

**RESOLUTION NO. 2008-36**

**RESOLUTION ADOPTING PROPERTY ADDRESSING GUIDELINES**

**WHEREAS**, Post Falls Municipal Code (P.F.M.C.) Section 12.24 – Street Naming and Addressing was adopted to provide the residents of the City of Post Falls with a uniform and standardized system of street naming and addressing; and

**WHEREAS**, said Code Section identifies that in addition to the basic standards for addressing set forth in the Ordinance, Post Falls Property Addressing Guidelines (P.F.P.A.G.) will be adopted by Resolution in order to provide solutions to addressing situations that do not fall within the type of streets or scenarios provided by the Ordinance; and

**WHEREAS**, P.F.M.C. 12.24, together with the P.F.P.A.G., will:

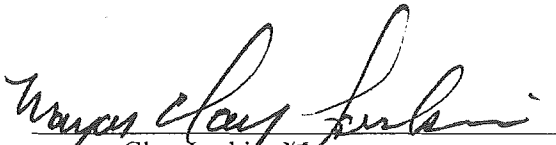
- A. Minimize future street naming and addressing conflicts;
- B. Provide information to be retained in a database for City records and enhanced 911 services;
- C. Expedite property identification by emergency services; and
- D. Comply with the guidelines identified within U.S. Postal Service Publication 28.

**NOW, THEREFORE**, Be it Resolved by the Mayor and City Council of the City of Post Falls, Idaho as follows:

Section 1: ADOPTION OF ADDRESSING GUIDELINES

The P.F.P.A.G., attached hereto as *Exhibit 1*, is hereby adopted by the Post Falls City Council as a supportive tool to the implementation of P.F.M.C. 12.24.

Passed by the City Council on the 16 day of September 2008, and approved by the Mayor on the 22 day of September 2008.

  
Clay Larkin, Mayor

ATTEST:

  
Christene Pappas, City Clerk



## City of Post Falls Property Addressing Guidelines

The Post Falls Property Addressing Guidelines have been created to assist in the process of issuing addresses. There are many instances and unique situations that arise, which create addressing issues that are difficult to resolve. Many of these issues are common to all entities utilizing the emergency services system.

This guideline document has been established collectively with other jurisdictions so that addressing policies are consistent throughout the county. It is the intent of the guidelines to be updated as new solutions or problems are discovered. The City, along with Kootenai County and other communities will cooperate in developing and using the guidelines.

Appendix A – Example Scenarios (attached) provides examples of solutions to common addressing issues. The appendix will continue to be updated as new solutions are developed.

### STREET TYPES, ABBREVIATIONS & DEFINITIONS

<b>Street (ST)</b>	north-south direction or general tendency
<b>Avenue (AVE)</b>	east-west direction or general tendency
<b>Drive (DR)</b>	no definite directional course, directional based on predominate tendency
<b>Trail (TR)</b>	no definite directional course, directional based on predominate tendency
<b>Way (WAY)</b>	no definite directional course, directional based on predominate tendency
<b>Lane (LN)</b>	no definite directional course, directional based on predominate tendency
<b>Place (PL)</b>	no definite directional course, directional based on predominate tendency
<b>Court (CT)</b>	dead-end street or cul-de-sac less than 1000 feet in length, when not an extension of an existing street or a continuation of a proposed street
<b>Loop (LOOP)</b>	street that has its ingress and egress on the same street, directional based on predominate tendency
<b>Circle (CIR)</b>	street that circles back upon itself, directional based on predominate tendency
<b>Boulevard (BLVD)</b>	a street or avenue characterized by a median or promenade dividing travel lanes, directional based on predominate tendency
<b>Parkway (PKWY)</b>	special scenic routes or park drives, usually with median or promenade dividing travel lanes, directional based on predominate tendency, approval by the Community Development Director

## GENERAL GUIDELINES

### Street Naming:

- New streets aligning with existing streets, but which do not yet connect due to development considerations, shall not continue the same street name until such time as the connecting street segment has been constructed. At such time the street segment is constructed, the street will be re-named in conformance with the Addressing Ordinance.

