

9800139

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## Return Address

Walla Walla Co. Commissioners

## Document Titles(s) (or transactions contained therein):

1. Amendment of Ordinance #236
- 2.
- 3.
- 4.

Reference Numbers(s) of Documents assigned or release:  
(on page \_\_\_\_ of document(s))

## Grantor(s) (Last name first, then first name and initials)

1. Walla Walla County Commissioners
- 2.
- 3.
- 4.
5. Additional names on page \_\_\_\_ of document.

## Grantee(s) (Last name first, then first name and initials)

1. Public The
- 2.
- 3.
- 4.
5. Additional names on page \_\_\_\_ of document.

## Legal description (i.e. lot, block, plat or section, township, range)

Additional legal is on page \_\_\_\_ of document.

## Assessor's Property Tax Parcel/Account Number

Additional legal is on page \_\_\_\_ of document.

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. Please print or type information.

**BOARD OF COUNTY COMMISSIONERS**  
**WALLA WALLA COUNTY, WASHINGTON**

**IN THE MATTER OF  
AMENDING COUNTY  
ORDINANCE 236 - WALLA  
WALLA COUNTY  
ADDRESSING STANDARDS  
AND GUIDELINES**

**RESOLUTION NO. 98 007**

**WHEREAS**, Walla Walla County Ordinance 236, pertaining to addressing standards and guidelines for the county, was adopted August 27, 1996; and

**WHEREAS**, the Walla Walla County Emergency Services Communication Advisory Board has recommended to the Walla Walla County Board of Commissioners that said ordinance be amended; and

**WHEREAS**, an amendment, to be known as Amendment #1 to Walla Walla County Ordinance 236, has been submitted to the Board of Walla Walla County Commissioners for consideration and adoption; and

**WHEREAS**, a properly advertised public hearing was held on Monday, January 5, 1998 to hear testimony in favor of or in opposition to the adoption of said amendment; and

**WHEREAS**, the Walla Walla County Board of Commissioners deem the adoption of this amendment to be in the best interest of the public; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said amendment be adopted.

**BE IT FURTHER RESOLVED** that said amendment shall be effective as of January 1, 1998.

Done this 6th day of January, 19 98

Attest:

Connie R. Vinti

Clerk of the Board.

Charles A. Marden

Chairman

Tom Day

Commissioner

David J. Cheney

Commissioner

Constituting the Board of County Commissioners  
of Walla Walla County, Washington.

AMENDMENT #1 TO WALLA WALLA COUNTY ORDINANCE #236  
WALLA WALLA COUNTY ADDRESSING STANDARDS AND GUIDELINES

Article 1.0 General, is hereby amended to read as follows: "Section 1.1 Purpose - The purpose of these standards is:

- B. To provide a uniform pattern of addresses for emergency, law enforcement, medical and fire responders, utility providers and mail service."

Article 2.0 Road Naming, Section 2.2 Review and Approval of Proposed Road Names, shall be amended to read as follows: "*Unincorporated* - All proposed names, public and private, shall be reviewed and approved for use by the agent. Names for new public roads and renaming of existing public and private roads will require final approval by the Walla Walla Board of County Commissioners."

Article 2.0 Road Naming, Section 2.3 Road Naming Policy (F.) is hereby deleted.

Article 2.0 Road Naming, Section 2.5 Road Naming Process (A.) is hereby amended to read as follows: "In the case of plats, proposed names shall be specified on the plat map or binding site plan. The plat must be reviewed by the agent for road name approval. A developer may contact the agent prior to submission to determine the viability of proposed names. Road names will be reserved during the preliminary plat review process by the agent. Names shall be reserved unless the project is disapproved, abandoned or otherwise voided. No short plat, final long plat or binding site plan shall be approved by the Planning Department until all road names have been approved by the agent."

Article 4.0 Signing, shall be revised to read as follows: "Section 4.1 Posting Address Numbers - All residential property owners and owners of commercial and industrial property shall, obtain their assigned address from the MSAG agent. It shall be posted in accordance with the following guidelines.

- A.
1. It is the intent of this ordinance to provide clear, distinct and uniform address posting throughout the County. All addresses be visible from the road according to the guidelines below.
  2. Residential Type Development - Property owners shall post ARABIC numerals only in contrasting background with the residence (light on dark/dark on light). They shall be four inches in height minimum and shall be located above or to either side of the main entrance door.
  3. Rural Residential/Other Structures - If located greater than thirty feet from the roadway and the front entrance is not visible from the road, the owner shall post addresses on a County-approved address post at the access to the property as approved by the MSAG agent. In some cases, dual posting may occur. Exceptions are by permission of the MSAG agent only.
- B. The numerals displayed shall be at least four (4) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background).", and

"Section 4.2 Responsibility for Signing - The property owner is responsible for continued maintenance and posting of the property address. If not posted or not visible from the street or road, Walla Walla County is not responsible if an emergency call cannot be located by Emergency Service Personnel due to lack of posting of number or number is not visible from the road providing access to the property. The property owner may be subject to installation costs and legal infraction costs by the County for failure to properly maintain or post addresses after July 1998."

Article 6.0 Ordinance Non-Compliance and Enforcement is hereby added as follows: "

Section 6.1 Reporting - All emergency service and other agencies may report non-compliant addresses to the MSAG agent on the appropriate form as provided.

Section 6.2 Enforcement - The agent or designee shall be responsible for enforcement of this Ordinance. Upon issuance of a building permit or on request by a property owner, the agent shall be responsible for assigning an address in accordance with this Ordinance. Should the agent become aware that a building number has become missing, illegible or incorrect, said agent shall notify the property owner in writing and require that correction be made in accordance with this Ordinance, said correction to be done within thirty days of such notice. Any person, firm or corporation that violates any portion of this Ordinance shall be subject to an administrative penalty consisting of a fine in the amount of two hundred fifty dollars (\$250.00). Said fine will be levied by the agent. The fine may be appealed to the Board of County Commissioners, provided that such appeals be in writing and filed with the Clerk of the Board within thirty days of the receipt by the owner of the notice of fine."

