

**PEND OREILLE COUNTY
NEWPORT, WASHINGTON**

ORDINANCE 2010-_____

ROAD NAMING AND SITE ADDRESSING ORDINANCE

WHEREAS, the Board of Commissioners of Pend Oreille County, Washington pursuant to RCW 36.32.120 is authorized to regulate the location and use of buildings, structures and land for trade, industry, residence, recreation, public activities, or other purposes, and for the purpose of promoting the health, safety, morals, convenience, order, prosperity or welfare of the present and future inhabitants of the state; and,

WHEREAS, the Board of Commissioners of Pend Oreille County, Washington, pursuant to RCW 36.75.040, is authorized to assign and change road names and addresses as part of administering roads within Pend Oreille County, protecting the public health, safety and welfare, and providing an adequate and accurate emergency telephone system; and,

WHEREAS, current road naming and addressing system was established in Ordinance 2002-4 and Resolution 2006-34; and,

WHEREAS, the Board of Commissioners of Pend Oreille County, Washington, has determined that current road naming and addressing and road re-naming and re-addressing procedures are outdated and cumbersome and impair the health, safety, and welfare of the citizens of Pend Oreille County; and,

WHEREAS, an official file of road names and address ranges is vital to the successful implementation of public safety and government records management; and,

WHEREAS, the Board of Pend Oreille Commissioners has determined that it is in the best interest of the citizens of Pend Oreille County to establish and implement comprehensive road naming and site addressing regulations in order to ensure that road names and addresses are unique and consistent and that signage for road names and addresses are uniform and visible;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PEND OREILLE COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1) Title

This Ordinance shall be known as the Pend Oreille County Road Naming and Site Addressing Ordinance.

Section 2) Purpose

This Ordinance is enacted for the purpose of establishing and maintaining Road Naming and Site Addressing standards intended to:

- A) Provide property owners, the general public and Pend Oreille County government with an accurate and systematic means of identifying and locating property.
- B) Govern the display of property address numbers and provide for accurate road name signage, installation and maintenance thereof.
- C) Assist in the proper delivery of mail, packages, utilities, and other services.
- D) Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.

Section 3) Applicability

This Ordinance shall apply to the assignment of addresses to all new or existing buildings, lots or other tracts of land within unincorporated Pend Oreille County, including all Federal or State owned lands.

Section 4) Definitions

Address: The physical location of structures within Pend Oreille County which includes number, directional prefix, road or street name, road or street designator, directional suffix, unit designator, city, state and zip code. The directional prefix, directional suffix and unit designator are optional.

Address Management System: (AMS): Address Management System (AMS) offices of the United States Postal Service (USPS) each serve several regional post offices. Their primary

purpose is to maintain official records of valid mailing addresses for their region. In addition to maintaining current records of valid mailing addresses, AMS offices also review and approve address changes for adherence to USPS standards.

Address Number: The numeric designation for an addressable structure or unit e.g.; If 101 N Main ST is the site address, 101 is the Address Number).

Addressing Coordinator: Person(s) designated by the Director to administer the Pend Oreille County Road Naming and Site Addressing System.

Addressing Scheme: A generic term used to describe the address number system in any particular area such as a grid system, block system or mile point system.

Addressable Structures or Units: Generally, the habitable or legally occupied structure on a lot, parcel or tract, but may also include other structures as determined necessary by the Pend Oreille County Building Official to comply with applicable Building and/or Fire Codes.

Applicant: The individual, group of individuals or legal entity requesting the road name or address or both.

Board: The Board of Commissioners of Pend Oreille County.

Building Permit: A permit issued by the Pend Oreille County Building Official before any building construction activity can commence.

Cardinal Direction: The basic compass directions of North, South, East and West abbreviated as N, S, E and W.

Certificate of Occupancy: The document issued by the County Building official in accordance with applicable Building and other Codes that allows a structure to be legally occupied for its intended use.

