ORDINANCE NO. 496

ROAD NAMING AND ADDRESSING SYSTEM ORDINANCE

AN ORDINANCE OF BONNER COUNTY, IDAHO, SETTING FORTH ITS AUTHORITY; AMENDING CHAPTER 7 OF TITLE 2, BONNER COUNTY REVISED CODE (BCRC), AND CREATING A NEW TITLE 13 BY PROVIDING THE RESIDENTS OF THE COUNTY WITH A UNIFORM AND STANDARDIZED SYSTEM OF ROAD NAMING AND ADDRESSING, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Idaho Code, Title 67, Chapter 65, provides for the adoption of land use standards for the purposes of protecting property rights and enhancing property values, together with the purposes of promoting the health, safety, and general welfare of the people; and

WHEREAS, Idaho Code §67-6518 provides the authority for the governing board to adopt development standards for roadways, streets, lanes, bicycleways, pedestrian walkways, rights-of-ways, grades, alignments and intersections and other public and private development, street names and numbers, house numbers; and

WHEREAS, Bonner County’s comprehensive plan goals, policies and objectives recognize the need for new developments to be adequately served by fire and emergency vehicles (ambulance and law enforcement); and

WHEREAS, the Bonner County Planning and Zoning Commission did hold a public hearing September 13, 2007, and recommended approval of the ordinance amendment; and

WHEREAS, the Bonner County Board of Commissioners did hold a public hearing on October 17, 2007; and

NOW, THEREFORE BE IT ORDAINED by the Board of County Commissioners of Bonner County, Idaho that the following be and is hereby adopted as an ordinance of Bonner County:
SECTION 1: AUTHORITY
This Ordinance is adopted pursuant to the authority granted at Chapter 7, Title 31, Chapter 8, Title 31, and Chapter 65, Title 67, Idaho Code, pursuant to the procedural requirements contained at Section 67-6509, Idaho Code, and Article 12 Section 2 of the Idaho Constitution, as amended or subsequently codified.

SECTION 2: AMENDING CHAPTER 7 OF TITLE 2, BONNER COUNTY REVISED CODE, TO REPEAL CHAPTER 7 IN ITS ENTIRETY AND HEREBY ADOPT A NEW CHAPTER 7, TITLE 2 WHICH SHALL READ AS FOLLOWS:

2-701, Road Naming and Addressing.
Road names and addressing shall comply with Title 13, BCRC, Bonner County Road Naming and Addressing System Ordinance.

SECTION 3: CREATING TITLE 13, BONNER COUNTY REVISED CODE, BY PROVIDING A UNIFORM AND STANDARDIZED SYSTEM OF ROAD NAMING AND ADDRESSING

PART A:

There is hereby added to Bonner County Revised Code a new Title 13, Bonner County Revised Code, Bonner County Road Naming and Addressing System Ordinance which shall read as follows:

TITLE 13:
BONNER COUNTY ROAD NAMING
AND ADDRESSING SYSTEM ORDINANCE

13-101, Title.
13-110, Authority and jurisdiction.
13-120, Purpose and applicability.
13-201, Implementation and responsibilities.
13-210, Address administrator.
13-220, Approvals required.
13-301, Construction of language.
13-310, Definitions.
13-401, Road designations.
13-410, Addressing procedures.
13-420 Road naming standards.
13-430, New roads or existing unnamed roads.
13-440, Official designation of existing road names.
13-450, Renaming roads.
13-460, Signage.
13-470, Road sign standards.
13-501, Enforcement.
13-510, Administrative Procedures.
13-101, Title.
This Title shall be known as the BONNER COUNTY ROAD NAMING AND ADDRESSING SYSTEM ORDINANCE.

13-110, Authority and jurisdiction.
(a) This Title is authorized by Article XII, Section 2 of the Idaho Constitution and Idaho Code Sections 31-714, 31-801, 40-604 and 67-6518.
(b) In addition to the general authorities set out above, this chapter is authorized by Idaho Code title 50, chapter 13 and title 67, chapter 65. The regulations contained in this chapter shall apply to the naming of all roads and the addressing of all structures and parcels within the unincorporated territory of Bonner County, or as mutually defined by both city and county under the requirements of Idaho Code 50-1306 or 67-6526.