FILED FOR RECORD  
IN WALLA WALLA CO WASH -  
BY *Walla Walla Co Commissioners*  
JAN 7 9 51 AM '98

Done this 6th day of January, 1998

JANICE E. BATES  
COUNTY AUDITOR

Attest:

*Connie R. Vinti*

Clerk of the Board

*Charles A. Maiden*

Chairman

*[Signature]*

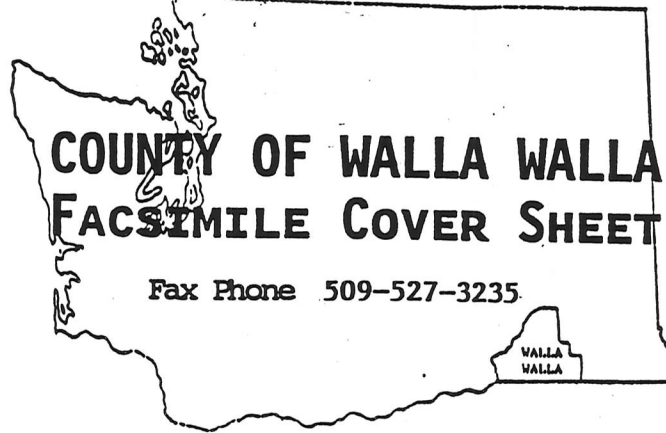
Commissioner

*David J. Carey*

Commissioner

Constituting the Board of County Commissioner  
of Walla Walla County, Washington





To: Okanozan Co. Communications

Dept: Attn: Maxi Ward

Company: \_\_\_\_\_

FAX Number: 509 422-7236

Date: 7-28-99 Total Pages: 13  
(Including Cover Sheet)

From: Connie R. Vinti, Clerk of the Board

Dept: Walla Walla County Commissioners

Address: P. O. Box 1506/315 West Main, Walla Walla, WA 99362

Phone: (509) 527-3200

Message: Following is Walla Walla County's  
Addressing Standards and Guidelines  
Ordinance (No. 236), and  
Amendment No. 1 to same, per  
your request to County  
Sheriff Mike Humphreys.



ORDINANCE NO. 236

AN ORDINANCE ADOPTING WALLA WALLA COUNTY ADDRESSING STANDARDS AND GUIDELINES. THE PURPOSE OF THESE STANDARDS ARE: TO PRESCRIBE A SYSTEM FOR THE NAMING OF ROADS AND THE NUMBERING OF STRUCTURES; TO PROVIDE A UNIFORM PATTERN OF ADDRESSES FOR EMERGENCY, MEDICAL AND FIRE RESPONDERS, UTILITY PROVIDERS AND MAIL SERVICE; and TO PROVIDE A DATABASE AND ADDRESS LOCATION MAPS FOR COUNTY RECORDS AND ENHANCED 9-1-1 SERVICE, and

WHEREAS, the County is preparing to provide County-wide E911 service in accordance with Referendum Bill 42, and

WHEREAS, an integral part of E911 implementation is having all properties in Walla Walla County identified by a street address, and

WHEREAS, by Resolution #94-281, the Board of County Commissioners directed the E911 Coordinator to proceed with additional ordinance development and an ordinance has been developed based on accepted standards, and

WHEREAS, the Walla Walla County Board of County Commissioners held a public hearing on August 26, 1996 to take testimony for and against the request, now, therefore

BE IT RESOLVED that the Walla Walla Board of County Commissioners will approve adoption of the Walla Walla County Addressing Standards and Guidelines.

FILED FOR RECORD  
IN WALLA WALLA CO WASH  
BY *W Co Commissioners*

SEP 5 9 06 AM '96

JANICE E. BATES  
COUNTY AUDITOR

Done this 27<sup>th</sup> day of August, 19 96

Attest: Connie R. Vint  
Clerk of the Board.

absent  
Chairman  
David S. Carey  
Commissioner  
Lewis L. Jacky  
Commissioner

Constituting the Board of County Commissioners  
of Walla Walla County, Washington.

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Walla Walla County  
Addressing Standards and Guidelines  
Adopted August 27, 1996

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**Article 1.0 General**

Section 1.1 Purpose - The purpose of these standards are:

- A. To prescribe a system for the naming of roads and the numbering of structures.
- B. To provide a uniform pattern of addresses for emergency, medical and fire responders, utility providers and mail service.
- C. To provide a database and address location maps for County records and Enhanced 9-1-1 service.

Section 1.2 Applicability - This ordinance shall apply to all livable structures and the associated property and to all public and private roads with the exception of incorporated jurisdictions that have adopted separate addressing ordinances.

Section 1.3 Document Protocols - For document clarity, references to all vehicle paths of travel are referred to as "roads".

Section 1.4 Definitions

Agent:	Director of Public Safety Communications or designee
Designator:	Suffix used to indicate the road type
Primary Access:	The primary means of vehicular access to an addressable structure
Dwellings:	Structures that are, have been or could be lived in for extended periods of time.

Section 1.5 Implementation and Responsibilities

- A. The agent shall be responsible for implementing, enforcing, and maintaining addressing and road naming standards as defined by this ordinance.
- B. Property owners are responsible for placing address number identification in accordance with Section 4.1 of this Ordinance.
- C. Property owners are responsible for erecting and maintaining private road signs in accordance with Chapter 12.06 of Title 12 of the Walla Walla County Code.
- D. The respective governmental agencies are responsible for erecting and maintaining public road signs.
- E. The agent shall notify the following agencies and departments of all approved road names within 5 days of approval or assignment.

1. Walla Walla County Planning Department
2. Walla Walla County Engineer
3. Incorporated cities
4. The United States Post Office which will serve the road
5. Cascade Natural Gas
6. Pacific Power & Light Co. or Columbia Rural Electric Association

## **Article 2.0 Road Naming**

Section 2.1 Roads Requiring Names - Every public road and all private roads serving more than two properties, improved or unimproved, or providing access to three or more dwellings, shall have a name.

### Section 2.2 Review and Approval of Proposed Road Names

*Unincorporated* - All proposed names, public and private, shall be reviewed and approved for use by the agent. Names for new public roads and renaming of existing public roads will require final approval by the Walla Walla Board of County Commissioners.

*Incorporated* - Prior to submission to the governing jurisdiction, all proposed names, public and private, shall be reviewed and approved for use by the agent.

Section 2.3 Road Naming Policy - In selecting road names, consideration shall be given to the following.

- A. There shall be no duplication of existing names within like zip code or ESN zones.
- B. Names of similar pronunciation and/or spelling shall be avoided (example: "Briar Lane", "Brier Lane").
- C. Variations of the same name with a different road designation shall be avoided (example: "Pine Road", "Pine Drive", "Pine Lane")
- D. Roads shall not be named after living people.
- E. A road name shall not include numbers, dashes, apostrophes or other non-alphabetical characters.
- F. Compass points such as North and East shall not be used in road names.
- G. Articles (the, a, an) shall not be used to begin road names.
- H. Road names are limited to three (3) words not including the road type designator.
- I. Road name that exceed twenty-two characters including spaces should be avoided.
- J. Road names duplicating facilities shall not be used (example: "Bowling Alley", "Tennis Court").
- K. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.

- L. No proposed road name shall be approved which begins with a word that appears as the first word in five or more official road names.
- M. Where a proposed road is a continuation of or in alignment with an existing road, it shall utilize the same road name as the existing road. A new road name shall be required if the proposed road is disconnected from the existing road by an offset greater than sixty (60) feet.
- N. Roads that extend from incorporated areas into unincorporated areas may retain the same name.

Section 2.4 Road Type Designators - Road type designators shall be consistent with the roadway's expected traffic use, physical design and location. While compliance with these guidelines is intended, the agent may modify, vary or waive any guideline in a particular case. Designation of roads within unincorporated areas of Walla Walla County should be in accordance with the following guidelines, except in the case of existing and recorded road designations. The following guidelines list some of the more common road type designators. Other designators may be used with the approval of the agent.

