
Saskatoon	Deciduous shrub to small tree, 1-5m. tall; edible berries
Scarlet Gilia (or Skyrocket)	Biennial, 20 to 100 cm. tall; showy red flowers, also known as "skyrocket"
Shooting Star	Perennial, 5 to 40 cm. tall; purple/lavender flowers; the Okanagan used an infusion of this plant as an eyewash
Snow Buckwheat	Roots used for medicinal tea by the Okanagan; Flowers make excellent honey
Snowberry	Deciduous shrub, .5. – 1.5m. tall; white berries are winter food for birds
Snowbrush	Evergreen, spicy-scented shrub, .5 – 2m. tall; First Nations used for medicinal purposes
Sumac	
Tarragon	Aromatic perennial, to 150cm. tall; used for its culinary and medicinal properties
Thistle	
Tiger Lily	Perennial, to 1m. tall; showy, bright orange flowers, roots used as food by Interior peoples
Wax Current	
Western Larch	Deciduous conifer, to 55m. tall; yields high quality construction wood
Whitebark Pine	Deciduous tree, to 15m. tall; the Okanagan ground seeds for flour
Wild Strawberry	Low growing perennial; edible berries
Wolf Willow	A silver berry shrub-forest willow
Woodland Star	Perennial, 10 to 30cm. tall; white clustered flowers
Yarrow	Aromatic perennial, 10 to 75cm. tall; used in many herbal remedies

5. The following are names of local flora and fauna representing the natural history of the region:

Birds and Animals	
Name	Description
American Badger	Short, sturdy member of the weasel family
Bat (3)	Pallid Bat – rare species seen in the South Okanagan
Bighorn Sheep	Adult rams have massive, curled horns

Bluebird (2)	Western Bluebird – found in small flocks outside nesting season; Mountain Bluebird – seen in orchards, roadsides and open areas, hovers low
Bobolink	Locally common in hayfields and marshes
Bufflehead	Common winter resident bird in South Okanagan valleys
California Quail	
Canvasback	Locally abundant duck, does not mix with other flocks
Canyon Wren	Song is clear, loud cascading groups of whistles
Chickadee	Resides in urban areas and forest lands
Cormorant	
Coyote	Smaller, close related of the gray wolf
Crane	
Crossbill	
Crow	
Deer (2)	
Eagle	Or Bald Eagle or Golden Eagle – seen along shores, flies with flattened wings
Egret	
Evening Grosbeak	Large beaked, seen locally in conifers and hedges
Falcon (2)	Prairie Falcon – rapid flight, sometimes with tail spread open
Finch (6)	
Flycatcher (8)	
Goldeneye	Common winter resident bird on South Okanagan lakes and rivers
Gray Partridge	Locally abundant on agricultural lands
Great Blue Heron	Feeds in shallow waters
Grouse (2)	Ruffed Grouse, Spruce Grouse – very tame grouse seen in coniferous forests
Hawk (5)	Cooper's Hawk – fast and powerful, seen in open woodlands; Red-Tailed Hawk – ofent seen perched on poles or treetops
Jay (3)	
Kestrel	
Lark Sparrow	
Loon	
Mallard	Concentrated in open water feeding sites
Meadowlark	Loud, flute-like, joyful song
Merganser	Or Hooded Merganser, or Common Merganser – seen in open water
Merlin	
Night Snake	Venomous fo rsmally prey only
Nighthawk	Nocturnal, nests on ground or flat rooftops
Northern Flicker	Concentrates near berries in winter, often in urban areas
Oriole	Seen in high foliage of broad-leafed trees; woven, hanging nests
Osprey	Common in Penticton near lakes and their adjacent creeks
Owl (15)	Burrowing Owl – nests in abandoned animal burrows; Great Horned Owl – Large, "eared owl"; Western Screech Owl – nests in cavities or flicker boxes; Snowy Owl – Large, nomadic, mainly white owl
Painted Turtle	Resides in slow-moving waters
Pelican	

Prairie Falcon	
Raven	Commonly seen near heavily treed areas
Robin	
Sage Thrasher	Nests in arid lands
Salmon	Sockeye – spawning areas include the South Okanagan
Sandhill Crane	Seen in open fields and grasslands, migrates in large flocks
Spadefoot	Endangered toad, native to southern Canada
Sparrow (3)	Song Sparrow – resident of low-elevation wetlands and residential areas; Chipping Sparrow - Common on grass under scattered trees; Lark Sparrow – summer resident of South Okanagan grasslands
Steller's Jay	Moves to valleys in search of food in fall
Swan	
Teal (2)	
Thrush (3)	
Tiger Salamander	Found in short-grass grasslands and aspen lands
Tree Swallow	Concentrated around rivers, lakes and marshes
Virginia Rail	Common but elusive, seen in marshes
Vulture	
Warbler (16)	Wilson's Warbler – common in thickets, especially willow
Western Tanager	Male has iridescent orange head plumage
Woodpecker (10)	Pileated Woodpecker – obtains food from decaying, dead trees;