13-120, Purpose and applicability.
This chapter further implements portions of the Bonner County comprehensive plan and supplements the zoning and subdivision regulations. Its purpose is to provide county residents with a uniform and standardized system of road naming and addressing to:
(1) Minimize future road name and addressing conflicts.
(2) Provide a database for county records and enhanced 911 service.
(3) Expedite property identification by emergency services.
(4) Comply with the following addressing guidelines: National Emergency Number Association (NENA) addressing and mapping standards, Verizon E-9-1-1 Addressing Guidelines "practice 444-400-015", and U.S. Postal Service Publication 28, "Postal Addressing Standards".
13-201, Implementation and responsibilities.
(a) The Address Administrator and his/her designees 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, Bonner County may perform the work and pursue remedies as provided in this section.
(c) Property owners are responsible for placing and maintaining numeric identification and for erecting private road signs in accordance with this Ordinance. Posting of addresses and road names should be done within four (4) months of issuance of the address or road name. Private road signs shall be erected under the guidelines of the Current Bonner County Road Standards Manual.
(d) The Bonner County Road and Bridge Department or local road jurisdiction is responsible for erecting and maintaining public road signs at road intersections.
(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 13-120 of this Ordinance. The order of precedence will be NENA, Verizon E-9-1-1 Addressing Guidelines, and the United States Post Office Addressing Standards.
(g) For the purposes of addressing and road naming, the county Geographic Information System (GIS) department will house and maintain all official data.

13-210, Address administrator.
There shall be an Address Administrator appointed by the Board of County Commissioners who shall be empowered to exercise the powers delegated to him/her by this Title. The Administrator may appoint specific designees to assist with carrying out the duties set forth by this Title.

13-220, Approvals required.
(a) Before any road is named, approval shall be obtained from the Address Administrator.
(b) Official road names shall be maintained on the Bonner County Road Name List.
(c) Before any addresses are posted, approval shall be obtained from the Address Administrator.
(d) If, in any instance, the Address Administrator fails to act or carry out his/her responsibilities according to the regulations contained herein, the Board may assume the duties of the Address Administrator, as herein specified.
13-301, Construction of language.
The rules and definitions contained in this Section shall be observed and applied, except when the context clearly indicates:
(a) The word “shall” is mandatory and not discretionary.
(b) The words “should” and “may” indicate the use of discretion.
(c) When consistent with this text, words used in the present tense include the future; words used in the future tense include the present.

13-310, Definitions.
ACCESS: The primary means of vehicular ingress/egress to a parcel or structure.

ADDRESS OR SERVICE ADDRESS: The official 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 if allowed by the US Postal Service.

ADDRESS ADMINISTRATOR: Bonner County staff appointed by the Board of County Commissioners whose duties are to exercise the powers delegated to him/her by this Title.

APPROACH: Any vehicular entrance upon a County right-of-way, other than a “driveway.” (Refer to the current “Road Standards Manual” (Title 2, BCRC) published by the Bonner County Public Works Department)

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 title 31; also referred to as board or county board.

COUNCIL: The City Councils of Bonner County municipalities.

COMMON DRIVEWAY: A vehicular access serving three (3) or four (4) parcels, which has an approach to a public road or connects to a private road. Common driveways shall be named.

CUL-DE-SAC: A dead-end street that provides a turnaround at its terminus.

DEVELOPER: An individual, firm, corporation, partnership, association, syndicate, trust or other legal entity that executes applications and initiates proceedings for subdivision of land. The developer need not be the owner of the land, but he shall be the agent of the owner.

DWELLING: A habitable structure.
DRIVEWAY: For the purposes of this Title, the term “driveway” shall mean a vehicular entrance upon a public or private roadway, or connects to a common driveway, which provides access to a four-plex or smaller multi-family dwelling, or two or fewer single-family residential lots or parcels. 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 Bonner County assessor's office.