Description of Road	Designator	USPS Abbreviation
A dead-end road or cul-de-sac when not an extension of an existing road or a continuation of a proposed road.	Court	CT
A dead-end road or cul-de-sac from which other cul-de-sacs originate.	Place	PL
A road that begins and ends on the same road.	Loop	Loop
A road that circles back upon itself.	Circle	CIR
A major road in a community, usually with a definite directional course.	Avenue	AVE
A community or subdivision road, usually with a definite directional course.	Street	ST
Roads which do not have a definite directional course .	Drive Lane Road Way	DR LN RD WAY
A wide road with median and landscaping.	Boulevard	BLVD
A scenic or landscaped road.	Parkway	PKWY
A federal or state designated primary road.	Highway	HWY
Generally a minor road in a subdivision.	Bend Cove Grove Terrace	BEND COVE GRV TER
Generally along high ground.	Bluff	BLF



A road which crosses a geographic feature (such as a creek) or, a short road that serves as a connector between two other roads.	Crossing	CSG
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Section 2.5 Road Naming Process - For the purpose of this section “served” by a road shall include right of use whether or not a property actually uses such road..

- A. In the case of plats, proposed names shall be specified on the plat map. The plat must be reviewed by the agent for road name approval. A developer may contact the agent prior to submission to determine the viability of proposed names. Road names may be reserved during the preliminary plat review process by a written request to the agent. Names shall be reserved unless the project is disapproved, abandoned or otherwise voided. No short plat or final long plat shall be approved by the Planning Department until all road names have been approved by the agent.
- B. In the case of other new roads or naming of unnamed roads, participation in road naming shall be limited to those who own property served by the road in question. Where the road serves several properties, the landowners shall be given the opportunity to propose the name. In the event that there is no participation from the landowners, the agent shall name the road in accordance with County procedures. A request to officially name a road must be submitted, in writing, to the Board of County Commissioners. The petition shall include the following information:
  1. A description of the road’s location giving the direction and exact distance from the nearest intersection of two (2) public roads.
  2. A list of all landowners having property served by the road in question together with certification that all such landowners have been notified of the proposed name.
  3. Signatures of landowners representing a majority (greater than fifty (50) percent) of parcels served by the road in agreement of a common road name.
  4. The petition must be reviewed by and approved by the agent prior to submission to the Board of County Commissioners.
- C. Request to rename existing named streets shall be filed and considered in the same manner as set forth in paragraph “B” of this section.
- D. Where duplicate or other conflicting names exist, the road serving the largest number of improved properties shall retain its name. The other road(s) shall be renamed. The agent and the County Engineer shall suggest new names to the affected property owners. The name receiving the largest degree of property owner support shall be submitted to the Board of County Commissioners for approval.

The Board of Commissioners shall give due consideration to any and all requests, only after all requirements as specified in Sections 2.2, 2.3, 2.4 and 2.5 are met.

Section 2.6 Maintenance of Master Road Names Directory - All approved road names, public and private, shall be listed in a Master Road Names Directory to be maintained by the agent.



## Article 3.0 Numbering

Section 3.1 Address System - Each dwelling address will consist of a house number followed by a road name and a designator. The addressing used by the County will be based on an equal interval system, which derives its addresses from the road distance traveled. A sequential numbering system will be applied to dwellings as they are encountered along a road. From the designated origin of the road the addresses will be issued every 5.28 feet. This will allow a possible 1,000 addresses per mile, 500 on each side of the road. Addressable dwellings located inside the designated Urban Growth Area for an incorporated area will be numbered in accordance with the addressing scheme for that incorporated area.

The County shall be divided into two(2) numbering areas. The area known as Burbank will use the same equal interval system as the rest of the County but will have a separate addressing axis. The addressing axis for both areas is described below:

### County Axis

*Area of Control* - All unincorporated areas of Walla Walla County except the area defined under the Burbank Addressing Axis.

#### *North-South Axis*

- HWY 12

#### *West-East Axis*

- North along Harvey Shaw Road from its intersection with HWY 125.
- Upon intersecting County Highway 124, axis will follow Lyons Ferry Rd. northwest until intersecting the county line.
- For areas south of HWY 12, the city of Walla Walla axis will be extended south along Power Line Rd.

### Burbank Axis

*Area of Control* - This area is defined as the area between the county line to the west and Union Pacific Railroad to the east and south until the intersection of Dodd Iowa Beef Rd.

#### *North-South Axis*

- East along Humorist Rd. from its intersection with Second Ave. and dead ending at the Union Pacific Railroad.

#### *East-West Axis*

- South along North Lake Rd. from its intersection with Sunset Dr. to its intersection with Humorist Rd.
- West along Humorist Rd. to its intersection with HWY 12.

- South along HWY 12 until its intersection with Dodd Iowa Beef Rd.

The following rules apply to the County addressing system:

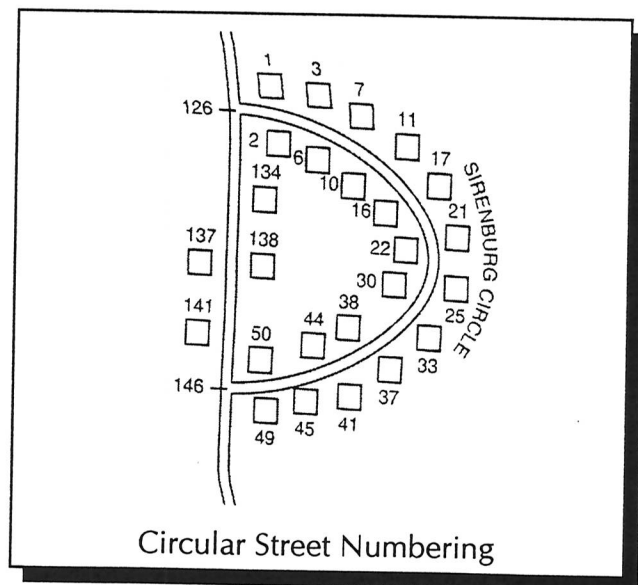
- Even numbers shall be on the right side of the road and odd numbers on the left side of the road, facing the direction in which the numbers progress.
- All addressable structures and properties shall be numbered on the named road from which the primary access intersects. The specific number shall be determined by the point at which the access meets the named road.
- All roads will have a starting address of one. The exception will be any addressed roads extending from the urban growth area and/or city limits, which will start with the number following the last possible city address and then continue incrementally by the proposed rural interval.
- Directionals will only be used when a road crosses through a North-South or East-West axis.

Section 3.3 Road Origin - For the purpose of assigning addresses each road will have a designated origin. The factors in determining the origin of a road will be:

- Future growth potential. If a road has growth potential the origin should be designated as the end which is least likely to be extended.
- The most logical access for an emergency vehicle.
- Roads that cross an axis line will be assigned directionals and will be numbered, beginning with one, closest to the axis and increasing outward in each direction.
- Consideration may also be given to the type of development involved, the relationship to the type of development involved, the relationship of the road in question to other roads around it and the pattern of address numbers that result.

