

ROAD NAMING AND ADDRESSING ORDINANCE NO. 301

AN ORDINANCE OF KOOTENAI COUNTY, IDAHO, A POLITICAL SUBDIVISION OF THE STATE OF IDAHO, REGULATING THE NAMING OF ROADS AND ADDRESSING OF STRUCTURES AND PARCELS; PROVIDING FOR TITLE; AUTHORITY; PURPOSE; JURISDICTION; APPLICABILITY; IMPLEMENTATION AND RESPONSIBILITIES; DEFINITIONS; ROAD DESIGNATIONS; ADDRESSING PROCEDURES; ROAD NAMING; SIGNING; ENFORCEMENT; ADMINISTRATIVE PROCEDURES; SEVERABILITY; REPEALING ORDINANCE NO. 229-B; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of Kootenai County, State of Idaho, as follows:

ARTICLE 1.0	GENERAL
Section 1.01	Title
Section 1.02	Authority
Section 1.03	Purpose
Section 1.04	Jurisdiction
Section 1.05	Implementation and Responsibilities
Section 1.06	Definitions

SECTION 1.01 TITLE

This ordinance shall be known as the "Road Naming and Addressing Ordinance of Kootenai County, Idaho"

SECTION 1.02 AUTHORITY

This Ordinance is authorized under the provisions of Article 12, Section 2 of the Idaho Constitution and by Title 50, Chapter 13 and Title 67, Chapter 65 of the *Idaho Code*, as amended or subsequently codified.

SECTION 1.03 PURPOSE

This Ordinance further implements portions of the Kootenai County Comprehensive Plan and supplements the Zoning and Subdivision Ordinances. Its purpose is to provide the residents of Kootenai County with a uniform and standardized system of road naming and addressing to:

- A. Minimize future road name and addressing conflicts.
- B. Provide a database for County records and enhanced 911 service.
- C. Expedite property identification by emergency services.
- D. Comply with the following addressing guidelines: National Emergency Number Association (NENA), "Recommended Abbreviations", GTE E911 Addressing Guidelines "Practice 444-400-015, and U.S. Postal Service Publication 28.addressing.

SECTION 1.04 JURISDICTION

The regulations shall apply to the naming of all roads and the addressing of all structures and parcels within the unincorporated territory of Kootenai County, or as mutually defined by both City and County under the requirements of Section 50-1306 or 67-6526, *Idaho Code*, as amended, or subsequently codified.

SECTION 1.05 IMPLEMENTATION AND RESPONSIBILITIES

- A. Kootenai County Planning Department shall have the responsibility of implementing, enforcing, and maintaining an addressing and road naming standard as defined by this Ordinance.
- B. In the event that violations of this Ordinance are not corrected by the date required herein, Kootenai County may perform the work and bill the property owner(s).
- C. Property owners are responsible for placing alpha-numeric identification in accordance with Sections 5.01 and 5.02, and for erecting private road signs in accordance with Sections 5.03 and 5.04 of this Ordinance. Posting of addresses and road names must be done within four (4) months of issuance of the address or road name.
- D. The four (4) County Highway Districts are responsible for erecting and maintaining public road signs at district road intersections within their respective boundaries. Private road signs shall be erected under the supervision of the highway districts.
- E. The property owner is responsible for the designation of the access points on the public or private road and installation and maintenance of all required road signs. The access point(s) designated by the owner shall be utilized to determine the address of the parcel. Such access points are subject to review and approval of the County to ensure that they are accessible to emergency service providers.
- F. All addresses shall comply with the addressing guidelines outlined in Section 1.03 (D). The order of precedents will be NENA, GTE, and USPO.
- G. For the purposes of addressing, the Kootenai County GIS Department will hold and maintain all official data.

SECTION 1.06 DEFINITIONS

General - Words used in the present tense include the future; words used in singular number include the plural and vice-versa. The word shall is mandatory, and the word may indicates the use of discretion. Unless the subject clearly requires otherwise, the following words or phrases shall have the following meanings:

Access - For purposes of this Ordinance, the primary means of vehicular ingress/egress to a parcel or structure.