County Road Log: The official road log maintained by the County Engineer which contained the official road number, road name, origin and mile posting of all named roads.

Designated Urban Growth Area: An area, typically adjacent to a town or city that has been designated in Pend Oreille County's Comprehensive Plan as intended for urban level development.

Directional Designator: A one or two letter descriptor within a road name consisting of any combination of the cardinal directions of North, South, East, West (i.e. N, S, E, W. NE, NW, SE, SW) . An optional Directional Descriptor may be used as a prefix in designated urban growth areas naming schemes. An optional Directional Designator in rural areas shall only be used as a suffix.

Director: The Director of Information Technology Services.

Driveway: A means of vehicular access, beginning at the property line of a lot, tract or parcel of land abutting a public or private road that provides access to an addressable structures or units on that lot. A driveway may serve one, two or three addressable lots, parcels or tracts of land and shall not be identified by a separate road name.

Duplicate: Duplicate shall mean a road name that is either identical to another road name or has a name which because of its pronunciation or spelling is deceptively similar to another road name.

Homonym: Road names that are phonetically similar names.

Inconsistent Site Address or Road Name: A site address or road name that causes confusion to or hinders the efficient operation of the post office or delivery service, fire response agency, emergency medical service or law enforcement agency serving Pend Oreille County, including, but not limited to duplicate road names, address numbers or ranges that are out of sequence on the same side of the road or are not proportional.

Nonstandard Road Name Sign: Any road name sign that is not a standard Pend Oreille County Road name sign.

Operating Procedures: Pend Oreille County administrative rules and procedures, promulgated by the Director, which governs the creation, assignment and maintenance of the County Road Naming and Site Addressing System within unincorporated area of Pend Oreille County.

Private Road: Any road, access way or easement that provides the main access to four or more addressable lots, parcels or tracts.

Public Road: Any road included in a public right of way.

Road Approach: The point of access of private property to a Public Road that has been approved and permitted by the County Engineer or the point of access of private property to an easement/private road.

Road Log: The official County Road Log maintained by the County Engineer.

Road Name: The word or words either existing or in the case of new or renamed roads, approved by the Board upon recommendation of the Director, used in conjunction with a Directional and/or a Road Name Descriptor to identify a Public or Private road.

Road Name Descriptor: An abbreviated word used in conjunction with a road name to describe the character of the road. The Road Name Descriptors on the US Postal Service official list of street suffixes and the following list shall be used:

Avenue (AVE): A road or thoroughfare within designated urban areas. (Public Roads only).

Boulevard (BLVD): A broad, landscaped road generally containing a median. (Public Roads only).

Circle (CIR): A generally short road that intersects with itself subsequent to an intersection with another road. (Public or Private Roads).

County Road (CR): A road entered into the County Road Log and designated by a unique number assigned by the County Engineer. Used as a temporary name until an official road name is adopted by the Board. Shall be a type prefix to the county road number when used. (Public or Private Roads).

Court (CT): A very short road, generally less than 750 feet that ends in a cul-de-sac. (Public Roads only).

Drive (DR): A through road that generally is not straight but curvilinear in nature. (Public or Private Roads).

Forest Service Road (FS): A designated road by the US Forest Service. Shall be a type prefix to the forest road number when used.

Highway (HWY): A designated state highway. Shall be a type prefix to the state highway number when used.

Lane (LN): A short road that may be through or end in a cul-de-sac or dead end. (Private Roads only).

Landing (LNDG): A road that accesses a river or lake landing (dock). The use may be current or historic. (Public or Private Roads).

Loop (LOOP): A road that begins and ends with the same intersecting road. (Public or Private Roads).

Path (PATH): A named path for non-motorized use. Root name must follow road naming rules. (Public or private paths).

Place (PL): A short road that may be through or end in a cul-de-sac or dead end. (Public Roads only).

Road (RD): A generic road name descriptor that generally describes a rural road and should not be used in designated urban areas. (Public Roads only).

Street (ST): A road or thoroughfare within designated urban areas. (Public Roads only).

