

ORDINANCE #1135

STREET NAMING AND ADDRESSING ORDINANCE

AN ORDINANCE OF POST FALLS, IDAHO, A POLITICAL SUBDIVISION OF THE STATE OF IDAHO, REPEALING CHAPTER 24, TITLE 12 OF THE POST FALLS MUNICIPAL CODE AND REPLACING IT WITH A NEW CHAPTER 24, TITLE 12, REGULATING THE NAMING OF STREETS AND ADDRESSING OF STRUCTURES AND PARCELS WITHIN THE CITY; PROVIDING FOR TITLE; AUTHORITY; PURPOSE; JURISDICTION; APPLICABILITY; IMPLEMENTATION AND RESPONSIBILITIES; ADOPTING GUIDELINES OF INTERPRETATION; STREET DESIGNATIONS; ADDRESSING PROCEDURES; STREET NAMING; SIGNING; ENFORCEMENT; ADMINISTRATIVE PROCEDURES; PROVIDING THAT A VIOLATION IS AN INFRACTION PUNISHABLE BY A FINE OF \$100.00; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED by the City Council of the City of Post Falls, State of Idaho, as follows:

Section 1: That Chapter 24, Title 12 of the Post Falls Municipal Code as such exists on the date of adoption of this Ordinance is hereby repealed in its entirety, to be replaced by a new Chapter 24, Title 12, which shall provide as follows:

ARTICLE 1.0 GENERAL

SECTION 1.01 TITLES

This ordinance shall be known as the “Street Naming and Addressing Ordinance of the City of Post Falls, 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 implements portions of the City of Post Falls Comprehensive Plan and supplements the Post Falls Subdivision and Zoning Code. Its purpose is to provide the residents of City of Post Falls with a uniform and standardized system of street naming and addressing to:

- A. Minimize future street name and addressing conflicts.
- B. Provide a database for City records and enhanced 911 services.
- C. Expedite property identification by emergency services.
- D. Comply with the addressing guidelines published U.S. Postal Service Publication 28.

SECTION 1.04 JURISDICTION

These regulations shall apply to the naming of all public and private streets and the addressing of all addressable structures and parcels within the incorporated city limits of Post Falls.

SECTION 1.05 APPLICABILITY

This Ordinance shall apply to all property and to all public and private streets within the City of Post Falls.

SECTION 1.06 IMPLEMENTATION AND ADMINISTRATION

The City of Post Falls Community Development Department shall have the authority to implement, administer, and enforce provisions of this ordinance. For the purposes of addressing, the City of Post Falls Community Development Department will hold and maintain all addressing data. The Community Development Department is authorized to cooperate with Kootenai County and emergency service providers in administering this ordinance. Authority under this ordinance includes but is not limited to:

- A. Assigning address numbers in accordance with this ordinance and the Post Falls Addressing Standards and Application Manual.
- B. Approving new street names.
- C. Maintaining the addressing data base to include mapping.
- D. Assemble, update, and maintain an official list of all street names throughout the City for use by all jurisdictions.
- E. Provide, in the appropriate format, assigned address information to Kootenai County Geographic Information System (GIS), the local telephone exchange provider, and the local US Post Office.
- F. Provide assistance and information regarding addressing to local jurisdictions. This includes the creation and maintenance of the Post Falls Property Address Guide in cooperation with Kootenai County and emergency services providers.

SECTION 1.07 GUIDELINES OF INTERPRETATION

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, the word should is directory, and the word may indicates the use of discretion. Unless the subject clearly requires otherwise, the words or phrases used shall have the meanings commonly appropriate to their context and the purposes of this ordinance.

ARTICLE 2.0 STREET NAMING

SECTION 2.01 GENERAL STREET NAMING PROVISIONS

Streets, proposed with subdivision or through other processes, shall be named and the names approved by the City and Kootenai County GIS.

In selecting street names, the following provisions shall be employed:

- A. Centerline alignment street name standards should be observed for non-continuous

- streets, unless there is no possibility for extension of the street to make it a continuous through street.
- B. Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane).
 - C. Variations of the same name with a different street designation shall be prohibited within the first word of the two-word title or in the street extension (example: Pine Street, Pine Drive, White Pine Rd, White Lilly Ln).
 - D. No street name shall consist of more than two words or contain more than 14 letters, excluding the street direction (N, S, E, and W) and extension (Street, Lane, Court, etc.).
 - E. No Street shall have more than one name.
 - F. No street name shall contain the words North, South, East, or West, or any combination thereof, within the street name. All named streets that extend from incorporated areas into unincorporated areas shall retain the same name.
 - G. Streets that have a definite north-south directional course shall be designated as a "Street."
 - H. Streets which have a definite east-west directional course shall be designated an "Avenue."
 - I. Streets which do not have a definite directional course shall be designated as a "Drive," "Trail," "Way," or "Lane."
 - J. A 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, shall be called a "Court."
 - K. A street that has its ingress and egress on the same street shall be designated a "Loop."
 - L. A street that circles back upon itself shall be designated as a "Circle."
 - M. Special scenic routes or park drives may be designated "Parkway" upon review and approval by the Community Development Director.
 - N. A newly established street, which has less than a 125-foot centerline alignment offset from an existing street intersection, shall continue the same street name. A newly established street, which has more than a 125-foot centerline offset from an existing street intersection, shall be assigned a new name.
 - O. Streets, public or private, shall be named according to the regulations in this ordinance when serving or potentially serving three or more users.
 - P. Duplicate street names are prohibited within the City of Post Falls. Existing duplicated names shall be corrected in accordance with this Ordinance to the greatest extent that is practical.
 - Q. Street names which are not readily capable of pronunciation or which would be distasteful to a reasonable person are prohibited.
 - R. For the purposes of addressing developments with multiple buildings in a complex (commercial, industrial, office, residential or combination thereof), a street centerline may be established and named from which to assign addresses. For instance, within a commercial shopping center or multi-family development, a fire lane or main drive may be established and named for addressing purposes so that addresses may be derived from the designated street centerline.

