

**AMENDMENT TO ORDINANCE NO. 2004-1
THE BOUNDARY COUNTY UNIFORM ADDRESS
AND STREET NAMING ORDINANCE**

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Section 1: SHORT TITLE, PURPOSE AND APPLICABILITY

This Ordinance shall be known as the *BOUNDARY COUNTY UNIFORM ADDRESS AND STREET NAMING ORDINANCE*, and is adopted for the purpose of providing a uniform street name and addressing system to aid local emergency vehicles in a Countywide Enhanced 9-1-1 Program, and for the proper administration and enforcement of these systems.

The following guidelines should be used in conjunction with this ordinance in the administration and enforcement: "Enhanced 9-1-1 Addressing Guidelines", Practice 444-400-015, Verizon Telephone and U.S. Postal Service Publication 28, "Postal Addressing Standards" (These publications are on file in the Boundary County Clerk's Office).

This Ordinance is authorized by Article XII, Section 2 of the Idaho Constitution and Idaho Code Sections 40-604(10) and 67-6518.

Committees

There shall be established, appointed by the Board of County Commissioners, a Boundary County Street Name Committee that shall be empowered to exercise the powers delegated to them by this Ordinance. The Committee shall consist of at least five (5) members, who shall serve for terms of four (4) years. All members of the Committee shall be a resident of Boundary County. The Committee is a recommending body to the Board of County Commissioners. The Street Name Committee is authorized to adopt by-laws and administrative rules to govern application of the Ordinance and its procedures. However, the Board of Commissioners shall approve all such by-laws and administrative rules before taking effect.

A Committee made up of representatives from Boundary Counties Geographical Information System Department, Road and Bridge Department, and Assessors Office, along with other individuals from the Boundary County shall also be appointed by the Board of County Commissioners to act in an advisory capacity to the Street Name Committee.

Section 2: DEFINITIONS

BOUNDARY COUNTY STREET NAME COMMITTEE	A committee appointed by the Board of County Commissioners for Boundary County.
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BOARD	The Board of Boundary County Commissioners.
COUNCIL	The City Councils of Boundary County municipalities.
COMMITTEE	The Boundary County Street Name Committee (defined above).
CUL-DE-SAC	A dead-end street that provides a turnaround at its terminus.
DEVELOPER	An individual, firm, corporation, partnership, association, syndicate, trust or other legal entity that executes applications and initiates proceedings for subdivision of land. The developer need not be the owner of the land, but he shall be the agent of the owner.
DISTRICT	Street Departments of incorporated cities within Boundary County.
DWELLING	A habitable structure.
OFFICIAL ADDRESS NUMBERING MAP	The maps showing all of the streets and private roads within Boundary County with the official address number ranges. These maps shall be stored in the office of the Planning and Zoning Department of the county and municipalities.
OFFICIAL STREET AND PRIVATE ROAD NAMES LIST	The list containing the official street and private road names within the incorporated and unincorporated areas of Boundary County. Said list shall be composed of all street names having been given official recognition by the Board and the Councils, and shall be stored in the office of the Planning and Zoning Department of the county and municipalities.
OFFICIAL STREET AND PRIVATE ROAD NAME MAP	The map(s) showing all of the streets and private roads within Boundary County with the official name shown thereon. The map(s) shall have been approved by the resolution of the Board and shall be stored in the office of the Boundary County Planning and Zoning Department.
MUTCD	The latest edition of the Manual on Uniform Traffic Control Devices
PLAT	A subdivision plat.
PRIVATE ROAD	A private access to a public street, the name of which shall be approved by the Committee.
SERVIENT PROPERTY	Property over which a private road passes, or property served by a private road easement.
SHALL	"Shall" means that the requirement is mandatory.
SHOULD	"Should" means highly recommended.
STREET	A street, road, thoroughfare, alley or highway; a right of way for public use (50-1301, Idaho Code) that provides vehicular and/or pedestrian access. Its designation includes the following terms: Avenue, Boulevard, Circle, Court, Drive, Lane, Place, Road, Street and Way.