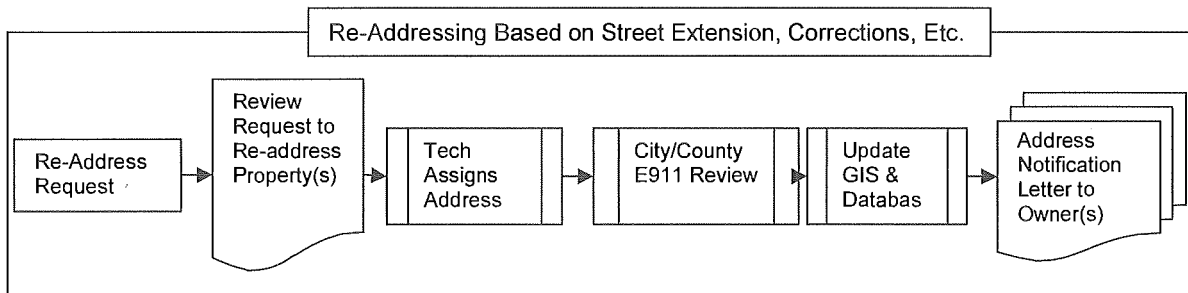
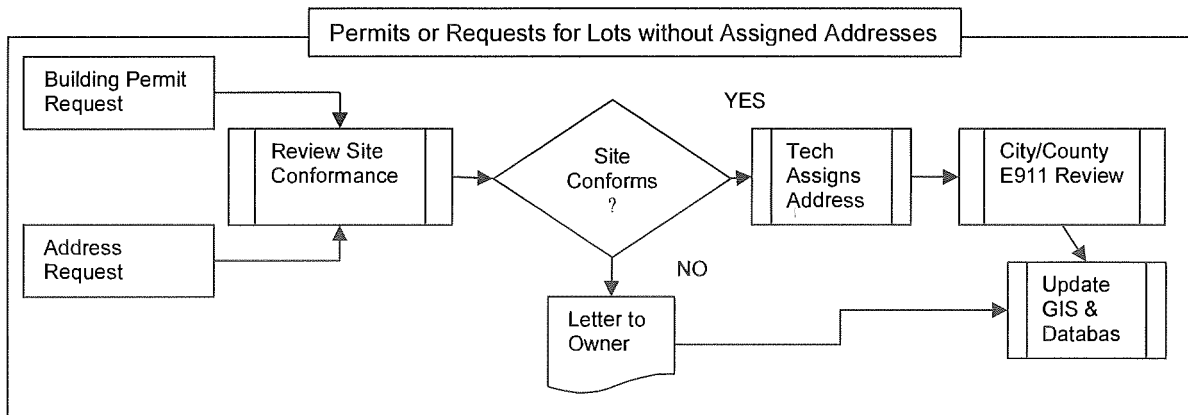
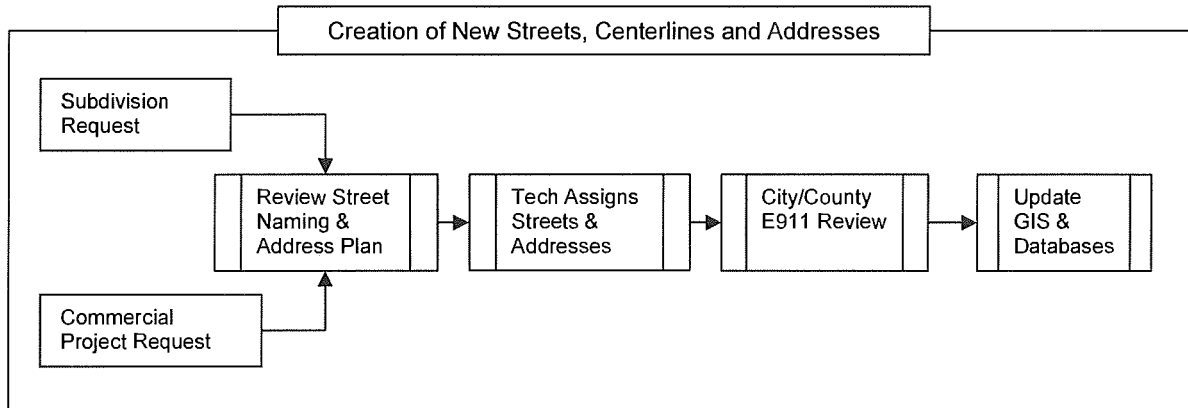
### General Address Number Assignment:

- Alley Access – Parcels with alley access that front primary streets may be addressed from that street. Special “landlocked parcels” with alley type access shall be addressed from the primary access street in order of progressive distance from the primary access point.