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: 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 the board or a public highway agency and which does not meet the definition of a driveway, common driveway or public road.

PUBLIC HIGHWAY AGENCY: The public road agency having jurisdiction for primary and secondary roads in the unincorporated areas of the county.

PUBLIC ROAD: A street, road, thoroughfare, alley, or highway; a right of way for public use that provides vehicular access, as defined by Idaho Code §40-117 and §50-1301.

SERVIENT PROPERTY: Property over which a private road passes, or property served by a private road easement.
PROCEDURES & STANDARDS

13-401, Road designations.
Desination of new roads within the unincorporated areas of Bonner County shall be in accordance with the following guidelines:

(1) All named roads that extend from incorporated areas into unincorporated areas shall retain the same name.

(2) Roads which have a definite north-south directional course should be designated as an avenue. Roads which have a definite east-west directional course should be designated a street.

(3) Roads which do not have a definite directional course shall be assigned a designation at the discretion of the Address Administrator.

(4) 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, should be called a court.

(5) A road that has its ingress and egress on the same road shall be designated a loop.

(6) A road that circles back upon itself shall be designated as a circle.

(7) Special scenic routes or park drives may be designated parkway upon review and approval by the Address Administrator.

(8) When a proposed road is in general alignment with an existing road, and the proposed road is planned to be a continuation of the existing road, the existing name and designation should be maintained given no conflict with Section 13-410 of this Chapter.

(9) Duplicate road names are prohibited. Existing duplicated names should be corrected in accordance with this chapter.

13-410, Addressing procedures.
(a) General Procedures. All address numbers shall conform to the addressing system outline by this Title. The general standards to be used in developing an address are as follows:

(1) The address system shall be based on a mileage system by measuring to the 1000th of a mile. The point of beginning for each road shall be at the point of take-off from another road (Example: if the measurement from the beginning of the road (Sunnyside RD) to a driveway is 1.568 miles, the address would be 1568 Sunnyside RD).

(2) Addressing for state highways shall be based on mile markers. (Example: if a driveway is on Highway 2 and it is between mile marker 18 and 19 and the measurement from mile marker 18 to the driveway is 0.425 miles, the address for this driveway is 18425 Highway 2)

(3) A standard of one thousand (1000) addressing units per mile is hereby established.

(4) Even numbers shall be used on west and south sides of the road, and odd numbers should be used on the east and north sides.

(b) Roads.

(1) If a building has a number of entrances, each serving separate occupants, then the building shall be assigned an address and the individual units assigned unit numbers.
(2) An addressing scheme for multi-family dwelling structures shall be approved by the Address Administrator that is in accord with the standards and guidelines outlined in 13-120(4). In general, a multi-family dwelling structure with one (1) main entrance should 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. (Example: 15864 Maas Loop, APT 101). In some cases where there are several multi-family dwelling structures sharing one main access, it may be necessary to name the streets within the complex and provide individual street numbers to the buildings. This determination will be made by the Address Administrator on a case-by-case basis.

(3) An addressing scheme for mobile home parks structures shall be approved by the Address Administrator that is in accord with E-9-1-1 addressing standards. In general, mobile home parks should have names for the streets within the complex and individual street numbers should be assigned by the County for each mobile home space. Alphanumeric combinations shall not be used for numbering individual spaces.

(4) If a road or driveway accesses three (3) or more properties, it shall be assigned a road name and the parcels shall be addressed in accordance with this Title.

(5) 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.

(6) The street name and address for any dwelling should be determined by the street on which the dwelling fronts. However, in those instances where access is from a different street and the dwelling is not visible from the fronting street, or if the dwelling is not readily accessible to emergency personnel from the fronting street, the street name and address will be assigned based on the access street.

(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 County to ensure that they are accessible to emergency service providers. If the property owner does not designate a primary access point, the County shall make the official determination to allow the proper addressing of the property.

(8) Circular and Loop roads should begin numbering at the low numbered intersection, with odd and even numbers following the set standard.