SECTION 2.02 NAMING NEW STREETS OR NAMING UNNAMED STREETS

Any new street to be established within City of Post Falls, public or private, or any existing unnamed street, public or private, shall require a street name approved by the City of Post Falls Community

Development Department and Kootenai County (for E911 purposes).

- A. For subdivisions, approved street names shall be provided on the final plat map. Street names shall be submitted and approved prior to final plat processing.
- B. For other new streets or naming of unnamed streets, the owner or owners and/or contract buyers of properties abutting said street, may request, on an application form provided by Community Development and the payment of an applicable fee, an official name for a street (public or private). It is the responsibility and requirement of the applicant/s to provide the Community Development Department with a prioritized list of names (minimum of three) that are acceptable to a majority (51%) of the property owners abutting the street in question.

The Community Development Department shall give consideration to any street name requests; only after all street naming requirements of this Ordinance are met. Once a name request is approved the name will be added to the Official Street Name List. The applicant shall be responsible for the cost of the sign and installation.

SECTION 2.03 RENAMING OF EXISTING DUPLICATED STREET NAMES

Where duplicate names exist, streets may be renamed by Community Development to eliminate duplication. The Community Development Department will determine which streets need renaming using the following criteria:

- A. When the street was originally named.
- B. The number of improved properties served by the street.
- C. Other factors as deemed appropriate to promote community health & safety.

SECTION 2.04 OFFICIAL DESIGNATION OF EXISTING STREET NAMES

With the adoption of this Ordinance, all streets properly named shall be designated as the official street names.

SECTION 2.05 RENAMING OF STREETS

Property owners abutting an existing street which has an existing approved name may petition the City Council for a name change. Requests for name changes shall be approved by 100 percent of property owners abutting the street and the payments of an applicable fee, set by resolution of the City Council, and pay the cost of street sign replacement. Changes may be authorized by the City Council when it is found to be in the public interest and meets the naming requirements of this ordinance.

SECTION 2.06 CONTROVERSIAL OR DISPUTED STREET NAMES

The Community Development Director shall have the discretion to refer any disputed street name, addressing issues, or controversial street name changes to the City Administrator for resolution.

ARTICLE 3.0 ADDRESSING PROCEDURES

SECTION 3.01 ADDRESSING GENERAL PROCEDURES

Addressing along the City of Post Falls streets shall be based on the grid, using Spokane Street and

1st Avenue as its origin. Address numbers will run consecutively to the north, south, east, and west from the point of beginning.

SECTION 3.02 ADDRESS NUMBERS

Address numbers shall be clearly readable from the street, and shall contrast with background color pursuant to the *International Fire Code*. If a structure is more than seventy-five (75) feet from the street, or is otherwise not clearly visible from the street, its address shall be posted at the intersection of its access and public or private street. The address sign shall be, no less than four (4) feet or more than six (6) feet above the ground on a substantial, maintained support structure. The view of the address from the street must be unobstructed. All primary letters, numbers, and symbols shall be a minimum of four (4) inches in height, with a one-half inch stroke, and shall be contrasting with the background color.

Property owners are responsible for displaying proper address identification in accordance with this ordinance.

SECTION 3.03 ADDRESS NUMBER ASSIGNMENTS

The following are basic standards for addressing.

- A. From the point of beginning, 1600 address numbers will be designated per linear mile or existing block structure will be followed.
- B. All addresses shall include a direction letter (N, S, E, W) following the address number, pursuant to the grid defined in Article 3.01, (Example: 6400 N Greensferry Road).
- C. Even numbers shall appear on the south and east side of streets and odd numbers on the north and west sides.
- D. If a building (commercial, industrial, office, residential or combination thereof) has a number of entrances, each serving a separate occupant, then the building may be assigned an address and the individual units shall be assigned sub-unit numbers or individual addresses may be assigned to each entrance.
- E. A building (commercial, industrial, office, residential or combination thereof) with one (1) main entrance shall be assigned one (1) number with the owner of the structure responsible for providing designated individual sub-unit numbering.
- F. Manufactured home parks shall be assigned one (1) number for each lot within the park based on the addressing system coordinates. The owner of the mobile home park shall be responsible for providing designated individual numbering of each mobile home space. Streets within the manufactured home park shall be signed according to Section 4.01.
- G. For multiple buildings in a development (commercial, industrial, office, residential or combination thereof), it may be appropriate to establish a private street centerline for addressing purposes. Building would then be addressed using the established street centerline in accordance with numbering procedures in this ordinance.
- H. Projects requiring site plan review (Post Falls, Municipal Code, Title 18, Zoning, specifically Chapter 18.20.130 Site Plan Review) shall be assigned addresses as part of the site plan review process. The arrangement of buildings and vehicular travel aisles and the implications to addressing should be considered when reviewing site plans.
- I. All addressing plans shall be reviewed and approved by Kootenai County GIS Department to insure conformance to emergency services protocols.