### Commercial Projects, Condominiums, Multi-Family Structures:

- Zero-lot-line structures with separate entrance and driveways may be assigned individual street addresses (no sub unit).
- Alpha-numeric combinations will not be used.
- Multiple Floors – Numeric unit numbers for multi-floor structures will use 100 range numbers for the first floor, 200 range numbers for second floor, etc.
- Commercial projects with access from side streets or from circulation within parking lots may be addressed on the primary fronting commercial street.

# PROCEDURE FOR ASSIGNING ADDRESSES



# **APPENDIX A:**

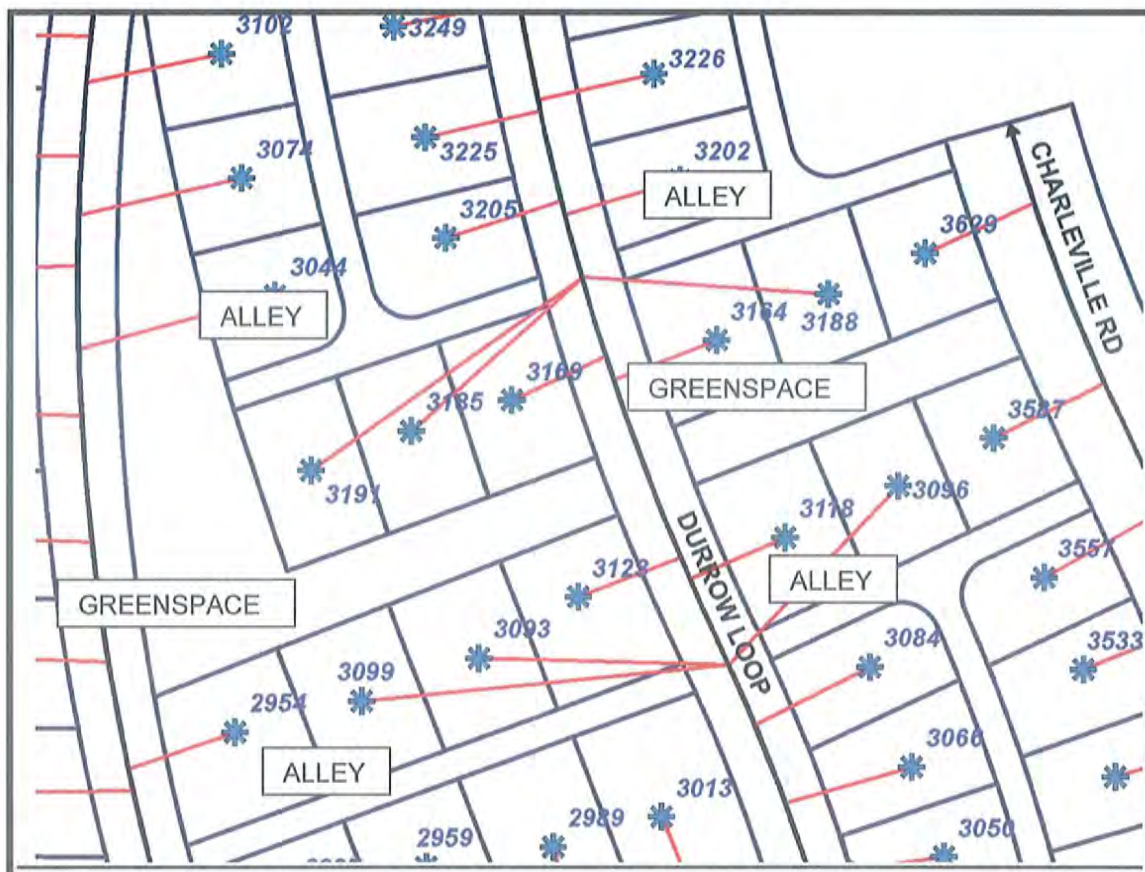
## **EXAMPLE SCENARIOS**

Addressing "Land-locked" Alley Access Lots

In most urban developments where alleyways have been developed as access to a garage structure, the primary structure will usually front a street which can be used for address assignment.

