

Kootenai County Land Use and Development Code

Ordinance No. 493, as amended

Article 4.10 Road Naming and Addressing

8.4.1001: PURPOSE: The purpose of this article is to provide the residents of the 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; and
- D. Comply with addressing guidelines issued by the National Emergency Number Association (NENA), the U.S. Postal Service (USPS), and emergency communications providers.

8.4.1002: IMPLEMENTATION AND RESPONSIBILITIES:

- A. The Department shall have the responsibility of implementing, enforcing and maintaining the addressing and road naming standards set forth in this article.
- B. In the event that violations of this chapter are not corrected by the date required herein, the county may perform the work and bill the property owner for work completed.
- C. Property owners shall be responsible for posting address numbers in accordance with sections 8.4.1005 and 8.4.1012 of this article, and for erecting private road signs in accordance with section 8.4.1011 of this article. Addresses and road names shall be posted within four (4) months of issuance of the address or road name.
- D. Each highway district will be responsible for erecting and maintaining public road signs at district road intersections within their respective boundaries. Each highway district will also supervise the erection of private road signs.
- E. Property owners shall be responsible for the designation of access points on the public or private road and installation and maintenance of all required road signs. The access points designated by the owner shall be utilized to determine the address of the parcel. Access points shall be subject to County review and approval to ensure that they are accessible to emergency service providers.
- F. All addresses shall comply with the addressing guidelines outlined in section 8.4.1001 of this article. The order of precedence will be NENA, emergency communications providers, and USPS.
- G. The County geographic information systems (GIS) department will hold and maintain all official addressing data.

8.4.1003: ADDRESS GRID: Kootenai County shall be divided into four (4) quadrants with the address origination point located at the southwest corner of Section 13, Township 50 North, Range 4 West Boise Meridian, 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, along the centerline of Coeur d'Alene Lake to Kootenai County's south boundary.
- D. To the west, from the origination point as defined above, to the centerline of the Spokane River, then westerly down the centerline of the Spokane River to Kootenai County's west boundary.

8.4.1004: ADDRESS NUMBERING PROCEDURES:

A. Address numbering along Kootenai County's roads shall be based on the quadrant grid as defined in section 8.4.1003 of this article. The County will coordinate with each city within the County in order to ensure addressing compatibility.

1. Address numbers will run consecutively to the north, south, east and west from the point of beginning.
2. From the point of beginning of the road or common driveway, one thousand six hundred (1,600) 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.
 - a. 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.
 - b. 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.
3. All addresses shall be defined with a direction (North, South, East or West), which may be abbreviated using a directional letter (N, S, E, or W), following the address number pursuant to the grid defined in section 8.4.1003 of this article. (Example: 6400 North Greensferry Road or 6400 N. Greensferry Road.)
4. Even numbers shall appear on the south and east side of roads, and odd numbers on the north and west sides.

B. Assignment of Address Numbers.

1. If a non-residential building has a number of entrances each serving a separate occupant, then the building shall be assigned an address, and each individual unit shall be assigned a unit number.
2. A multiple family dwelling structure with one main entrance shall be assigned one address number. Parcels with more than one multiple family dwelling structure may designate a named driveway providing access to all structures, with each structure assigned its own address number. The owner of the parcel shall be responsible for providing designated individual numbering of each unit before an address number will be issued to any structure.
3. Roads within a manufactured home park shall be named and signed, and each manufactured home space assigned an address number, according to the provisions of this article.
4. A diagonal or meandering road shall be assigned numbers depending upon the quadrant and the address baseline that it most favors.
5. Circle and loop road direction designations shall be determined by the road's predominate direction.
 - a. 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.
 - b. 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.
6. 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 or named common driveway.
7. 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 director to ensure that they are accessible to emergency service providers. If this primary access point is not designated by the property owner, the director shall make the official determination to allow the proper addressing of the property.
8. Each public and private road shall be assigned a road name, and all parcels which directly access the road shall be addressed in accordance with the provisions of this article. Common driveways may be named at the request of all property owners served by the common driveway. All named common driveways shall be addressed in accordance with the provisions of this article.
9. Each parcel served by an unnamed common driveway shall be assigned its own address based on the point at which the common driveway intersects a public road, private road, or named common driveway.

10. Parcels with multiple structures will be addressed on a case by case basis. If the Department assigns multiple addresses to a parcel pursuant to this paragraph, the director may also require naming of the driveway providing access to those structures. Decisions on such matters will depend on the number of separate addresses assigned along the driveway.

11. In no case will addresses be issued to illegal structures or uses not properly permitted under the provisions of this title. (Ord. 546, 10-22-19)

8.4.1005: POSTING OF ADDRESS NUMBERS: Physical address numbers shall be clearly readable from the roadway, and shall contrast with background color in accordance with the fire code adopted by the County or the fire protection district with jurisdiction, as applicable. If a structure is more than seventy five feet (75') 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 feet (4') nor more than six feet (6') 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 three and one-half inches (3½") in height, with a one-half inch (½") stroke, and shall contrast with the background color.