For effective and efficient emergency services and enhanced 911, it is important to provide for consistent and uniform addressing procedures throughout the county. In addition to the basic standards for addressing set forth in this ordinance, the Post Falls Property Addressing Guidelines to be adopted by resolution by the city council shall be followed to provide solutions to addressing situations that do not fall within the type of streets or scenarios that are provided in this ordinance.

SECTION 3.04 ADDRESSING ALONG STREETS

- A. A diagonal or meandering street shall be assigned numbers depending upon the address baseline that it most favors.
- B. Circle and Loop streets, direction designations shall be determined by the streets predominate direction (N, S, E, W).
- C. For circle streets, the numbering shall start at the intersection point of the street closest to the 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 street as if the street were straight.
- D. For loop streets, the beginning of the street is designated by the closest intersection to the origination point and be increased numerically to that point that is farthest from the origination point
- E. Properties with structure(s), or bare land parcels that have a driveway shall be assigned an address based on a primary access point on a named street or common driveway.
- F. Properties that have multiple driveways shall have a primary access point designated by the property Owner that will be used for addressing. If the property owner does not designate this primary access point, the Community Development Director shall make the official determination and designate a primary access point that will be used for address assignment.
- G. Parcels accessed by a common easement, serving fewer than three structures, shall be assigned a primary access point at the point where the easement intersects a public street, private street or common driveway centerline. This primary access point will be used to assign an official address for each parcel.
- H. All plats produced as a result of subdivisions, minor subdivisions, Planned Unit Developments, Condominium, or other projects that require the establishment of primary access points from public or private streets for driveways shall have pre-designated primary access points. These points shall be utilized to assign addresses to the associated lots. The primary access points shall be verified by the City of Post Falls Community Development Department prior to final plat processing.

ARTICLE 4.0 SIGNING

SECTION 4.01 STREET SIGNS

Street signs shall be placed, constructed and installed in conformance with the City of Post Falls Standards for Public Works Construction and the Manual of Uniform Traffic Control Devices (MUTCD).

ARTICLE 5.0 ENFORCEMENT

SECTION 5.01 VIOLATIONS

It shall be unlawful for any person to:

- A. Erect or install a street name sign not in accordance with this 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 street.

SECTION 5.02 PENALTIES

Any person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of an infraction punishable by a fine of one hundred dollars (\$100).

In the event that violations of this Ordinance are not corrected within fifteen days of written notice, the City of Post Falls may perform the work and bill the property owner(s).

ARTICLE 6.0 ADMINISTRATIVE PROVISIONS

SECTION 6.01 ADMINISTRATIVE PROCEDURES

The City Council may, by resolution, adopt formal or informal administrative procedures; create fee schedules, etc., to facilitate implementation of the purpose and intent of this Ordinance.

SECTION 6.02 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 thirty (30) days, by filing with the Community Development Director a Notice of Appeal specifying the grounds of the appeal. The Director shall schedule the item for review by the City Administrator to be commenced within a reasonable period of time after receipt of a completed Notice of Appeal and give due notice to any affected party. The Director shall transmit to the City Administrator all papers that constitute the record upon which the action appealed was taken. The City Administrator shall decide the appeal. The decision of the City Administrator may be appeal to the City Council.

Enforcement actions may not be appealed.

SECTION 6.03: 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 6.04: REPEALING CLAUSE

Provisions of City of Post Falls ordinances in conflict with this ordinance are hereby repealed to the extent of conflict with this ordinance.

SECTION 6.05: EFFECTIVE DATE

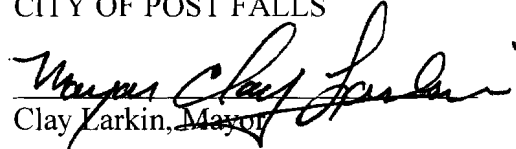
This Ordinance shall take full force and effect upon its passage, approval, and publication as

provided by law.

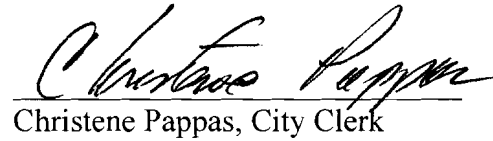
Enacted by the city council as an ordinance of the City of Post Falls on the 7 day of August, 2007.

Approved by the Mayor on the 9 day of August, 2007.

CITY OF POST FALLS


Clay Larkin, Mayor

ATTEST:


Christene Pappas, City Clerk