SUBDIVIDER

See definition of "Developer," above.

Section 3: APPROVALS REQUIRED

- A. Before any street or private road is named, approval shall be obtained from the Committee for the street or private road name. Official street and private road names shall be maintained on an Official Street and Private Road Name Map and on an Official Street and Private Road Name List filed in the office of the Boundary County Planning and Zoning Department.
- B. Before any addresses are posted, approval shall be obtained from the Planning and Zoning Department and the Boundary County Geographical Information System Department.
- C. If, in any instance, the Committee fails to act or carry out their responsibilities according to the regulations contained herein, the Board may assume the duties of the Committee, as herein specified.

Section 4: DESIGNATION OF STREET AND PRIVATE ROAD NAMES

It is hereby established that the following rules and regulations for the naming of streets or private roads shall apply. The Board shall, by resolution, adopt the Official Street and Private Road Name List. All county roads will be renamed using names that identified them in the past or with new names, and all new street or private road names or changes to names shall be established in accordance with the standards and procedures hereinafter set forth. If possible surnames should not be used.

- A. The following standards shall be used in determining and approving street or private road names:
 1. **There shall be no duplication of names by sound or spelling** (Example: Briar Road, Brier Road). Variations of the same name with a different road designation shall be prohibited within the first word of the two-word title or in the road extension (Example: Pine Road, Pine Drive, White Pine Road, White Lilly Lane).
 2. For future streets the proposed names shall be submitted to the Committee for review and approval.
 3. When a proposed street or private road is in general alignment with an existing street or private road, and the proposed street or private road is or planned to be a continuation of the existing street or private road, the existing name and designation should be maintained.
 4. Where a proposed Street connects, or aligns with, two different streets each having different names, the Committee shall decide the name to be used, giving consideration to the length, collector status, period of usage and number of residents affected.
 5. Both "L" shaped and "T" shaped streets or private roads should carry the same name if either leg is one hundred feet (100') or less in length. "L-shaped" and "T" shaped streets or private roads over 100 feet in length each should carry a different name on each leg of the "L" or the "T".
 6. In general, street or private road names should not be over sixteen (16) letters in length including spaces, unless otherwise approved by the Committee. The road designation (e.g., Dr., Lane, Blvd.) is not counted in the sixteen (16) letters. All names should conform to this limitation except where existing names are to be continued due to alignments.

7. The street name and address for any dwelling should be determined by the street on which the dwelling fronts. However, in those instances where access is from a different street and the dwelling is not visible from the fronting street, or if the dwelling is not readily accessible to emergency personnel from the fronting street, the street name and address will be assigned based on the access street.
8. There shall be no duplication of existing names. Boundary County shall assemble, update, and maintain an official list of all road names throughout the County for use by all jurisdictions.
9. No road shall have more than one name.
10. No road name shall contain the words North, South, East, or West, or any combination thereof, within the road name.
11. When a road name within the unincorporated area of Boundary County is duplicated by a road name within a City, the County and the City should work together to decide which road should be renamed. Roads shall be renamed in accordance with the procedures outlined in this Ordinance.

B. The following designations should be used in naming streets.

1. **Avenue:** A north-south street generally running in a straight line.
2. **Boulevard:** A street, which is seventy feet (70') wide or greater, which is usually separated by a raised median strip, usually landscaped, and which consisted of four (4) or more lanes.
3. **Court:** An east-west cul-de-sac.
4. **Circle:** A street that ends on the road from which it began.
5. **Drive:** A street generally meandering in an east-west direction or a non-east continuing west street.
6. **Lane:** A private road greater than one thousand (1,000) feet in length.
7. **Place:** A north-south cul-de-sac.
8. **Road:** A designated street, which extends through both urban and rural areas.
9. **Street:** An east-west street generally running in a straight line.
10. **Way:** A street generally meandering in a north-south direction or a non-continuing north-south street.
 - a. The use of the terms "Street," "Road" or "Boulevard" shall be determined and approved by the Street Name Committee. The Committee may take into consideration historical factors, including the length of time each street has used the name in question, the date of the original dedication of said Street(s), each street's compliance with this Chapter and any other factor pertinent when considering whether to vary the street's designation.