Address or Service Address - For the purpose of this Ordinance, the official Kootenai County assigned unique identification number for a parcel and/or structure that uniquely defines its location within the County. This address may be used for mail delivery.

Address Grid - Kootenai County shall be divided into four quadrants with the address origination point located at the Southwest corner of Section 13, Township 50 North, Range 4 West, B.M., being approximately the intersection of Northwest Boulevard and Government Way in the City of Coeur d'Alene as follows:

- A. To the north, from the origination point as defined above, to Kootenai County's north boundary.
- B. To the east, from the origination point as defined above, to Kootenai County's east boundary.
- C. To the south, from the origination point as defined above, through the center of Coeur d'Alene Lake to Kootenai County's south boundary.
- D. To the west, from the origination point as defined above, to the center of the Spokane River, then westerly down the center of the Spokane River to Kootenai County's west boundary.
- E. From the point of beginning, 1600 address numbers will be added as each section line is crossed (approximately 1600 units per mile).

Approach- The point of intersection or connectivity for a private road, common driveway or driveway with a publicly dedicated and maintained road for which approval has been given to the appropriate Public Highway Agency.

Board of County Commissioners - Elected officials who are vested with all executive and legislative authority of the County and whose powers, authority and duties are outlined in *Idaho Code Chapter 52*; also referred to as Board or County Board.

City Address Protection Area - That area within which a city will have the authority to designate addresses utilizing an address grid system that meets the needs of the city. All unincorporated parcels within the City Address Protection Area shall be addressed as if they were within the said city.

Common Driveway - For the purposes of this Ordinance only, a vehicular access serving three, or four parcels, which has an approach to a public road or connects to a private road. Common driveways shall be named.

Driveway - For the purposes of this Ordinance only, a means of vehicular access serving less than three parcels which has an approach to a public road or connects to a private road, or common driveway. Driveways shall not be named.

Lot - A designated parcel, tract or area of land established by plat or as otherwise permitted by law, to be used, developed or built upon as a unit.

Owner - The legal property owner as shown by the latest information provided by the Kootenai County Assessor's Office.

Planning Director - An officer appointed by the Board of County Commissioners.

Plat - A map of representation of a named subdivision of land into lots, blocks, and roads to be recorded as a public document.

Primary Access Point – For the purposes of this Ordinance, that primary point designated on a private or public road, or common driveway from which the driveway to a parcel or structure intersects the private or public road or common driveway.

Private Road - Means of vehicular access which has not been accepted for maintenance by a public highway agency and which does not meet the definition of a driveway or a common driveway.

Public Highway Agency - The public road agency having jurisdiction for primary and secondary roads in the unincorporated areas of the County.

Public Road - Primary and secondary roads, which provide vehicular access and are maintained by a public highway agency. Public roads shall be named.

Short Plat - The subdivision of land into four (4) or fewer platted lots, that meets certain criteria as outlined in the Kootenai County Short Plat Ordinance.

Subdivision - The subdivision of land into two (2) or more platted lots for the purpose of sale, gift or lease, whether immediate or future.

ARTICLE 2.0 ROAD DESIGNATIONS:

Designation of roads within the unincorporated areas of Kootenai County shall be in accordance with the following guidelines.

- A. All named roads that extend from incorporated areas into unincorporated areas shall retain the same name.
- B. Roads which have a definite north-south directional course shall be designated as a "Street". Roads which have a definite east-west directional course shall be designated an "Avenue".
- C. Roads which do not have a definite directional course shall be designated as a "Road", "Drive", "Trail", "Way", or "Lane".
- D. A dead-end road or cul-de-sac less than 1000 feet in length, when not an extension of an existing road or a continuation of a proposed road, shall be called a "Court".
- E. A road that has its ingress and egress on the same road shall be designated a "Loop".
- F. A road that circles back upon itself shall be designated as a "Circle".
- G. Special scenic routes or park drives may be designated "Parkway" upon review and approval by the Planning Director.
- H. A road, which has less than a 125-foot centerline alignment offset from an existing road intersection, shall continue the same road name given no conflict with Section 3.02-I of this document. A road, which has more than a 125-foot centerline alignment offset from

an existing road intersection, shall adopt a new name.