United States Highway (US): A designated state highway on the US numbered highway system. Shall be a type prefix to the state highway number when used.

Way (WAY): A road that runs at an angle, or is not parallel to a grid. Also Used as a generic road descriptor in urban areas. (Public or Private Roads).

The Director may accept other descriptors in special cases provided the descriptor is on the US Postal Official Street Suffixes List.

Site Address: Property identification comprised of an address number, a road name, road name descriptor, a directional and a unit designator if applicable.

Subdivision: all types of land divisions subject to the Pend Oreille County Land Use Code.

Secondary Unit Designator: secondary unit designators that are used to identify separate buildings or units on a single lot, parcel or tract of land. A Unit Designator shall consist of alphabetic abbreviation such as APT, BLDG, DEPT, HNGR, LOT, STE, TRL or UNIT and a numeric identifier (i.e. 101 N Main ST BLDG 2). Secondary Unit Designators shall be on the US Postal Official Secondary Unit Designator list.

Section 5) Administration

The Director shall administer the provisions of this ordinance unless otherwise provided herein. The Director shall be responsible for establishing numeric addressing systems and promulgating Operating Procedures necessary to carry out the intent of this ordinance.

Section 6) Road Names and Site Address Required

- 1) All new and existing Addressable Structures or Units within unincorporated Pend Oreille County shall have a Site Address in accordance with the applicable provisions of the currently adopted Building and Fire Codes and this Ordinance.
- 2) All newly created parcels, except for large lot segregation shall be assigned site addresses before the plat or binding site plans finalized. The Director may wave this requirement if the assignment of an address number to any vacant lot, tract or parcel of land would be contrary to the public interest or would violate any other provision of the Pend Oreille County Code.
- 3) All existing Site Addresses not in conformity with the provisions of this ordinance and/or are contrary to the purpose of this ordinance shall be subject to change to conform to the intent and provisions of this ordinance.

- 4) All newly created Public Roads shall be designated with approved road names prior to approval of the final Subdivision containing said roads.
- 5) All newly created Private Roads shall be designated with approved road names prior to approval of any final Subdivision containing said roads and/or issuance of any building permit by Pend Oreille County.
- 6) Existing Private Roads that provide legal access to four or more addressable structures or units, or that are more than 1000 feet long from the point of connection with any named Public or Private road, shall be named in accordance with this Ordinance.
- 7) Any Private Road meeting the criteria of this paragraph that is not named, shall be named and all existing addressable structures or units shall be readdressed prior to the issuance of any Building Permit for construction of any new addressable structure or unit located along said road.
- 8) In the case of new construction in progress at the time of adoption of this ordinance, road naming and readdressing shall occur prior to issuance of a Certificate of Occupancy for said new construction.
- 9) Existing roads with confusing or inconsistent road names that may adversely impact the efficient delivery of services by Law Enforcement, Fire or Emergency Medical responders, the US Postal Service or other private service providers may be renamed.

Section 7) Road Name Requirements

- 1) The Addressing Coordinator shall determine when Public and Private Roads must be named. The Addressing Coordinator shall, after consulting with all affected property owners, shall propose the official road name for unnamed Public and Private Roads. The Board shall approve, upon recommendation of the Director and the County Engineer, all new, renamed deletions and other changes to the official road name list. The Road Log contains the official road name list for the County and the County Engineer shall enter the official road name into the Road Log.
- 2) All newly constructed or currently unnamed public and private roads shall be named in accordance with the following standards:
 - A) Road names shall use words in common use with common spelling and pronunciation. Only letters of the alphabet and blank spaces may be used in road names. Road names shall not contain punctuation, accents, symbols or special characters except for those used in County, State or Federal road systems.
 - B) There shall be no duplication of existing road names within the boundaries of the County, including incorporated areas of the County.