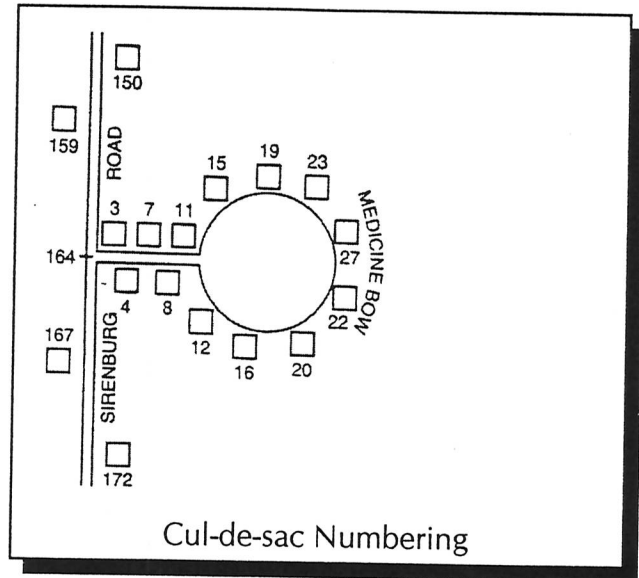
#### Section 3.4 General Numbering Guidelines

- Loops* - Roads roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the



inside of the circle, and also with spaces between numbers.

- B. *Cul-de-sacs* - The numbering begins from the intersection toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around one side to the top or bottom of the circle and even around the other side to the top or bottom of the circle.



- C. *Corner Lots* - Numbering should be assigned off the road which provides access.
- D. *Duplex* - A number shall be provided to the front entrance of each individual unit.
- E. *Multi-tenant Structures* - Apartments and other multi-tenant structures should be numbered with the middle of the building determining the number and then assigning apartment or suite numbers such as 101, 102, 201, 202 or A, B, C to each unit. An example of an apartment address would be 740 Brockman Pkwy Apt. A. Numerical and alphabetical characters shall not be combined (as in 740-A Brockman Pkwy).
- F. *Mobile Home Parks* - The primary access will determine the number and each mobile home lot will be assigned a lot number or letter.
- G. *Accessory Buildings* - Accessory buildings that have phone service provided with a telephone number different from the main structure will be assigned the same number with a letter or number building designation. For example: 15426 Maple Dr. Bldg. C.

### Section 3.5 Assignment of Numbers by Agent

- A. All numbers for properties and addressable structures shall be assigned by the agent. Numbers assigned by any other person or entity shall not be recognized.
- B. Numbers shall be assigned to any new addressable structure shown on a site plan or lot created by short plat or subdivision. Numbers shall not be officially assigned until the final site development plan or subdivision plat has been approved. Numbers shall also

be assigned when requested by individuals for new structures that do not require a site development plan or subdivision approval.

## **Article 4.0 Signing**

**Section 4.1 Posting Address Numbers** - All residential property owners and owners of commercial and industrial property shall, obtain their assigned structure number from the agent and shall post the assigned numbers in accordance with the following guidelines.

- A. Address numbers shall be displayed at the primary access entrance on a mailbox, post, fence or other suitable location that is easily discernible from the public road providing access to the property. If the structure is one hundred (100) feet or less from the road and the entrance door of the structure is clearly visible from the road address numbers shall be displayed above or at the side of the main entrance door in a manner that is clearly visible from the road upon which it is numbered.
- B. The property owner shall use ARABIC numerals to post their property. Roman numerals, script numerals, and other types of numerals shall not be used for the structure numbering system required by this ordinance.
- C. The numerals displayed shall be at least three (3) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background).
- D. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
- E. Any numbers previously displayed, which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.
- F. Numbers shall be properly maintained by the property owner to ensure that they are clearly discernible from the roadway upon which the property is numbered.
- G. It shall be the duty of each property owner assigned a property number to comply with this ordinance within thirty (30) days of habitation.
- H. Display of address numbers for multi-tenant structures and multi-building complexes:
  - 1. If a building is divided into multiple units with separate entrances, and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
  - 2. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range, shall also be displayed on each building.

**Section 4.2 Responsibility for Signing** - Walla Walla County is not responsible if the number

address is not posted or not visible from the street or road and Walla Walla County is not responsible if an emergency call cannot be located by Emergency Service Personnel due to lack of posting of number or number is not visible from the road providing access to the property.

## **Article 5.0 Administrative Provisions**

Section 5.1 Interpretation - Interpretation of what may not be clear in this Ordinance shall be according to the purpose and intent of this Ordinance.

Section 5.2 Administrative Procedures - The Board of County Commissioners may by resolution adopt administrative procedures to facilitate implementation of the purpose and intent of this Ordinance.

Section 5.3 Conflict with other Ordinances - Whenever the regulations of this Ordinance conflict with those of another ordinance, the stricter shall apply.

Section 5.4 Severability - If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

AMENDMENT #1 TO WALLA WALLA COUNTY ORDINANCE #236  
WALLA WALLA COUNTY ADDRESSING STANDARDS AND GUIDELINES

Article 1.0 General, is hereby amended to read as follows: "Section 1.1 Purpose - The purpose of these standards is:

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A.

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3. Rural Residential/Other Structures - If located greater than thirty feet from the roadway and the front entrance is not visible from the road, the owner shall post addresses on a County-approved address post at the access to the property as approved by the MSAG agent. In some cases, dual posting may occur. Exceptions are by permission of the MSAG agent only.

- B. The numerals displayed shall be at least four (4) inches in height on a contrasting background (dark figures over a light background or light figures over a dark background).", and

"Section 4.2 Responsibility for Signing - The property owner is responsible for continued maintenance and posting of the property address. If not posted or not visible from the street or road, Walla Walla County is not responsible if an emergency call cannot be located by Emergency Service Personnel due to lack of posting of number or number is not visible from the road providing access to the property. The property owner may be subject to installation costs and legal infraction costs by the County for failure to properly maintain or post addresses after July 1998."

Article 6.0 Ordinance Non-Compliance and Enforcement is hereby added as follows: "

Section 6.1 Reporting - All emergency service and other agencies may report non-compliant addresses to the MSAG agent on the appropriate form as provided.

Section 6.2 Enforcement - The agent or designee shall be responsible for enforcement of this Ordinance. Upon issuance of a building permit or on request by a property owner, the agent shall be responsible for assigning an address in accordance with this Ordinance. Should the agent become aware that a building number has become missing, illegible or incorrect, said agent shall notify the property owner in writing and require that correction be made in accordance with this Ordinance, said correction to be done within thirty days of such notice. Any person, firm or corporation that violates any portion of this Ordinance shall be subject to an administrative penalty consisting of a fine in the amount of two hundred fifty dollars (\$250.00). Said fine will be levied by the agent. The fine may be appealed to the Board of County Commissioners, provided that such appeals be in writing and filed with the Clerk of the Board within thirty days of the receipt by the owner of the notice of fine."

