

BOARD OF COUNTY COMMISSIONERS
Grant County, Washington

**ORDINANCE REPEALING AND
REPLACING GRANT COUNTY CODE
CHAPTER 10.36 AND 10.16, RELATED
TO THE "ADDRESSING AND GRID
SYSTEM"**

ORDINANCE No. 17- 034 -CC

WHEREAS, the provision of an accurate and systematic addressing system is a necessary component for the protection of public health, safety and general welfare, and;

WHEREAS, the revision of the addressing ordinance was developed in conjunction with representatives from Grant County Planning, Grant County Public Works, the Grant County Fire Marshal and Building Official, the Grant County Sheriff's Office Emergency Management, as well as MACC 911, and;

WHEREAS, the partnering agencies provided expertise in their respective fields related to emergency response and management to ensure the proposed revisions to the addressing ordinance will serve the public interest; and,

WHEREAS, the Board of County Commissioners has found that these amendments will serve the public interest, and;

WHEREAS, Planning Staff shall have the authority to make grammatical and format changes as necessary to achieve code uniformity. Substantive changes are not to be made without further review by the Board of County Commissioners.

NOW, THEREFORE, BE IT HEREBY ORDAINED THAT the Grant County Board of Commissioners, REPEAL Chapter 10.36 and 10.16 of the Grant County Code and;

BE IT FURTHER ORDAINED that the Grant County Board of County Commissioners, ADOPT the proposed Chapter 10.36 of the Grant County Code titled "Grant County Road Naming and Site Addressing", and completely removes Ch. 10.16 (rewriting it into Ch. 10.36); and

BE IT ALSO FURTHER ORDAINED that the effective time and date for these amendments shall be 5:00 p.m. on the date of BOCC signature.

DATED this 10th day of April, 2017.

**BOARD OF COUNTY
COMMISSIONERS
GRANT COUNTY, WASHINGTON**

Yea Nay Abstain

Cindy Carter
Cindy Carter, Chair

Richard Stevens
Richard Stevens, Member

ATTEST:

Tom Taylor
Tom Taylor, Member

Barbara J. Vasquez
Barbara J. Vasquez
Clerk of the Board

CHAPTER 10.36

GRANT COUNTY ROAD NAMING AND SITE ADDRESSING

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ARTICLE I. GENERAL PROVISIONS

10.36.100 PURPOSE.

- 1) The purpose of this chapter is to set forth a grid system for naming roads and assigning site addresses within the unincorporated areas of Grant County, Washington.
- 2) The goals of this chapter are as follows:
 - a) Provide property owners, service providers and government agencies and departments with a simple and systematic means of identifying and locating property and/or structures.
 - b) Regulate the display of site address numbers and provide for accurate road name signage, installation, and maintenance thereof.
 - c) Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services through implementation of Section 2 (a) & (b).

10.36.110 APPLICABILITY.

- 1) This chapter applies to all roads and site addresses located within unincorporated Grant County. Grant County may name or rename roads and assign or reassign site addresses as necessary to further the purpose of this chapter.

- 2) The provisions herein shall apply to the assignment of site addresses to all new or existing buildings or properties within the unincorporated areas of the county.
- 3) All nonconforming addresses may be changed to conform to this chapter.

10.36.120 ADMINISTRATION.

The Grant County Planning Department shall administer the provisions of this chapter, unless otherwise provided for herein.