- I. Duplicate road names are prohibited. Existing duplicated names shall be corrected in accordance with this Ordinance.

ARTICLE 3.0 ADDRESSING PROCEDURES

- Section 3.01 General Procedures
- Section 3.02 Addressing Roads
- Section 3.03 Addressing Waterfront Property

Addressing along Kootenai County's roads shall be based on the quadrant grid as defined in Article 1.0, Section 1.06 (Address Grid). Incorporated areas are encouraged to structure their addressing in a compatible manner.

SECTION 3.01 GENERAL PROCEDURES

- A. Address numbers will run consecutively to the north, south, east, and west from the point of beginning.
- B. From the point of beginning of the road or common driveway, 1600 address numbers will be designated per mile along the road or common driveway. The point of beginning will be assigned a starting number based on its position on the address grid.
 1. All addresses along a road common to a City Address Protection Area shall be addressed on both sides of the road as if it were a city address, excluding the City Address Protection Area for Post Falls.
 2. All area within the City Address Protection Area for Post Falls, bounded on the east by Huetter Road, on the north by Prairie Avenue, on the west by State Highway 53 and the Idaho/Washington State Line, and on the south by the Spokane River, shall be city designated addresses. All structures on both sides of Huetter Road, Prairie Avenue and Highway 53 shall be County designated addresses.
- C. All addresses shall be defined with a directional letter (N, S, E, W) following the address number, pursuant to the grid defined in Article 1.0, Section 1.06 (Address Grid) (example: 6400 N Greensferry Road).
- D. Even numbers shall appear on the south and east side of roads, and odd numbers on the north and west sides.

SECTION 3.02 ADDRESSING ROADS

- A. If a building has a number of entrances, each serving a separate occupant, then the building shall be assigned an address and the individual units assigned unit numbers.
- B. A multi-family dwelling structure with one (1) main entrance shall be assigned one (1) number with the owner of the structure responsible for providing designated individual numbering of each unit before an address will be issued to the structure.

- C. Mobile home parks shall be assigned one (1) number with the owner of the mobile home park responsible for providing designated individual numbering of each mobile home space before an address will be issued to the park. Roads within the mobile home park shall be named and signed according to Section 5.03. Alpha-numeric combinations shall not be used for numbering spaces.
- D. A diagonal or meandering road shall be assigned numbers depending upon the quadrant and the address base line that it most favors.
- E. Circle and Loop road direction designations shall be determined by the road's predominate direction.
 - 1. For circle roads, the numbering shall start at the intersection point of the road closest to the County address origination point and shall proceed in a clockwise direction using a consecutive numerical order with the odd/even numbers based on the starting point of the circle road as if the road were straight.
 - 2. For loop roads, the beginning of the road is designated by the closest intersection to the origination point and increased numerically to that point that is farthest from the origination point.
- F. Parcels with structure(s), or bare land parcels, which are accessed by a driveway shall be assigned an address at the point where the driveway intersects a named road.
- G. For parcels that are accessed by multiple driveways, the owner shall designate a Primary Access Point that will be used for address assignment. Such access points are subject to review and approval of the County to ensure that they are accessible to emergency service providers. If this primary access point is not designated by the property owner, the Planning Director shall make the official determination to allow the proper addressing of the property.
- H. If a road accesses three or more properties, it shall be assigned a road name and the parcels shall be addressed in accordance with this Ordinance.
- I. Parcels served by a common driveway that accesses 2 parcels shall be assigned an address at the point where the access intersects a public or private road or named common driveway. Each property shall be assigned a different address. If the County issues multiple addresses to a parcel pursuant to Section 3.02 J, the County may also require that the common driveway be named in the same manner as private roads. The County will decide such matters on a case by case basis, dependent upon the number of separate addresses issued along the common driveway.
- J. Parcels with multiple structures will be addressed on a case by case basis. In no case will addresses be issued to illegal structures or uses that are not properly permitted under the Zoning Ordinance.

SECTION 3.03 ADDRESSING WATERFRONT PROPERTY

- A. A shoreline distance based system may be used by the emergency service agencies to assign numerical points to facilitate emergency responses. These marine response

identification numbers shall not be used as addresses except for those parcels that do not have any access other than by water.