8.4.1006: 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 except as may be specifically approved by the Director or the Board.

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 one thousand feet (1,000') 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 Director.

H. A road which has less than a one hundred twenty five foot (125') centerline alignment offset from an existing road intersection shall continue the same road name, provided that this would not conflict with the standards contained in section 8.4.1004 of this article. A road, which has more than a one hundred twenty five foot (125') 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 article.

8.4.1007: ROAD NAMING STANDARDS: In selecting road names, consideration shall be given to the following:

A. The centerline alignment road name standards of subsection 8.4.1006(H) of this article 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. The 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 (2) 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 (3) words or contain more than sixteen (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.

8.4.1008: NEW ROADS OR EXISTING UNNAMED ROADS: Any new road to be established within the county, public or private, or any existing unnamed road, public or private, shall require a road name approved by the 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 of, or any person with a bona fide interest in, a parcel abutting the road may file a request to officially name the road.

1. The request shall be made on a form provided by the Department.

2. The procedure for approval of a request to name a road shall be as set forth in section 8.8.204 of this title.

3. If the owners present a petition bearing the signatures of at least fifty one percent (51%) of the property owners (excluding federal, state, public utilities and municipal lands) whose properties abut 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 Director shall notify by first class mail all property owners along the road. Tax assessment records shall be used for owner address information.

4. If the petition bears the signatures of less than fifty one percent (51%) of the owners whose property abuts the road, the name shall be temporary. Property owners shall have thirty (30) days to respond. A property owner's failure to respond during the thirty (30) day period shall be deemed as an approval of the name by that property owner. The Director shall only consider a request to name a road if all road naming requirements of this chapter are met. The Director shall officially designate the road name having the greatest percentage of approval in the event a fifty one percent (51%) approval is not obtained.

C. In cases where the property owners have not petitioned, as outlined in subsection (B) of this section, the 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 fifty one percent (51%) of the ownership is received within the thirty (30) day period, the planning director shall officially name the road. Roads named pursuant to section 8.4.1010 of this article shall be exempt from this requirement.

8.4.1009: OFFICIAL DESIGNATION OF EXISTING ROAD NAMES: The names of 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 unless any such roads are subsequently renamed in accordance with section 8.4.1010 of this article.

8.4.1010: RENAMING ROADS:

A. Renaming of Existing Duplicated Road Names: Where duplicate names exist, roads shall be renamed by the Director to eliminate the duplication.

1. The 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 relevant factors.

2. When a road name within the unincorporated area of the 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 subsection 8.4.1008(C) of this article.

B. Renaming 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 subsection 8.4.1008(B) of this article. Property owner initiated requests under this section shall require seventy five percent (75%) 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 five (5) years.

8.4.1011: ROAD SIGN STANDARDS:

A. General: Road signs shall be placed in accordance with subsection (B) of this section to be clearly visible at intersections. All primary letters, numbers, and symbols shall be a minimum of four inches (4") in height, with a one-half inch ($\frac{1}{2}$ ") 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 highway district with jurisdiction. Private road signs shall be erected under the supervision of the highway districts.

B. Installation Standards: Proper positioning of signs is essential to obtain maximum safety, efficiency and observance. While the MUTCD establishes minimum standards, positioning of signs must also comply with the following additional standards:

1. Sign visibility requirements as noted in the MUTCD are set at a height of five feet (5') minimum in rural areas and seven feet (7') in urban areas above the road surface.
2. Road signs placed for public roads shall be set by the appropriate highway district, and shall meet the MUTCD standards.
3. Road signs shall be installed on either a treated four inch by four inch (4" x 4") post, eight feet (8') in length, with three and one-half feet (3.5') 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 (2) sides.
4. Road signs may be mounted on the stop or yield sign posts with an approved bracket, and after receiving approval from the highway agency with jurisdiction. Road signs shall be set a minimum of six feet (6') from the road edge, and a maximum of thirty feet (30') 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 two feet (2') from the curb edge.

8.4.1012: MARINE ADDRESSING SYSTEM:

A. A shoreline distance based system may be used by 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 U.S. 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 (2) 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 water body and numbered consecutively.

C. 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 feet (4') nor more than six feet (6') 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 those emergency service providers with jurisdiction.

8.4.1013: ADMINISTRATIVE PROCEDURES:

A. Controversial Or Disputed Road Names: The Director shall have the discretion to refer any disputed road name, addressing issues or controversial road name changes to the Board for approval or resolution.

B. Appeals: Any decision of the Director made pursuant to this article may be appealed to the Board in accordance with chapter 8, article 8.5 of this title.

8.4.1014: VIOLATIONS AND ENFORCEMENT:

A. Violations: It shall be unlawful for any person to:

1. Erect or install a street name sign not in accordance with this chapter;
2. Remove, alter, change or deface a street name sign or address identification erected or installed as provided herein;
3. Place or post addresses not approved by this chapter; or
4. Fail to place an address visible from the road and/or waterway.

B. Enforcement: Enforcement of the provisions of this article shall be in accordance with the provisions of chapter 8, article 8.6 of this title.