- C) Variations of the same name with a different road designation shall not be used (i.e. Maple Avenue, Maple Road, Maple Drive) unless connected or adjunct.
 - D) Road names shall not be a proper name or family surname unless historically significant.
 - E) Road names shall not use corporate trade names unless coincidental.
 - F) Road names shall not be longer than 20 characters excluding cardinal direction and type designator.
 - G) Road names shall not contain more than two words in the root name.
 - H) Road names shall not include obscene, racial, and/or derogatory terms.
 - I) Numbers shall not be used in road names except for those used in Local Agencies, State or Federal road systems.
 - J) Adjectives may be duplicated in a road name as long as they are not duplicated in the same subdivision (e.g. Red Stone Road and Red Fox Road).
 - K) Homonyms, phonetic or similar phonetically duplications of road names are prohibited (e.g. Maple Trace Road and Maple Chase Lane).
 - L) Cardinal directions shall only be used in road names where consistent with existing road naming grids or schemes.
 - M) Abbreviations used for road name prefixes and suffixes must be United States Postal Service compliant.
 - N) The main title of a road name shall not be abbreviated (e.g. Mount Shasta Dr., NOT Mt. Shasta Dr).
 - O) Continuous roads must retain the same road name and shall not change at any point unless the Director determines that it is in the public interest to do so.
 - P) Driveways shall not be assigned road names.
- 3) All road names, public or private, in unincorporated and incorporated areas shall be entered into the County Road Log, which is the official list of road names.

Section 8) Renaming Existing Named Roads by Petition or by Resolution

- 1) The property owners along an existing named public or private road may petition the Board to rename an existing named road.
- 2) The Board may initiate renaming an existing named road.
- 3) The Director may initiate renaming an existing named road when he/she determines it is in the public interest to do so.
- 4) The renaming of existing named roads, both public and private, shall be done only by a resolution of the Board and only after a public hearing on the matter is held by the Board.
- 5) Notice of the hearing shall be published at a minimum of 10 days before the hearing date in the newspaper in which legal notices of the county are printed.
- 6) The Director shall notify all affected property owners of record by mail and post the hearing notice at the beginning of the road proposed to be renamed a minimum of 15 days before the hearing date.
- 7) The Board shall find in their decision to approve or deny the renaming of an existing named road that such approval or denial is consistent with the purpose of this ordinance.
- 8) The notice of the public hearing on the renaming of an existing named road shall contain at least one and no more than three, new road name(s) recommended to the Board by the Director. The recommended name(s) may be compiled by the Addressing Coordinator using the procedure in Section 7 Road Name Requirements of this Ordinance.
- 9) When existing named roads are renamed to comply with this Ordinance, all of the standards of Section 7 Road Name Requirements shall apply. In addition, the following standards shall also apply:
 - A) Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history shall be balanced with the stated purpose of this Ordinance.
 - B) Except for the continuation of existing roads, road names shall not be duplicated.
 - C) If two existing roads have duplicate names such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be

determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed.

Section 9) General Requirements for the Display of Road Name Signs

- 1) Pend Oreille County standard road name signs shall be required at all road intersections on public and private roads.
- 2) No one shall willfully destroy or remove any road name sign on any road.
- 3) The composition, size and height of road name signs on named roads must comply with Pend Oreille County Road Standards and the Manual on Uniform Traffic Control Devices.
- 4) The location of road name signs must location must be selected and approved by the County Engineer.
- 5) Nonstandard road name signs are not allowed.
- 6) Only those road names approved by the Addressing Coordinator and as listed in the Official Road Name List shall be displayed at private roadway intersections.
- 7) The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Pend Oreille County Road Standards.
- 8) The cost, manufacture and installation of Pend Oreille County standard road name signs on existing unnamed roads shall be the responsibility of Pend Oreille County except as provided below.
- 9) Pend Oreille County standard road name signs for new and existing public roads in all subdivisions approved by Pend Oreille County shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the County road or State or Federal highway providing access to the subdivision.
- 10) Pend Oreille County standard road name signs for new and existing public roads in road improvement districts and other road improvement projects may be included in the projects costs.
- 11) In addition to the name of the road, a "PRIVATE RD" sign may be added to the road name sign for private roads. The cost, manufacture, installation and maintenance of "PRIVATE RD" signs on shall be the responsibility of the Applicant.
- 12) Pend Oreille County may remove any road name signs that do not comply with this ordinance.