B. Marine response identification numbers shall be based on a shoreline distance measurement from a uniform starting point as follows:

1. For Coeur d'Alene Lake, the west shoreline numbers shall start at that point where the west side of the Highway 95 bridge intersects the Spokane River. The east shoreline numbers shall start at that point where the east side of the Highway 95 bridge intersects the Spokane River. Odd and even numbers may occur on the same side of the lake.
2. For Spirit Lake, the north and south shores shall be consecutively numbered starting at the Spirit Lake Road bridge over the outlet at the north end of the lake and continuing to the mouth of Brickel Creek on the west end of the lake. Odd and even numbers may occur on the same side of the lake. The directional letter shall refer to the shore where the parcel is located.
3. For both Upper and Lower Twin Lakes, the north and south shores shall be consecutively numbered, starting at the bridge between the two lakes. For Lower Twin Lake, Rathdrum Creek shall serve as the dividing point on the east end. For Upper Twin Lake, Fish Creek shall serve as the dividing point on the west end. Odd and even numbers may occur on the same side of the lake. The directional letter shall refer to the shore where the parcel is located.
4. For other navigable lakes and water bodies within Kootenai County, marine response identification numbers shall be established starting at a readily identified point on the waterbody and numbered consecutively.

ARTICLE 4.0

ROAD NAMING

SECTION 4.01 Road Naming Standards

SECTION 4.02 Naming of New Roads or Naming of Existing Unnamed Roads

SECTION 4.03 Renaming of Existing Duplicated Road Names

SECTION 4.04 Official Designation of Existing Road Names

SECTION 4.05 Renaming of Other Roads

SECTION 4.01

ROAD NAMING STANDARDS

In selecting road names, consideration shall be given to the following:

- A. Centerline alignment road name standards of Section Article 2, Section H shall be observed for non-continuous roads, unless there is no possibility for extension of the road to make it a continuous through road.
- B. There shall be no duplication of existing names. Kootenai County shall assemble, update, and maintain an official list of all road names throughout the County for use by all jurisdictions.
- C. Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane).
- D. Variations of the same name with a different road designation shall be prohibited within

the first word of the two-word title or in the road extension (example: Pine Road, Pine Drive, White Pine Rd, White Lilly Ln).

- E. No road name shall consist of more than three words or contain more than 16 letters, excluding the road direction (N, S, E, W) and extension (Street, Lane, Court, etc.).
- F. No road shall have more than one name.
- G. No road name shall contain the words North, South, East, or West, or any combination thereof, within the road name.

SECTION 4.02 NAMING OF NEW ROADS OR NAMING OF EXISTING UNNAMED ROADS

Any new road to be established within Kootenai County, public or private, or any existing unnamed road, public or private, shall require a road name approved by the Kootenai County Planning Director.

- A. In the case of plats, approved road names shall be specified on the final plat map.
- B. In the case of other new roads or naming of unnamed roads, the owner or owners and/or contract buyers of properties abutting said road may petition, in writing on a form provided by the County, to the Kootenai County Planning Director, a request to officially name a road.

If the owners present a petition bearing the signatures of at least 51 percent of the property owners (excluding federal, state, public utilities, and municipal lands) whose properties abuts the road, the road shall be officially named. Property owners who own more than one property abutting a road shall only have one vote. The Planning Director shall notify all property owners along the road by first class mail. Tax assessment records shall be used for owner address information.

If the petition bears the signatures of less than 51% of the owners whose property abuts the road, the name shall be temporary. Property owners shall have thirty (30) days to respond. If there is no response from the property owner during the 30 day period, the County shall consider this as an approval by the property owner. The Planning Director shall give due consideration to any and all road name petitions, only after all road naming requirements of this Ordinance are met. The Planning Director shall officially designate the road name having the greatest percentage of approval in the event a 51% approval is not obtained.

- C. In cases where the property owners have not petitioned, as outlined in paragraph "B" of this Section, the Planning Department shall choose an unduplicated road name. Notice shall be given to the property owners by first class mail. Tax assessment records shall be used for owner address information. Property owners shall have thirty (30) days to respond with their appeal if they dispute the chosen name. If no adverse response from more than 51 percent of the ownership is received within the 30-day period, the Planning Director shall officially name the road. Roads named pursuant to Section 4.04 of this Ordinance are exempt from this requirement.