Section 5: PRIVATE ROADS

- A. Applications for private road names shall be submitted by landowners with residences or property on the private road to the Committee. After reviewing the road name submitted with the standards in this Ordinance, the Committee shall make a recommendation to the Board. When approved by the Board the name shall be listed on the Official Street and Private Road Name List.
- B. The sign, bracket and post should be ordered thru Boundary County Road and Bridge. The person or persons ordering the above items shall pay the actual costs for these items at the time they place the order. The Road and Bridge staff will install the sign at their earliest convenience.
- C. All private road signs shall be on a blue background with a white legend and be in compliance with the MUTCD. The sign material shall meet Section 11-A of this Ordinance.

Section 6: SUBDIVISIONS

- A. Proposed subdivision street and private road names shall be shown on all preliminary and final subdivision plats when submitted to the local Planning and Zoning for review. No preliminary or final plat shall be approved until the Committee in accordance with the standards in this Ordinance has reviewed the names shown on the plat and recommended for approval to the Board. When approved by the Board the submitted name(s) shall be listed on the Official Street and Private Road Name List.
- B. Approval of the final plat by the subdivider shall constitute acceptance of all street and/or private road names shown thereon.
- C. It shall be the responsibility of any developer, dedicating a street to the public, to install street name signs at all intersections and other locations as designated by the Road and Bridge Department. The developer shall obtain the street name sign materials and shall be responsible for installation. The sign material shall meet Section 11-A of this Ordinance.

Section 7: CHANGES IN STREET AND PRIVATE ROAD NAMES**A. Public Street Names:**

Where necessary or desirable, any person within Boundary County may make application to change a public street name. The application along with a fee establish by resolution shall be submitted to the Street Name Committee. The County shall not change street name signs without compensation from the applicant if the Board approves the name change. The Committee may also deem it necessary to change a name for reasons of duplication, similar pronunciation, and spelling or for other reasons relating to public safety or convenience.

B. Private Road Names:

Only owners of the property over which the private road easement passes may make application to change a private road name. All landowners will be identified through the Boundary County Planning and Zoning Department and will be notified in writing at expense of the applicant of all times of meetings regarding the change in names.

C. Procedure for changing names:

1. In the case of name changes due to duplication, similar pronunciation or spelling, the Street Name Committee shall determine if the street name is to be changed and follow the procedure outlined in Subsection 3 of this section. A private landowner may apply to change a name on a private road. The fee for a name change shall accompany the application.
2. The Committee shall take into consideration the number of existing addresses on the street in question, the length of time each street has used, the name in question, the date of the original dedication of said Street(s), each street's compliance with this Chapter and any other factor pertinent to resolving the similar pronunciation or spelling. In applications for a name change made by the Committee, no fee shall be charged. No street or private road name(s) may be changed until the proposed names have been checked against the Official Street and Private Road Name Map and List.
3. There shall be a public hearing on all proposed change of public street names and private road name changes. The Street Name Committee shall forward a recommendation to the Board within thirty (30) days of hearing. The Board may hold a public hearing on the application for name change. A hearing shall be held after notice according to I.C. § 67-6509. Any aggrieved party may appeal an adverse final decision to the District Court.
4. The Street Name Committee and the Board of County Commissioners, in considering a request for change, shall take into consideration the intent and purpose of this ordinance, the possible effect of the proposed or existing name on public safety, and whether the proposed or existing name is vulgar, offensive or otherwise not in conformance with community standards.
5. All changes shall be made in such a manner as to create the least possible inconvenience to residents and property owners in the area. No change shall become effective for at least twenty-eight (28) days after official action by the Board. All residents and affected property owners shall be mailed notification of the Board's final decision.
6. All street name sign materials and installation shall be in conformance with County policy and MUTCD. All public street name signs shall be a green background with a white legend.
7. Should this Ordinance conflict with any prior county ordinance or promulgation of rule, this Ordinance shall control.