10.36.130 DEFINITIONS.

- 1) The following definitions are used in this chapter in addition to the definitions in Section 1.30.020 of the county code:
 - “Address number” means the numeric designation for an addressable structure or unit or parcel.
 - “Addressable” means a property eligible to be assigned an address under this chapter.
 - “Addressable property,” “addressable structures,” “addressable sites” or “addressable units” means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites required to be addressed by the Grant County Building Official and/or Grant County Fire Marshal to comply with applicable building and/or fire codes. Undeveloped property may also be assigned an address.
 - “Baseline” means an east-west line located between Public Land Survey System Township 18 North, W.M. and Township 19 North, W. M.
 - “County addressing coordinator” means the person(s) designated by the Planning Department Director to administer the Grant County road naming and site addressing system.
 - “Department” means the Grant County Planning Department.
 - “Division” means a north-south line located between Public Land Survey System Range 26 East, W.M. and Range 27 East, W.M.
 - “Private road” means a road that is privately owned, on private property. The use of the term “private road” does not imply that the road meets any criteria of the Grant County Public Works Road Standards, Section 5 – Private Roads (Resolution 09-093-CC).
 - “Public road” means a road that is owned and maintained by a federal, state, or local government body.
 - “Quadrant” means a geographic area north or south of Baseline and east or west of Division. There are four quadrants created by the intersection of Baseline and Division and the Grant County boundary (i.e., NW, NE, SW, SE).
 - “Road name” means the word or words either existing, or in the case of new or renamed roads, which are approved by the Grant County Planning Department, used in conjunction with a road type classification, and quadrant suffix to identify a road.

- “Road origin” means the point along a road at which the lowest address number is located.
- “Road type classification” means the word or abbreviation associated with a road name that classifies the road as an avenue, circle, court, drive, lane, loop, place, road, street, or way.
- “Road” means a generic term for any vehicular way.
- “Shared-use driveway” means a road, which may not be built to a private or public road standard, providing access to more than one addressable property, structure, or unit.
- “Site address” means a property location identification including the following elements: address number, road name, road type classification, quadrant, and unit number, if applicable.
- “Uniform address marker” means a uniform marker, five-inches by twelve-inches in size with reflective blue background and white reflective numerals.
- “Unit” means a generic term to describe specific subdivision of the address. A unit may be an apartment, suite, space, fenced area, lot, etc. that all use the same driveway access.
- “Unit designator” means secondary address numbers that are used to identify separate buildings or units on a single lot, parcel, or tract of land. A unit designator shall consist of alphabetic abbreviations such as BLDG, APT, or UNIT that describe the subdivision of the address and a numeric identifier.

10.36.140 REPEALS AND REPLACES CHAPTERS 10.16 AND 10.36 OF THE COUNTY CODE.

The resolution codified herein repeals and replaces Chapter 10.16, Designation and Classification of County Roads, and Chapter 10.36, Addressing and Grid System of the Grant County Code, as of the effective date of this chapter.

10.36.150 SEVERABILITY.

If any provision of this chapter or its application to any person, property, or road is held invalid, the validity of the remainder of the chapter or application of the provision to other persons, property, or roads shall not be affected.

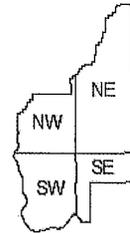
ARTICLE II. GRANT COUNTY ROAD AND SITE ADDRESS GRID SYSTEM

10.36.200 GRID SYSTEM PRINCIPLES.

The Grant County Road and Site Address Grid System is composed of the following elements:

1) QUADRANTS:

Grant County is divided into four quadrants: (1) Northwest (NW); (2) Northeast (NE); (3) Southeast (SE); (4) Southwest (SW). The east-west parallel is the line running between Public Land Survey System Township 18 North, W.M. and Township 19 North, W.M. This line is known as Baseline. The north-south meridian is the line between Public Land Survey System Range 26 East, W.M. and Range 27 East, W.M. This line is known as Division. The baseline and meridian intersect in the approximate center of the County, and form the four quadrants.



2) ROAD GRID:

The majority of Grant County roads run in straight lines and are predominantly spaced in one-mile intervals, creating a grid of right angles across the County. Road names, as defined in Section 10.36.305, indicate approximate distance from the Baseline parallel and Division meridian.

3) ADDRESS BLOCKS:

- a) Grant County is divided into one-mile square address blocks, the boundaries of which correspond to Public Land Survey System sections. Address blocks contain one thousand address numbers in the north-south direction, and one thousand address numbers in the east-west direction.
- b) East-west address blocks begin at zero at the Division meridian. Address blocks to the west of the Division meridian increase sequentially moving west. That is, the first address block to the west of Division contains the address numbers 0-999. The next address block to the west contains the address numbers 1000-1999. Address blocks to the east of Division increase sequentially moving east.
- c) North-south address blocks begin at zero at the Baseline parallel. Address blocks to the north of Baseline increase sequentially moving north. That is, the first address block to the north of Baseline contains the address numbers 0-999. The next address block to the north contains the address numbers 1000-1999. Address blocks to the south of Baseline increase sequentially moving south.