SECTION 4.03

RENAMING OF EXISTING DUPLICATED ROAD NAMES

Where duplicate names exist, roads shall be renamed by the Planning Director to eliminate the duplication. The Planning Director shall decide which roads shall be renamed using the following criteria:

- A. When the road was originally named.
- B. The number of improved properties served by the road.
- C. Other factors as deemed appropriate by the Planning Director.

When a road name within the unincorporated area of Kootenai County is duplicated by a road name within a city, the County shall work with the city to decide which road shall be renamed. Roads shall be renamed in accordance with the procedures outlined in Section 4.02 (C).

SECTION 4.04

OFFICIAL DESIGNATION OF EXISTING ROAD NAMES

With the adoption of this Ordinance, all roads named as a result of the County Mapping and Rural Addressing Project for Enhanced 911 Contract dated October 14, 1997, shall be designated as the official road names.

SECTION 4.05

RENAMING OF OTHER ROADS

In cases where property owners request to change the name of a road which has an existing County-approved name, the property owners may petition the County in the same manner as outlined in Section 4.02, Paragraph B. Property owner initiated requests under this Section shall require 75 percent approval of property owners abutting the road and the payment of an applicable fee. Road names shall not be changed more frequently than once every 5 years.

ARTICLE 5.0 SIGNING

- SECTION 5.01 Physical Addresses
- SECTION 5.02 Marine Response Identification Numbers
- SECTION 5.03 Road Signs
- SECTION 5.04 Road Sign Installation Standards

SECTION 5.01

PHYSICAL ADDRESSES

Physical address numbers shall be clearly readable from the roadway, and shall contrast with background color pursuant to the *Uniform Fire Code*. If a structure is more than seventy-five (75) feet from the road, or is otherwise not clearly visible from the road, its address shall be posted at the intersection of its access road and public or private road. The address sign shall be, no less than four (4) feet nor more than six (6) feet above the ground on a substantial, maintained support structure. The view of the address from the road must be unobstructed and maintained. All primary letters, numbers, and symbols shall be a minimum of 3 1/2 inches in height, with a one-half inch stroke, and shall contrast with the background color.

SECTION 5.02

MARINE RESPONSE IDENTIFICATION NUMBERS

Where a marine response identification number is used as an address for a parcel, the number shall be posted on a pier, dock, or other waterfront appurtenance, no less than four (4) feet nor more than six (6)

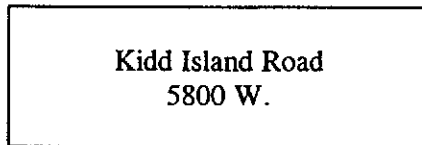
feet above the ground or high water line. The sign must be clearly readable to emergency providers arriving by boat.

In cases where the marine response identification number is not used as an address (where road access is available and a road address has been issued), the marine response identification number shall be posted in accordance with the policies of the emergency service providers.

SECTION 5.03 ROAD SIGNS

Road signs shall be placed in accordance with Section 5.04 below, to be clearly visible at intersections. All primary letters, numbers, and symbols shall be a minimum of four (4) inches in height, with a one-half (1/2) inch stroke, and shall be reflectorized and contrasting with the background color of the sign in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). Specifically, public road signs shall be green with white lettering. Private road signs shall be blue with white letters. All public and private road signs shall be constructed and installed to the standards of the responsible Highway District and shall include the road name and address number derived from the grid. Private road signs shall be erected under the supervision of the highway districts.

Example:



SECTION 5.04 ROAD SIGN INSTALLATION STANDARDS

Proper positioning of signs is essential to obtain maximum safety, efficiency and observance. The Manual for Uniform Traffic Control Devices (MUTCD) establishes standards; however, some additional criteria are needed to define specific circumstances.