Done this 6th day of January, 1998

Attest:

Connie R. Vinti

Clerk of the Board

Charles A. Maiden

Chairman

[Signature]

Commissioner

David J. Carey

Commissioner

Constituting the Board of County Commissioner  
of Walla Walla County, Washington



ORDINANCE NO. 236

AN ORDINANCE ADOPTING WALLA WALLA COUNTY ADDRESSING STANDARDS AND GUIDELINES. THE PURPOSE OF THESE STANDARDS ARE: TO PRESCRIBE A SYSTEM FOR THE NAMING OF ROADS AND THE NUMBERING OF STRUCTURES; TO PROVIDE A UNIFORM PATTERN OF ADDRESSES FOR EMERGENCY, MEDICAL AND FIRE RESPONDERS, UTILITY PROVIDERS AND MAIL SERVICE; and TO PROVIDE A DATABASE AND ADDRESS LOCATION MAPS FOR COUNTY RECORDS AND ENHANCED 9-1-1 SERVICE, and

WHEREAS, the County is preparing to provide County-wide E911 service in accordance with Referendum Bill 42, and

WHEREAS, an integral part of E911 implementation is having all properties in Walla Walla County identified by a street address, and

WHEREAS, by Resolution #94-281, the Board of County Commissioners directed the E911 Coordinator to proceed with additional ordinance development and an ordinance has been developed based on accepted standards, and

WHEREAS, the Walla Walla County Board of County Commissioners held a public hearing on August 26, 1996 to take testimony for and against the request, now, therefore

BE IT RESOLVED that the Walla Walla Board of County Commissioners will approve adoption of the Walla Walla County Addressing Standards and Guidelines.

Done this 27<sup>th</sup> day of August, 1996

Attest: Connie R. Vintti  
Clerk of the Board.

absent  
Chairman  
Wesley S. Carson  
Commissioner  
Lewis L. Jacky  
Commissioner

Constituting the Board of County Commissioners  
of Walla Walla County, Washington.

Walla Walla County  
Addressing Standards and Guidelines  
Ordinance # 236

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**Article 1.0 General**

Section 1.1 Purpose - The purpose of these standards is:

- A. To prescribe a system for the naming of roads and the numbering of structures.
- B. To provide a uniform pattern of addresses for emergency, law enforcement, medical and fire responders, utility providers and mail service.
- C. To provide a database and address location maps for County records and Enhanced 9-1-1 service.
- D. To provide clear, distinct and uniform address posting throughout the County.
- E. To provide for a uniform pattern of placement or replacement of address identifiers and private road name signs.

Section 1.2 Applicability - This ordinance shall apply to all livable addressable structures and the associated property as needed and to all public and private roads with the exception of incorporated jurisdictions that have adopted separate addressing ordinances.

Section 1.3 Document Protocols - ~~For document clarity, references to all vehicle paths of travel are referred to as "roads".~~

Section 1.4 1.3 Definitions

Agent:	<del>Director of Public Safety Communications or designee</del> MSAG Coordinator
Posting Agent:	Person and/or organization responsible for distribution of address posts
MSAG:	Master Street Addressing Guide
Designator:	Suffix used to indicate the road type
Primary Access:	The primary means of vehicular access to an addressable structure
Dwellings:	Structures that are, have been or could be lived in for extended periods of time.
Roads:	Reference to all vehicle paths of travel.
Addressable Structures:	Any structure that has phone service that could be used to contact the Emergency Service Providers.
ESN Zones:	The zones in which the county is divided for response agencies. There are different zones for Fire, Ambulance and Law.

Section 1.5 Implementation and Responsibilities

- ~~A. The agent shall be responsible for implementing, enforcing, and maintaining addressing and road naming standards as defined by this ordinance.~~

- B. ~~Property owners are responsible for placing address number identification in accordance with Section 4.1 of this Ordinance.~~
- C. ~~Property owners are responsible for erecting and maintaining private road signs in accordance with Chapter 12.06 of Title 12 of the Walla Walla County Code.~~
- D. ~~The respective governmental agencies are responsible for erecting and maintaining public road signs.~~
- E. ~~The agent shall notify the following agencies and departments of all approved road names within five days of approval or assignment.~~

- 1. ~~Walla Walla County Planning Department~~
- 2. ~~Walla Walla County Engineer~~
- 3. ~~Incorporated cities~~
- 4. ~~The United States Post Office which will serve the road~~
- 5. ~~Cascade Natural Gas~~
- 6. ~~Pacific Power & Light Co. or Columbia Rural Electric Association~~

## **Article 2.0 Road Naming ~~Signage~~**

**A. Naming** ~~Section 2.1 Roads Requiring Names~~ - Every public road and all private roads serving more than two properties, improved or unimproved, or providing access to three or more dwellings, shall have a name. **The MSAG Coordinator shall notify the following appropriate agencies and departments, such as the Planning Department, Public Works Department and the U.S. Postal Service, of all approved road names:**

- 1. ~~Walla Walla County Planning Department~~
- 2. ~~Walla Walla County Engineer~~
- 3. ~~The United States Post Office which will serve the road~~
- 4. ~~Cascade Natural Gas~~
- 5. ~~Pacific Power & Light or Columbia Rural Electric Association~~

## **Section 2.2 Review and Approval of Proposed Road Names**

*Incorporated* – For any roads that fall within the Urban Growth Areas, coordination will take place between the respective city's appropriate department and the MSAG Coordinator in the naming of roads.

*Unincorporated* - All proposed names, public and private, shall be reviewed and approved for use by the **MSAG Coordinator agent**. Names for new public roads and renaming of existing public and private roads will require final approval by the Walla Walla Board of County Commissioners. **For a change of name to a road that has already been legally recorded as part of land division process, a plat amendment will be required in order to change the approved road name.**

~~*Incorporated* – Prior to submission to the governing jurisdiction, all proposed names, public and private, shall be reviewed and approved for use by the MSAG Coordinator agent.~~

**Section 2.3 Road Naming Policy** - In selecting road names, consideration shall be given to the following:



- A. There shall be no duplication of existing names within like zip code or ~~ESN zones~~ **within County boundary.**
- B. Names of similar pronunciation and/or spelling shall be avoided (example: "Briar Lane", "Brier Lane").
- C. Variations of the same name with a different road designation shall be avoided (example: "Pine Road", "Pine Drive", "Pine Lane")
- ~~D. Roads shall not be named after living people.~~
- ~~E.~~ **D** A road name shall not include numbers, dashes, apostrophes or other non-alphabetical characters.
- ~~F.~~ **E** Articles (the, a, an) shall not be used to begin road names.
- ~~G.~~ **F** Road names are limited to three (3) words not including the road type designator.
- ~~H.~~ **G** Road names that exceed twenty-two characters including spaces should be avoided.
- ~~I.~~ **H** Road names duplicating facilities shall not be used (example: "Bowling Alley", "Tennis Court").
- ~~J.~~ **I** Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.
- K. No proposed road name shall be approved which begins with a word that appears as the first word in ~~five~~ **three** or more official road names.
- ~~L.~~ **K** Where a proposed road is a continuation of or in alignment with an existing road, it shall utilize the same road name as the existing road. A new road name shall be required if the proposed road is disconnected from the existing road by an offset greater than sixty (60) feet.
- ~~M.~~ **L** Roads that extend from incorporated areas into unincorporated areas may retain the same name.