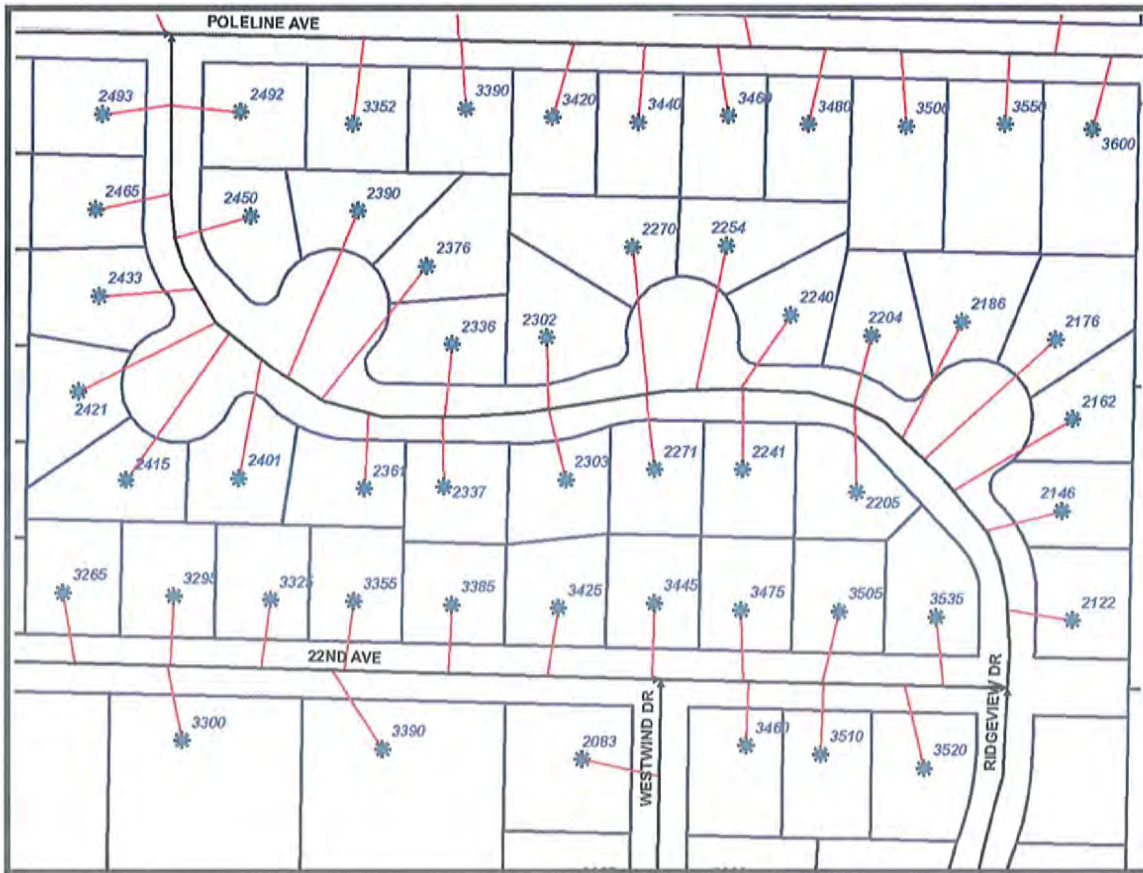
Contemporary subdivision design may include lots that front on green space rather than a street. In this case the E911 "gurney test" applies where the assigned addresses should reflect the most logical and direct access point for emergency vehicles and support personnel to locate and access the structure.