Section 10) Address Number Requirements

1) The following shall apply in general to the assignment of all Address Numbers:

- A) Addresses shall be assigned with Fire, EMS and Law Enforcement response as the primary consideration.
- B) Only one Address Number should be assigned to any one lot, tract or parcel of land.
- C) In addition to the Address Number, a Unit Designator may be assigned to identify multiple structures or units on a single lot, tract or parcel to comply with applicable Building and/or Fire Codes.
- D) The Addressing Coordinator shall assign Unit Designators when it is determined necessary to identify separate buildings or units on a single lot, parcel or tract.
- E) This section is not intended to preclude the assignment of Unit Designators such as Apartment, Suite or Room to separate units within a single addressable structure by the US Postal Service.
- F) If the property to be addressed contains a structure located within 50 feet of the road, and the access is in good view, the address shall be assigned relative to the structure's placement in the addressing scheme. If the structure is more than 50 feet from the road, or if terrain restricts visibility from the road, the structure shall be addressed relative to the location of the driveway in the addressing scheme.
- G) Address numbers shall be assigned sequentially and proportionately along the road.
- H) Address numbers shall be assigned on the left side of the road shall be odd. Address numbers on the right side of the road shall be even.
- I) When assigning address numbers, sufficient gaps should be allowed in addressing sequences to allow for infill due to future development in order to preserve a progressive address number sequence.
- J) In rural areas, 100 numbers, 50 numbers each side, shall be assigned for each 0.1 mile of road. The numbering shall begin at Milepost 0.00 of the road. The County Engineer determines origin of the road and milepost of each intersection and enters the data into the County Road Log.
- K) In Designated Urban Growth Areas, numbers should be assigned in an urban block numbering system with cardinal directions and block number ranges that match the adjacent town or city. The numbering pattern shall be documented in the Operating Procedures.

- 2) The following shall apply to the assignment of Address Numbers to new addressable structures or units on existing lots:
 - A) All new addressable structures or units on all existing lots, tracts or parcel of land shall be assigned an Address Number after the property owner or developer has made a final determination of the road approach and the location has been approved by the County Engineer. The address number should be assigned, but is not required, before the building permit application is filed.
 - B) An address number shall be assigned before a building permit is completed.
 - C) The address numbers shall be displayed visibly at the site prior to the commencement of construction and ultimately on new structures prior to the first use or occupancy.
 - D) A Subdivision Plat shall not be forwarded to the Board for final plat approval until the Director has recommended names for all proposed roads within said plat, and has assigned address numbers to all addressable structures or units within the plat.
- 3) The following shall apply to the assignment of an Address Number to vacant land:
 - A) A Subdivision Plat shall not be forwarded to the Board for final plat approval until the Director has recommended names for all proposed roads within said plat, and has assigned address numbers to all proposed lots within the plat.
 - B) An address number may be assigned to a vacant lot, tract or parcel of land upon a showing by the property owner that assignment of an address number would not be contrary to the public interest or violate any other provision of the Pend Oreille County Code and if the final determination of the driveway access point has been made.
 - C) If, in the determination of the Director, the assignment of an address number to any vacant lot, tract or parcel of land would be contrary to the public interest or would violate any other provision of the Pend Oreille County Code, an address number shall not be assigned.

Section 11) Display of Address Numbers

All owners of addressable structures or units shall display their assigned address number in conformity with the following requirements:

- 1) The address numbers shall be displayed on the structure and shall be a minimum of four inches tall and shall be of a contrasting color to their background in accordance with

applicable Building and Fire codes. If a unit designator is used as part of the address, then each separate unit shall display its unit designator number.