(9) For circle roads, the numbering should begin at its origin and proceed in a counterclockwise direction around the circle using a consecutive numerical order and odd/even numbers consistent with the beginning of the road as if the road were straight.

(10) Parcels served by a common driveway that access two (2) parcels should 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 this section, the county may also require that the common driveway be named in the same manner as private roads.

(11) Fractional addresses (5698 ½ Happy Trail Road) and Hyphenated address numbers (632-58 Kennedy) shall not be used.

(12) Parcels with multiple structures will be addressed on a case-by-case basis.

(c) Waterfront.

(1) 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.

(2) Marine response identification numbers should be based on a shoreline distance measurement. Starting points shall be established at a readily identified point on the waterbody and numbered consecutively. Odd and even numbers may occur along the same shore.

13-420 Road naming standards.

(a) It is hereby established that the following rules and regulations for the naming of roads shall apply. All official road names shall be assembled in the Bonner County Road Name List. Additions and amendments to the list shall be made by the Address Administrator. All new road names or changes to names shall be established in accordance with the standards and procedures hereinafter set forth. If possible surnames should not be used.

(b) The following standards shall be used in determining and approving road names:

(1) All proposed road names shall be submitted to the Address Administrator for review and approval.

(2) Road names should be easy to communicate (e.g., across electronic communication devices) and shall not be offensive to the standards of good taste.

(3) There shall be no duplication of names by sound or spelling (Example: Briar Road, Brier Road).

(4) 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 Road, White Lilly Lane).

(5) When a proposed road is in general alignment with an existing road, and the proposed road is or planned to be a continuation of the existing road, the existing name and designation should be maintained.

(6) Where a proposed Street connects, or aligns with, two different streets each having different names, the Address Administrator shall decide the name to be used, giving consideration to the length, classification, period of usage and number of residents affected.

Both “L” shaped and “T” shaped roads should carry the same name if either leg is one hundred feet (100’) or less in length. “L-shaped” and “T” shaped roads over 100 feet in length each should carry a different name on each leg of the “L” or the “T”. This determination shall be made on a case-by-case basis.

(7) In general, road names should consist of no more than three (3) words or contain over sixteen (16) letters in length including spaces, unless otherwise approved by the Address Administrator. The road direction (N, S, E, W) and designation (e.g., street, lane, court, etc.) is not included. All names should conform to this limitation except where existing names are to be continued due to alignments.

(8) There shall be no duplication of existing names. Bonner County shall assemble, update, and maintain an official list of all road names throughout the County for use by all jurisdictions.

(9) No road shall have more than one name.

(10) No road name shall contain the words North, South, East, or West, or any combination
thereof, within the road name.

13-430, New roads or existing unnamed roads.
(a) 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 Address Administrator.
(b) In the case of plats, approved road names shall be specified on the final plat map.
(c) 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 Address Administrator, a request to officially name a road.
   (1) 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 Address Administrator shall notify by first class mail all property owners along the road. Tax assessment records shall be used for owner address information.
   (2) 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. If there is no response from the property owner during the thirty (30) day period, the county shall consider this as an approval by the property owner. The Address Administrator shall give due consideration to any and all road name petitions, only after all road naming requirements of this chapter are met. The Address Administrator shall officially designate the road name having the greatest percentage of approval in the event a fifty one percent (51%) approval is not obtained.
(d) In cases where the property owners have not petitioned, as outlined in subsection C of this section, the Address Administrator 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 Address Administrator shall officially name the road. Roads named pursuant to section 13-450 of this chapter are exempt from this requirement.

13-440, Official designation of existing road names.
With the adoption of this Title, all roads named as a result of the county mapping and rural addressing project for enhanced 911 shall be designated as the official road names.

13-450, Renaming roads.
(a) Renaming Of Existing Duplicated Road Names: Where duplicate names exist, roads should be renamed by the Address Administrator to eliminate the duplication. The Address Administrator shall decide which roads shall be renamed using the following criteria:
   (1) When the road was originally named.
   (2) The number of improved properties served by the road.
   (3) Other factors as deemed appropriate by the Address Administrator.
   (4) 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 13-430(d) of this section.