- A. Sign visibility requirements as noted in the MUTCD are set at a height of 5 feet minimum in rural areas and 7 feet in urban areas above the road surface.
- B. Road signs placed for public roads shall be set by the appropriate Highway District, and shall meet the MUTCD standards.
- C. Road signs shall be installed on either a treated 4" x 4" post, 8 feet in length, with 3.5 feet buried in the ground, or a metal pipe of the same length and burial depth. The road signs shall be bolted directly to the post, utilizing a bracket that will allow the sign to be seen from two sides.
- D. Road signs may be mounted on the Stop or Yield sign posts with an approved bracket, and after receiving approval from the appropriate Highway District or the Idaho Department of Transportation. Road signs shall be set a minimum of 6.0 feet from the road edge, and a maximum of 30.0 feet from the road edge, depending on the line of sight or topography. If a curb is present, the sign post shall be set a minimum distance of 2.0 feet from the curb edge.

ARTICLE 6.0	ENFORCEMENT
SECTION 6.01	Violations
SECTION 6.02	Penalties

SECTION 6.01 VIOLATIONS

It shall be unlawful for any person to:

- A. Erect or install a street name sign not in accordance with this County Ordinance;
- B. Remove, alter, change, or deface a street name sign or address identification erected or installed as provided herein;
- C. Place or post addresses not approved by this Ordinance; or
- D. Fail to place an address visible from the road and/or waterway.

SECTION 6.02 PENALTIES

Any person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of a misdemeanor punishable by a fine as established by the rules of the *Idaho Code*.

ARTICLE 7.0	ADMINISTRATIVE PROVISIONS
SECTION 7.01	Administrative Procedures
SECTION 7.02	Appeals
SECTION 7.03	Controversial or Disputed Road Names
SECTION 7.04	Severability
SECTION 7.05	Repealing Clause
SECTION 7.06	Amendments
SECTION 7.07	Effective Date

SECTION 7.01 ADMINISTRATIVE PROCEDURES

The Board of County Commissioners may, by resolution, adopt administrative procedures, create fee schedules, etc., to facilitate implementation of the purpose and intent of this Ordinance.

SECTION 7.02 APPEALS

Appeals concerning interpretation or administration of this Ordinance may be filed by any affected person. Such appeals shall be filed within a reasonable time of the action being appealed, not to exceed sixty (60) days, by filing with the Planning Director a Notice of Appeal specifying the grounds of the appeal. The Planning Director shall transmit to the Board of County Commissioners all information constituting the record upon which the action appealed was taken. The Planning Director shall schedule the item for a hearing to be commenced within sixty (60) days of filing the Notice of Appeal and shall give legal public notice thereof, as well as due notice to the parties in interest. The Board of County Commissioners shall decide the matter within thirty (30) days.

SECTION 7.03 CONTROVERSIAL OR DISPUTED ROAD NAMES

The Planning Director shall have the discretion to refer any disputed road name, addressing issues, or controversial road name changes to the Board of County Commissioners for approval or resolution.

SECTION 7.04 SEVERABILITY

Should any Section, clause, or provision of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 7.05 REPEALING CLAUSE

Kootenai County Addressing and Road Naming Ordinance Nos. 187, 229, 229-A and 229-B are hereby repealed and replaced by this Ordinance.

SECTION 7.06 AMENDMENTS

The Board of County Commissioners may amend, supplement, or repeal the regulations and provisions of this Ordinance in the manner prescribed by *Idaho Code*. A proposed amendment, supplement, or repeal may be originated by the Board of County Commissioners, Planning Director, or by petition. All proposals not originating with the Planning Director shall be referred to him/her for a report thereon before any action is taken on the proposal by the Board of County Commissioners.

SECTION 7.07 EFFECTIVE DATE

This Ordinance shall take full force and effect upon its passage, approval, and publication in one (1) issue of the *Coeur d'Alene Press*.

DATED this 18th day of April, 2001.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Richard Panabaker
Richard Panabaker, Chairman

Ronald Rankin
Ronald Rankin, Commissioner

S.J. "Gus" Johnson
S.J. "Gus" Johnson, Commissioner

ATTEST:

DANIEL J. ENGLISH, CLERK

Sandy Soekhart
By: Deputy Clerk

Publication Date: 4-23-01

Road Naming and Addressing Ordinance
Case No. OA-88-99