Section 2.4 Road Type Designators - Road type designators shall be consistent with the roadway's expected traffic use, physical design and location. ~~While compliance with these guidelines is intended, the MSAG Coordinator agent may modify, vary or waive any guideline in a particular case.~~ Designation of roads within unincorporated areas of Walla Walla County should be in accordance with the following guidelines, except in the case of existing and recorded road designations. **When an existing road requires renaming, it shall be in compliance with these standards.** The following guidelines list some of the more common road type designators. ~~Other designators may be used with the approval of the agent.~~ **(moved sentences)**

Description of Road	Designator	USPS Abbreviation
A dead-end road or cul-de-sac when not an extension of an existing road or a continuation of a proposed road.	Court	CT
A dead-end road or cul-de-sac from which other cul-de-sacs originate.	Place	PL
A road that begins and ends on the same road.	Loop	LP
A road that circles back upon itself.	Circle	CIR
A major road in a community, usually with a definite directional course.	Avenue	AVE
A community or subdivision road, usually with a definite directional course.	Street	ST

Roads which do not have a definite directional course.	Drive Lane Road Way	DR LN RD WAY
A wide road with median and landscaping.	Boulevard	BLVD
A scenic or landscaped road.	Parkway	PKWY
A federal or state designated primary road.	Highway	HWY
<del>Generally a minor road in a subdivision.</del>	<del>Bend Cove Grove Terrace</del>	<del>BEND COVE GRV TER</del>
Generally along high ground.	Bluff	BLF
A road which crosses a geographic feature (such as a creek) or, a short road that serves as a connector between two other roads.	Crossing	CSG

Section 2.5 Road Naming Process - For the purpose of this section “served” by a road shall include right of use whether or not a property actually uses such road.

- A. The appropriate application must be filled out to request a road name.
- A. B In the case of plats, proposed road names shall be specified on the plat map or binding site plan. The plat must be reviewed by the agent MSAG Coordinator for road name approval. A developer may contact the agent MSAG Coordinator prior to submission to determine the viability of proposed names. Road names will be reserved during the preliminary plat review process by the agent MSAG Coordinator. Names shall be reserved unless the project is disapproved, abandoned withdrawn or otherwise voided. No short plat, final long plat or binding site plan shall be approved by the Planning Department until all road names have been approved by the MSAG Coordinator agent.
- B. C In the case of other new roads or naming of unnamed roads, participation in road naming shall be limited to those who own property served by the road in question. Where the road serves several properties, the landowners shall be given the opportunity to propose the name. In the event that there is no participation from the landowners, the MSAG Coordinator agent shall name the road in accordance with County procedures. A request to officially name a road must be submitted, in writing, to the Board of County Commissioners. The petition request shall be prepared by the applicant and include the following information:
1. A description of the road’s location giving the direction and exact distance from the nearest intersection of two (2) public roads.
  2. A list of all landowners having property served by the road in question together with certification that all such landowners have been notified by the applicant of the proposed name.
  3. Signatures of landowners representing a majority (greater than fifty (50) percent) of parcels served by the road in agreement of a the proposed common road name.
- The petition must will be reviewed by and approved by the MSAG Coordinator agent prior to submission to the Board of County Commissioners. If resolution of a road name is not reached by the applicant and other property owners within 45 days of the Road Naming Request submission, the County will name the road on behalf of the applicant.



- €. D Request to rename existing named streets shall be filed and considered in the same manner as set forth in paragraph “B” of this section.
- Đ. E Where duplicate or other conflicting names exist, the road serving the largest number of existing improved properties shall retain its name, as of the effective date of this ordinance. The other road(s) shall be renamed. The process shall follow the guidelines set up in paragraph C above. The MSAG Coordinator agent and the County Engineer shall suggest new names to the affected property owners. The name receiving the largest degree of property owner support shall be submitted to the Board of County Commissioners for approval.

The Board of Commissioners shall give due consideration to any and all requests, only after all requirements as specified in Sections 2.2, 2.3, 2.4 and 2.5 all sections above are met.

Section 2.6 Maintenance of Master Road Names Directory/GIS Coverage - All approved road names, public and private, shall be listed in a Master Road Names Directory to be maintained by the MSAG Coordinator agent. The data shall then be created within the County GIS system.

### **Article 3.0 B. Road Signage —Posting/Installation**

Section 3.1 Private Road Name Sign Installation – Upon approval by the Board of County Commissioners the MSAG Coordinator will relay the new road name to the Public Works Department. The Public Works Department will be responsible for ordering the Private Road signs. Planning Department will collect a fee during the plat process. This fee would be “passed through” to Public Works. The Regional Planning Department will charge a flat processing fee for road naming assignment. Following the acceptance of the plat process and the road naming process, the Building Department will notify Public Works of the road sign permit approval. Public Works road crew will post the road name sign when the road is completed. when a building permit has been issued to an applicant (who will be taking access off the proposed private road) or when the construction of the private road begins.

Section 3.2 C Road Sign Installation Cost Fees – The Applicant will submit an application and pay a fee to the Planning Department at the time of the plat application. A portion of this fee will be retained for administration and assigning of a road name, while the remaining portion will be forwarded to Public Works to pay for sign installation. In case of the renaming of a private road, the applicant will submit an application and pay the fee. See the Schedule of Fees for each department. Attachment A- (Subject to review and update on an annual basis or as directed by the Board of County Commissioners.)

### **Article 3.0 4.0 2.0 Address Numbering**

Section 3.1 4.1 2.1 Address System - Each dwelling address will consist of a house number followed by a road name and a designator. The addressing used by the County will be based on an equal interval system, which derives its addresses from the road distance traveled. A sequential numbering system will be applied to dwellings as they are encountered located along a road. From the designated origin of the road the addresses will be issued every 5.28 feet. This will allow a possible 1,000 addresses per mile, 500 on each side of the road. Addressable dwellings located inside the designated Urban Growth Area for an incorporated area will be

~~numbered in accordance with the addressing scheme for that incorporated area.~~ For any addresses that fall within the Urban Growth Areas, coordination will take place between the respective city's appropriate department and the MSAG Coordinator in the addressing of livable dwellings.

The County shall be divided into two (2) numbered areas. The area known as Burbank will use the same equal interval system as the rest of the County but will have a separate addressing axis **grid**. The addressing axis **grid** for both areas is described below:

County Axis

*Area of Control* - All unincorporated areas of Walla Walla County except the area defined under the Burbank Addressing Axis **Grid**.