(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 13-430(c) of this chapter. 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 and any other costs incurred. Road names shall not be changed more frequently than once every five (5) years.

13-460, Signage.
(a) PHYSICAL ADDRESSES: Physical address numbers should be clearly readable from the roadway, and should contrast with background. If a structure is more than seventy five feet (75') from the road, or is otherwise not clearly visible from the road, its address should be posted at the intersection of its access road and public or private road. The address sign should be no less than four feet (4') nor more than six feet (6') above the ground and mounted on support structure not exceeding the standards listed in Section 8 of the “Road Standards Manual” (Title 2, BCRC) published by the Bonner County Public Works Department. The view of the address from the road must be unobstructed and maintained. All primary letters, numbers and symbols should be a minimum of three and one-half inches (3 1/2") in height, with a one-half inch (1/2") stroke, and should contrast with the background color. Bonner County shall not be liable for any damage to the address sign and support structure. Bonner County shall not be liable for any damage caused by the installation of the address sign and support structure.

(b) MARINE RESPONSE IDENTIFICATION NUMBERS:
(1) Where a marine response identification number is used as an address for a parcel, the number should 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.
(2) 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 should be posted in accordance with the policies of the emergency service providers.

13-470, 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 (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 Bonner County or responsible local road jurisdiction. Signs shall be installed within 120 days of notice of approval of the street name or before any construction starts on any structure accessed by
that street, whichever is later.

(b) Installation Standards: Proper positioning of signs is essential to obtain maximum safety, efficiency and observance. Signs should be installed in accord with the corresponding public and private Roads Standards Manual adopted by Bonner County along with standards listed within the "Manual for Uniform Traffic Control Devices (MUTCD)".
TITLE 13, CHAPTER 5

ENFORCEMENT & ADMINISTRATION

13-501, Enforcement.
(a) Violations: It shall be unlawful for any person to:
   (1) Erect or install a street name sign not in accordance with this Title.
   (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 Title.
(b) Penalties: Any person who violates or fails to comply with any of the provisions of this Title shall be guilty of a misdemeanor punishable by a fine not exceeding $300, or incarceration in the local jail up to 90 days, or both.

13-510, 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 Title.
(a) Amendments: The Board of County Commissioners may amend, supplement or repeal the regulations and provisions of this Title in the manner prescribed by Idaho Code. A proposed amendment, supplement or repeal may be originated by the Board of County Commissioners, Address Administrator or by petition. All proposals not originating with the Address Administrator shall be referred to him/her for a report thereon before any action is taken on the proposal of the Board of County Commissioners.
(b) Controversial Or Disputed Road Names: The Address Administrator 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.
(c) Appeals: Appeals concerning interpretation or administration of this chapter may be filed by any affected person. Such appeals shall be filed within a reasonable time of the action being appealed, not to exceed thirty (30) days, by filing with the Address Administrator a notice of appeal specifying the grounds of the appeal. The Address Administrator shall schedule a meeting with the board within ten (10) working days to hear the appeal and shall provide written notice to the affected persons of the time and place of the meeting. The affected persons and the Address Administrator shall be provided an opportunity to present the relevant issues to the board at that meeting. The board's decision shall be final, and further recourse for the affected persons shall be to the courts as provided by law.
(d) An administrative appeal shall not be granted if it would function as a grant of special privilege or to provide an exception to the regulations contained within Bonner County Revised Code.
SECTION 4: SEVERABILITY
The provisions of this Title are hereby declared to be individually severable. Should any provision of this Title be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions.

SECTION 5: EFFECTIVE DATE
This Title shall be in full force and effect upon its passage and publication of the ordinance or ordinance summary in one (1) issue of the Bonner County Daily Bee newspaper.

Regularly considered, passed and approved as an ordinance of Bonner County, Idaho, done this 17th day of October, 2007, upon the following roll call vote:

Chairman Lewis Rich: Aye
Commissioner Joseph E. Young Absent
Commissioner Todd J. Crossett Aye