- 2) Where the structure is more than 50 feet from the named road or the address number is obscured or illegible, an address number shall also be displayed at the driveway entrance with the address number clearly visible.
- 3) On named roads an address sign shall also be displayed at the driveway entrance to the named road with the address number clearly visible.
- 4) On unnamed private roads the address numbers shall be displayed at the intersection of the private road and the connecting public road on a posted sign so they are visible from the public road.
- 5) Address number signs posted along roads shall be positioned so that the sign is roughly perpendicular to the centerline of the road and shall be double sided so that it may be readily viewed from a vehicle traveling in either direction along the road.
- 6) Where an address number is assigned to vacant land, the address number shall be displayed at the driveway entrance to the parcel.
- 7) Any address number posted at the driveway entrance in accordance with this section shall consist of four inch high white numbers on a blue retro-reflective background.

Section 12) Inconsistent Site Address or Road Name

Existing addresses or road names that do not comply with the provisions of this ordinance shall be brought into compliance when:

- 1) During the review of any building permit, subdivision or land use application by the Addressing Coordinator non-conforming site addresses, road names or other inconsistencies are identified.
- 2) During any code enforcement action undertaken by Pend Oreille County where a nonconforming site address or road name are identified.
- 3) An inconsistent site address or road name is brought to the attention of Addressing Coordinator, and in the determination of the Director, conformance is necessary to ensure public safety.

Section 13) Duties of the Property Owner

- 1) The property owner is responsible to notify the US postal service, utilities, other affected agencies and anyone else that has an interest when an address is assigned or changed.
- 2) The property owner shall be responsible to purchase, install and maintain the correct structure address numbers.
- 3) Any address number or road name associated with an incorrect site address shall be removed and replaced with the correct number or road name by the property owner within 30 days of the notification of the correct address by the Director.

Section 14) Appeals

- 1) Any decision of the Addressing Coordinator regarding the application of this ordinance may be appealed to the Director. Any such appeal shall be made in writing within 15 calendar days of the Addressing Coordinator's decision, and shall set forth the basis of the appeal and what relief is sought.
- 2) The Director's decision may be appealed to the Board. Any such appeal shall be made in writing within 15 calendar days of the Director's decision, and shall set forth the basis of the appeal and what relief is sought.
- 3) Any appeal to the Board under this Section, shall be heard at a Public Hearing on the matter. The date, time and place for hearing the appeal shall be established by a resolution of the Board a regular business meeting. Notice of the Public Hearing on the appeal shall be published in the official newspaper of the County at least ten days prior to the date of the hearing.
- 4) It shall be the burden of the appellant to show, in any appeal of a decision made under this ordinance, how or why the decision is clearly in error or is in conflict with the purpose and provisions of this ordinance.
- 5) Decisions regarding the selection and assignment of address numbers shall be upheld unless it can be shown the selection or assignment of the address number was clearly in error.

Section 15) Operating Procedures Manual Required

The Director shall promulgate the Operating Procedures Manual which governs the creation, assignment and maintenance of the County Road Naming and Site Addressing System within unincorporated area of Pend Oreille County. The operating procedures manual include guidelines, interpretations and exceptions to the rules for special cases.

Section 16) Enforcement

Pend Oreille County may deny and withhold all permits, certificates of occupancy or other forms of authorization to use or develop any land, structure or improvements thereon for violations of this Ordinance. In addition, other remedies may be also applied as provided for in Pend Oreille County Ordinances or Resolutions.

Section 17) Severability

If any section, subsection, clause, phrase or word in this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section or portion shall be deemed a separate provision of this ordinance and such holding shall not affect the validity of the remaining portion of this ordinance.

Section 18) Repealer

Ordinance No. 2002-4 and Resolution 2006-34 are each repealed in their entirety upon the effective date of this Ordinance.

Section 19) Effective Date

This Ordinance shall become effective upon adoption by the Board of Commissioners.

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