Section 8: JURISDICTION

The regulations shall apply to the naming of all roads and the addressing of all structures and parcels within the unincorporated territory of Boundary County and the municipalities that adopt this ordinance.

Section 9: IMPLEMENTATION AND RESPONSIBILITIES

- A. Boundary County Planning and Zoning and Geographical Information System Departments shall have the responsibility of implementing, enforcing, and maintaining an addressing and road naming standard as defined by this Ordinance.
- B. In the event that violations of this Ordinance are not corrected by the date required herein, Boundary County may perform the work and bill the property owner(s).
- C. Property owners are responsible for placing numeric identification and for erecting private road signs in accordance with this Ordinance. Posting of addresses and road names must be done within four (4) months of issuance of the address or road name. Private road signs shall be erected under the guidelines of the Boundary County Road and Bridge Department.
- D. The Boundary County Road and Bridge Department is responsible for erecting and maintaining public road signs at road intersections.
- E. The property owner is responsible for the designation of the access points on the public or private road and installation and maintenance of all required road signs. The access point (s) designated by the owner shall be utilized to determine the address of the parcel. Such access points are subject to review and approval of the County to ensure that they are accessible to emergency service providers.
- F. All addresses should comply with the addressing guidelines outlined in Section 1 of this Ordinance. The order of precedents will be E911 Addressing Guidelines, and the United States Post Office Addressing Standards.

Section 10: ADDRESS NUMBERING

- A. All address numbers shall conform to the addressing system shown on the Official Address Number Map kept on file in the Boundary County Planning and Zoning Department. The general standards to be used in developing an address are as follows:
 1. The address system shall be based on a mileage system by measuring to the 1000th of a mile. The point of beginning for each road shall be at the point of takeoff from another road (Example: if the measurement from the beginning of the road (Cow Creek RD) to a driveway is 1.568 miles, the address would be 1568 Cow Creek RD). The addressing of Highway 95, Highway 2 and State Highway 1 will be using the mile markers. (Example: if a driveway is on Highway 95 and it is between mile marker 480 and 481 and the measurement from mile marker 480 to the driveway is .158 miles, the address for this driveway is 480158 Highway 95)
 2. A standard of one thousand (1000) addressing units per mile is hereby established.
 3. Even numbers should be used on west and south sides of the road, and odd numbers should be used on the east and north sides.
 4. If a building has a number of entrances, each serving separate occupants, then the building shall be assigned an address and the individual units assigned unit numbers. (Example: 24 Birch RD, Suite 3)
 5. A multi-family dwelling structure with one (1) main entrance shall be assigned one

- (1) number with the owner of the structure responsible for providing designated individual numbering of each unit before an address will be issued to the structure. (Example: 15864 Maas Loop, APT 1)
6. Mobile home parks shall be assigned one (1) number with the owner of the mobile home park responsible for providing designated individual numbering of each mobile home space before an address will be issued to the park. (Example: 528 Riverside RD, Lot 23) Alphanumeric combinations shall not be used for numbering spaces.
 7. If a road accesses three or more properties, it shall be assigned a road name and the parcels shall be addressed in accordance with this Ordinance.
 8. Parcels with structure(s), or bare land parcels, which are accessed by a driveway, shall be assigned an address at the point where the driveway intersects a named road.
 9. For parcels that are accessed by multiple driveways, the owner shall designate a Primary Access Point that will be used for address assignment. Such access points are subject to review and approval of the County to ensure that they are accessible to emergency service providers. If the property owner does not designate a primary access point, the Committee shall make the official determination to allow the proper addressing of the property.
 10. Circular and Loop roads should begin numbering at the low numbered intersection, with odd and even numbers following the set standard.
 11. Parcels served by a common driveway that access two (2) parcels should be assigned an address at the point where the access intersects a public or private road or named common driveway. Each property shall be assigned a different address. Parcels with multiple structures will be addressed on a case-by-case basis.
 12. Fractional addresses (5698 ½ Happy Trail Road) and Hyphenated address numbers (632-58 Kennedy) shall not be used.