Special "landlocked parcels" with alley type access shall be addressed from the primary access street in order of progressive distance from the primary access point



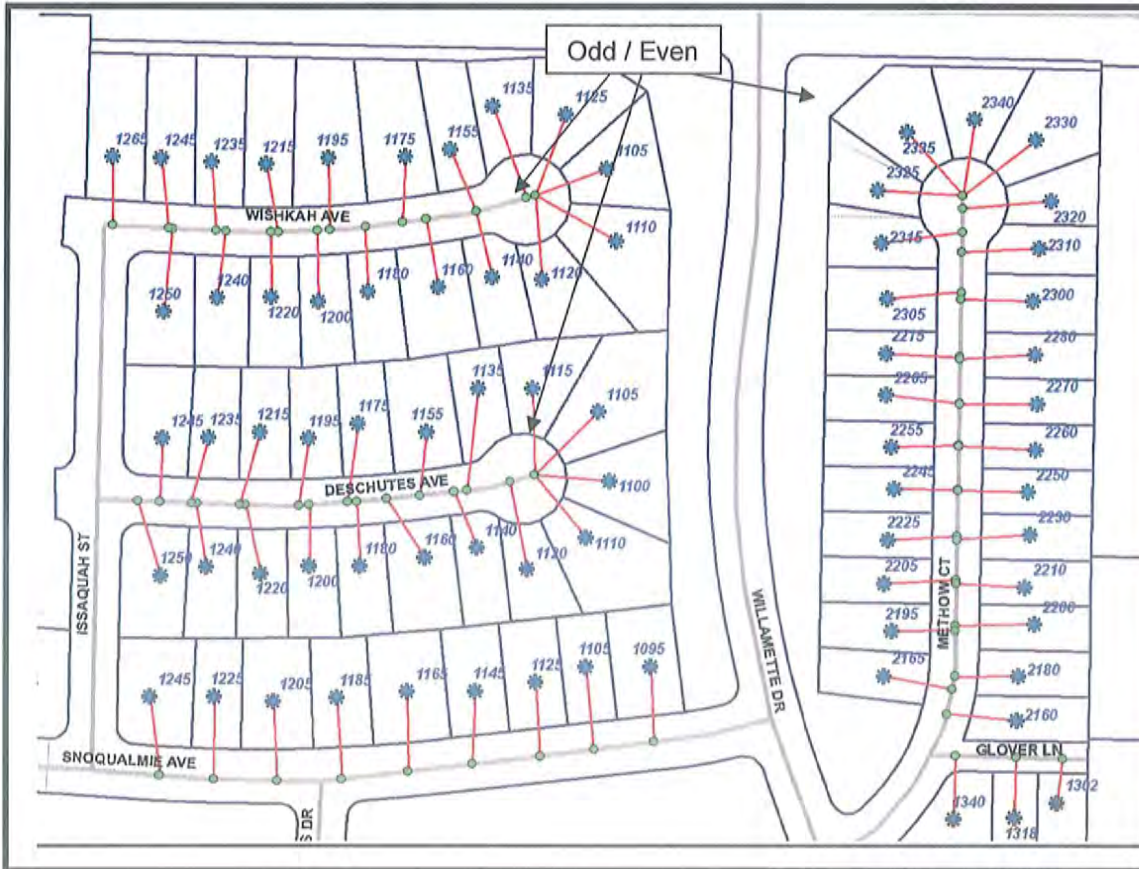
### Addressing "Blisters" or "Knuckles"

Blisters are a small extension off the roadway that travel in a circular direction (see diagram). Addressing buildings on blisters will be consistent with addressing on regular roadways; the addresses will be assigned in numerical sequence and increase consistently according to the direction of travel. The addresses will be based off the street that provides access.



## Addressing Cul-de-Sacs

Cul-de sacs are streets which begin at an intersection and run to a dead end. Essentially, the addressing procedure for existing cul-de-sac streets is the same as those for any other regular roadway. The only noticeable difference is that at the closed end of the street, even and odd address will abut (see example below).





Addressing Commercial Projects / Condos / Multi-Unit

In the example below, the Assisted Living project is comprised of administration and clubhouse buildings, single story duplexes / fourplexes / sixplexes, and 1 & 2 story multi unit structures. The single story multi unit structures are assigned unit numbers in the 1-99 range, whereas in the 2 story structures the 1<sup>st</sup> story units are assigned numbers in the 100 range, 2<sup>nd</sup> story in the 200 range (and so on for additional floors).