*North-South Axis*

- Highway 12

*West-East Axis*

- North along Harvey Shaw Road from its intersection with Highway 125.
- Upon intersecting County Highway 124, axis will follow Lyons Ferry Road. northwest until intersecting the County line.
- For areas south of Highway 12, the City of Walla Walla axis will be extended south along Cottonwood Road and Power Line Road.

Burbank Axis

*Area of Control* - This area is defined as the area between the County line to the north and west and Union Pacific Railroad lying east of Highway 12 and south until the intersection of Dodd Iowa Beef Road.

*North-South Axis*

- East along Humorist Road from its intersection with Second Avenue and dead ending at the Union Pacific Railroad.

*East-West Axis*

- South along Lake Road from its intersection with Sunset Drive to its intersection with Humorist Road.
- West along Humorist Road to its intersection with Highway 12.
- South along Highway 12 until its intersection with Dodd Iowa Beef Road.

**Section 4.2 2.2 Rules** - The following rules apply to the County addressing system:

- A. Even numbers shall be on the right side of the road and odd numbers on the left side of the road, facing the direction in which the numbers progress.
- B. All addressable structures and properties shall be numbered on the named road from which the primary access intersects. The specific number shall be determined by the point at which the access meets the named road.
- C. All **new** roads will have a starting address of one. The exceptions will be any addressed



roads extending from the urban growth area and/or city limits, which will start with the number following the last possible city address and then continue incrementally by the proposed rural interval.

- D. Directionals will only be used when a road crosses through a North-South or East-West axis.

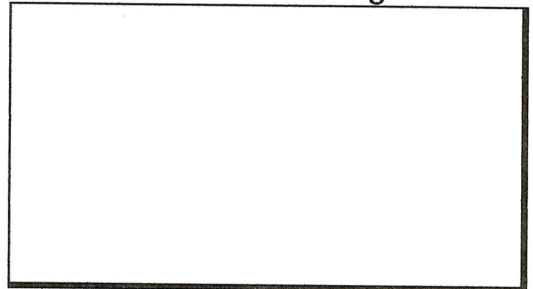
Section 3.3 ~~4.3~~ 2.3 Road Origin - For the purpose of assigning addresses each road will have a designated origin. The factors in determining the origin of a road will be:

- A. Future growth potential. If a road has growth potential, the origin should be designated as the end which is least likely to be extended.
- B. The most logical access for an emergency vehicle.
- C. Roads that cross an axis line will be assigned a directional and will be numbered, beginning with one, closest to the axis and increasing outward in each direction.
- D. Consideration may also be given to the type of development involved, the relationship to the type of development involved, the relationship of the road in question to other roads around it and the pattern of address numbers that result.

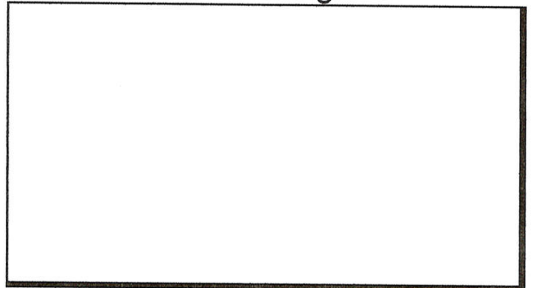
Section 3.4 ~~4.4~~ 2.4 General Numbering Guideline

- A. *Loops* - Roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between numbers.
- B. *Cul-de-sacs* - The numbering begins from the intersection toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around ~~one~~ the left side to the top or bottom of the circle and even around the ~~other~~ right side to the top or bottom of the circle.
- C. *Corner Lots* - Numbering should be assigned off the road which provides access.
- D. *Duplex* - A number shall be provided to the front entrance of each individual unit.
- E. *Multi-tenant Structures* - Apartments and other multi-tenant structures should be numbered with the middle of the building determining the number and then assigning apartment or suite numbers such as 101, 102, 201, 202 or A, B, C to each unit. An example of an apartment address would be 740 Brockman Pkwy Apt. A. (Numerical and alphabetical characters shall not be combined (as in 740-A Brockman Pkwy).)
- F. *Mobile Home Parks* - The primary access will determine the number and each mobile home lot will be assigned a lot number or letter. (Numerical and alphabetical characters shall not be combined.)
- G. *Accessory ~~Building~~ Dwelling Units* - Accessory buildings containing a livable space that

#### Circular Street Numbering



#### Cul-de-sac Numbering



have phone service provided, with a telephone number different from the main structure, will be assigned the same number with a letter or number building designation. For example: 15426 Maple Dr. Bldg. C. (Numerical and alphabetical characters shall not be combined.)

- H. *Access Buildings* – will be assigned an address using the methodology detailed in 4.1.2.1.

#### Section 3.5 ~~4.5~~ 2.5 Assignment of Numbers by MSAG Coordinator Agent

- A. All numbers for properties and addressable structures shall be assigned by the MSAG Coordinator agent. Numbers assigned by any other person or entity, including the property owner, shall not be recognized.
- ~~B. Numbers shall be assigned to any new addressable structure shown on a site plan or lot created by short plat or subdivision. Numbers shall not be officially assigned until the final site development plan or subdivision plat has been approved. Numbers shall be assigned to any new addressable structure shown on a site plan or lot created by short plat or subdivision during the plat review. At the time of land division, temporary addresses shall be assigned. Those addresses may change at a later date due to the location of the point of access to the property. Addresses assigned to a land division shall be determined by the center point of the front lot line. Corner lots will be assigned an address from the center point of the front lot line. The front lot line will be determined by the orientation of the majority of the lots on said block. The Planning Director may choose not to utilize this action if the plat could be further divided or other under extenuating circumstances.~~
- C. Numbers shall also be assigned when requested by individuals for new structures that do not require a site development plan or subdivision approval.

#### Article 4.0 ~~Signing~~ 3.0 Address Posting

Section 4.1 ~~5.1~~ 3.1 Posting Address Numbers - All residential property owners with telephone service on site and owners of commercial and industrial property shall, obtain their assigned address from the MSAG Coordinator agent. It shall be posted in accordance with the following guidelines:

- A. ~~1. It is the intent of this ordinance to provide clear, distinct and uniform address posting throughout the County. All addresses be visible from the road according to the guidelines below.~~
2. 1. Urban/Residential Type Development - Property owners shall post ARABIC numerals only in contrasting background with on the residence residential structure (light on dark/dark on light). They shall be four inches in height minimum and shall be located above or to either side of the main entrance door.
- ~~3. 2. Rural/Residential/Other Structures - If located greater than thirty feet from the roadway and the front entrance is not visible from the road, the owner Public Works Fire Department shall post addresses on a County-approved address post at the access to the property as approved by the MSAG Coordinator agent. In some cases, dual multiple posting may occur. Exceptions are by permission of the MSAG Coordinator agent only.~~
- B. ~~The numerals displayed shall be at least four (4) inches in height on a contrasting~~



~~background (dark figures over a light background or light figures over a dark background).~~

- C. B. On corner lots, the number shall ~~only~~ be displayed to face the street upon which the property is numbered.
- D. C. Any numbers previously displayed, which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property. ~~This does not include County assigned address posts are not to be removed.~~
- E. D. Numbers shall be properly maintained by the property owner to ensure that they are clearly discernible from the roadway upon which the property is numbered.
- F. E. ~~It shall be the duty of each property owner assigned a property number to comply with this ordinance within thirty (30) days of habitation.~~ The property owner has 30 days to contact the County for a replacement post if it is ~~stolen, damaged or removed.~~ absent from the property.
- G. F. Display of address numbers for multi-tenant structures and multi-building complexes:
  - 1. If a building is divided into multiple units with separate entrances, and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
  - 2. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range, shall also be displayed on each building.