Section 11: SIGNING

Physical addresses: Physical address numbers shall be clearly readable from the roadway. If an address is posted at the intersection of its access road and public or private road for visibility, the address sign shall be, no less than four (4) feet nor more than six (6) feet above the ground on a substantial, maintained support structure. The view of the address should be kept unobstructed and maintained by the property owner. All primary letters, numbers, and symbols shall be a minimum of 4 inches in height and shall contrast with the background color and be reflective. Private street name sign materials and installation shall conform to the MUTCD and County policy. The sign shall be installed within 120 days of notice of approval of the street name or before any construction starts on any structure accessed by that street, whichever is later.

- A. Road Signs: Road signs (private and public) shall meet the standards of the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). Public road signs shall be green with white lettering. Private roads signs shall be blue with white letters. Private road signs shall be erected under the guidance of the County Road and Bridge Department.

Section 12: ENFORCEMENT

- A. **Violations:** It shall be unlawful for any person to:
1. Erect or install a street name sign not in accordance with this County Ordinance.
 2. Remove, alter, change, or deface a street name sign or address identification erected or installed as provided herein.
 3. Place or post addresses not approved by this Ordinance.
 4. Fail to place an address visible from the road.
- B. **Penalties:** Any person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of a misdemeanor punishable by a fine as established by the rules of the Idaho Code.

Section 13: VARIANCES AND APPEALS

- A. The standards and requirements of these regulations may be modified or varied by the Board where the enforcement of the rules will result in extraordinary individual hardship, provided that the public interest is served. An applicant must specifically state the extraordinary hardship caused by the regulations and prove said variance will not cause an adverse effect to the health, safety and welfare of the community. The application shall be made to the Street Name Committee. The Street Name Committee shall forward its recommendation to the Board within thirty (30) days. Within sixty (60) days of the submission of the application to the Street Name Committee, the Board shall hold one public hearing for a public name change on the application for name change. Hearing shall be held after notice according to IC § 67-6509. For good cause, the time requirement in this section of the ordinance to hold a public hearing may be extended an additional thirty (30) days. Any aggrieved party may appeal an adverse final decision to the District Court. In granting any such variance or modification, the Board may impose any conditions necessary to secure substantial compliance with the general principles of this Chapter. Any aggrieved party may appeal an adverse final decision to the District Court.
- B. No changes shall be effective for at least twenty-eight (28) days after official action by the Board. All residents and affected property owners shall be mailed notification of the Board's final decision.
- C. The Street Name Committee and the Board of County Commissioners in considering a request for variance, shall take into consideration the intent and purpose of this ordinance, the possible effect of the requested variance on public safety and the integrity and application of the numbering system.

Section 14: FEES

Fees for Street Name Changes and Variances shall be set by resolution. Fees shall be required to be paid by the applicant at the time the application is submitted. If the application is made to correct an error or omission of the Committee, no fee shall be required.

THIS ORDINANCE shall take effect and be in force after its passing, adoption and publication in summary in one issue of the Bonners Ferry Herald, a newspaper of general circulation published weekly in Boundary County, Idaho.

ADOPTED this 18 day of June, 2007.

Chairman Smith "aye"
Commissioner Dinning "aye"
Commissioner Kirby "aye"

COUNTY OF BOUNDARY
BOARD OF COUNTY COMMISSIONERS



Ronald R. Smith
RONALD R. SMITH, Chairman

Dan R. Dinning
DAN R. DINNING, Commissioner

Walt Kirby
WALT KIRBY, Commissioner

ATTEST:

Michelle Rohrwasser, Deputy
GLENDA POSTON, Clerk of the Board of County Commissioners
By: Michelle Rohrwasser, Deputy

STATE OF IDAHO }
County of Boundary } SS.
Filed by: Commissioners
on 7-12-07 at 12:45 pm
Glenda Poston
County Recorder M Rohrwasser
By Deputy

Fee \$ 0
Mail to file County Clerk