~~Section 5-2 3.2 Address Posts - Public Works will be responsible for maintaining inventory, future ordering of address posts and numbering materials.~~ The MSAG Coordinator is responsible for arranging storage and tracking inventory and distribution of posts. Excess supply of address posts will be delivered to the agent who is responsible for installing the posts. ~~Public Works.~~ The address post will be a blue plastic post, approximately 4 ft tall, with 3" reflective white numbers and a 3" strip of reflective orange tape.

~~Section 5-3 3.3 Issuance of Post - At the time a building permit is issued for new construction at an address, which would require an address post, the applicant must submit an application for an address. the Regional Planning Department will collect a fee. This fee will be "passed through" to Public Works. The Planning Department will retain a flat fee for address assignment process.~~ Following issuance of the building permit, the MSAG Coordinator ~~Building Permit Processor~~ will notify the agent responsible for installing the posts. ~~Public Works of the address requiring posting. Public Works road crew will post the sign at their convenience, but within two weeks if possible.~~

~~Section 5-4 3.4 Address Post Installation Cost Fees -~~ The Applicant will submit an application and pay a fee to the Planning Department. A portion of this fee will be retained for administration and assigning of an address, while the remaining portion will be forwarded to the agent responsible for installation of address posts. See Schedule of Fees from each department. ~~Attachment B.~~ (Subject to review and update on an annual basis or a directed by the Board of County Commissioners.)

~~Section 4-2 5-5 3.5 Responsibility for Signing -~~ The property owner is responsible for continued

maintenance and posting of the property address. If not posted or not visible from the street or road, Walla Walla County is not responsible if an emergency call cannot be located by Emergency Service Personnel. ~~This can be due to lack of posting of number or if number is not visible from the road providing access to the property.~~ The property owner will be subject to installation/replacement costs, and ~~penalties fines or fees~~ by the County for failure to properly maintain or post addresses ~~as of the effective date of this ordinance. after July 1998.~~

## **Article 5.0 ~~6.0~~ 4.0 Administrative Provisions**

~~Section 5.1 6.14.1~~ Interpretation - Interpretation of ~~what may not be clear in~~ this Ordinance shall be according to the purpose and intent ~~as outlined in Section 1.1. of this Ordinance.~~

~~Section 5.2 6.2 4.2~~ Administrative Procedures - The Board of County Commissioners may ~~by resolution~~ adopt administrative procedures to facilitate implementation of the purpose and intent of this Ordinance.

Section 4.3 Administration Interpretation – Upon request or as determined necessary, the Planning Director shall interpret the meaning or application of the provisions of said titles and issue a written administrative interpretation. Requests for interpretation shall be written and shall concisely identify the issue and desired interpretation.

Section 4.4 Variances - The Planning Director shall have the authority to review a variance from the terms of this title in specific cases where it is found that the variance if granted will not be contrary to the public interest and where, because of special existing conditions, a literal enforcement of the provisions of this title would result in unnecessary hardship. A variance from the terms of this title shall not be considered by the Planning Director unless and until:

- A. A written application for a variance is submitted demonstrating:
  - 1. That literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title; and
  - 2. That the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands in the same district.

B. The Planning Director shall further make a finding that the variance if approved will be in harmony with the general purpose and intent of this title.

C. In any variance, the Planning Director may prescribe appropriate conditions and safeguards in conformity with this title; violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this title and punishable under Section 5.2 of this title.

~~Section 6.5 4.3 MSAG Coordinator Duties~~ – ~~While compliance with these guidelines is intended, the MSAG Coordinator agent may modify, vary or waive any guideline in a particular case. Other designators may be used with the approval of the agent.~~

~~Section 5.3 6.3 4.4 4.5~~ Conflict with other Ordinances - Whenever the regulations of this



Ordinance conflict with those of another ordinance, the stricter shall apply.

Section 5.4 ~~6.4~~ 4.5 4.6 Severability - If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

## **Article ~~6.0~~ ~~7.0~~ 5.0 Ordinance Non-Compliance and Enforcement**

Section ~~6.1~~ ~~7.1~~ 5.1 Reporting - All emergency service and other agencies may report non-compliant addresses to the MSAG agent on the appropriate form. ~~as provided.~~

Section ~~7.2~~ 5.2 Violations – It is unlawful for any person without prior authorization from the MSAG Coordinator to knowingly remove, alter, deface or destroy a road sign or address post, or display any other sign similar to County approved road signs in any manner that may create a hazard to public health, safety and welfare.

- ~~A. Removal of Signs—any property owner will be in violation of this ordinance if they remove or destroy a road sign.~~
- ~~B. Removal of Address Posts—any property owner will be in violation of this ordinance if they remove or destroy an address post.~~
- ~~C. Replicating Signs—privately owned signs may not be displayed if they are similar to County road signs in a manner that may create a hazard to public health, safety and welfare.~~

Section ~~7.3~~ 5.3 Fines – Any person who is found to have violated or failed to comply with any of the provisions of this chapter shall be guilty of a civil infraction which shall be punished by a civil penalty not to exceed \$250.00. Each day a person is in violation of this chapter shall be deemed a separate violation. Upon failure to respond to a notice of infraction, or failure to appear at any court hearing, the court may order that the fine for the violation be imposed and that the amount due be immediately assigned to a collection agency for collection.

~~Any person, firm or corporation that violates any portion of this Ordinance shall be subject to an administrative penalty consisting of a fine in the amount of two hundred fifty dollars (\$250.00). Said fine will be levied by the agent. The fine may be appealed to the Board of County Commissioners, provided that such appeal be in writing and filed with the Clerk of the Board within thirty days of the receipt by the owner of the notice of fine.~~

Section ~~6.2~~ ~~7.4~~ 5.4 Enforcement - The **MSAG Coordinator** agent or designee shall be responsible for enforcement of this Ordinance. Upon issuance of a building permit or on request by a property owner, **approval/finalization of an address/road request permit**, the **MSAG Coordinator** agent shall be responsible for assignment of addresses and road names ~~an address~~ in accordance with this Ordinance. Should the **MSAG Coordinator** agent become aware that a building number/road sign has become missing, illegible or incorrect, said Agent shall notify the property owner in writing and require that correction be made in accordance with this Ordinance, said correction to be done within thirty days of such notice. **The MSAG Coordinator shall have authority to issue a notice of civil infraction for violations of any provisions of this chapter.**