ARTICLE III. ROAD NAMES

10.36.300 ROADS TO WHICH NAMING REQUIREMENTS APPLY.

- 1) New or unnamed existing public and private roads shall be named.
- 2) New or unnamed existing shared-use driveways providing access to more than one addressable property, structure, or unit may be named if deemed appropriate by the county addressing coordinator.

10.36.305 ROAD NAMING STANDARDS.

All new, unnamed, or renamed roads in unincorporated Grant County shall be named pursuant to this article and the following criteria:

- 1) Roads that are neither diagonal nor winding shall be prefixed by the word Road or abbreviation Rd.
- 2) Roads running predominantly easterly and westerly are named using Arabic numerals (e.g., 1, 2, 3, etc.), increasing sequentially northerly or southerly from Baseline, the east-west parallel.
 - a) Roads running predominantly along Public Land Survey System section lines (at a distance of approximately one mile between each section) are named using a whole number.
 - b) Roads running between section lines are named using the whole number, a decimal point, and the tenth of a mile away from the whole number that is closest to the road origin.
 - c) In unique circumstances, for purposes of public safety, roads running between the tenth of a mile divisions may be named using the whole number, a decimal point, the closest tenth of a mile, and five hundredths (e.g. Rd 10.45).
- 3) Roads running predominantly northerly and southerly are named using an alphabetical letter (e.g. A, B, C, etc.), increasing sequentially easterly or westerly from Division, the north-south meridian.
 - a) Roads running predominantly along Public Land Survey System section lines (at a distance of one mile between) are named using a letter.
 - b) Roads running between section lines are named using the letter, a decimal point, and the tenth of a mile closest to the road origin.
 - c) In unique circumstances, for purposes of public safety, roads running between the tenth of a mile divisions may be named using the letter, a decimal point, the closest tenth of a mile, and five hundredths (e.g. Rd B.25).
- 4) Roads running predominantly north-south or east-west, can change direction, creating a stair-step pattern of nearly right-angle segments. To preserve the grid pattern of road names, the assigned road name changes at each change in cardinal direction.
- 5) Diagonal and winding roads do not fit the grid system, and therefore are assigned a unique road name approved by the Board of County Commissioners.
- 6) Roads within Planned Unit Developments are named according to the Grant County Unified Development Code, Chapter 23.04 Zoning Districts, Section 23.04.800.
- 7) Unique road names are subject to the following criteria:
 - a) Road names shall be 16 characters or less, excluding road type classification and quadrant designation.

- b) Road names shall consist of no more than two words, excluding road type classification and quadrant designation.
- c) Road names shall be easily pronounced and spelled.
- d) Road names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
- e) Variations of the same name with a different road type classification are considered duplication.
- f) Articles ("The," "A," or "An") shall not be used to begin road names.
- g) Road names duplicating commercial or private facilities shall not be used.
- h) The use of a name derived from a community name or geographic feature shall be limited to use at locations in close proximity to such community or geographic features.
- i) A proposed road which is a continuation of, or in alignment with, an existing road, shall continue the road name of the existing road when possible.
- j) Roads that connect to each other and are not a natural extension of the existing road may not start with the same word as the road name at the point of origin.

10.36.310 ROAD NAMING AUTHORITY.

- 1) Road names that conform to the grid system are assigned a grid-compliant road name by the county addressing coordinator.
- 2) Names for roads that are winding, diagonal, or otherwise exempt from the grid system are established by petition to the Board of County Commissioners. The petition shall include, at a minimum, a site map showing road location, adjacent parcels, proof of legal approach, and shall be accompanied by payment of the applicable fees. The petition shall be provided to the addressing coordinator in advance of the Board of County Commissioners action for the purposes of verifying the acceptability of the proposed road name. The Board of County Commissioners shall take action to approve the petitioned road name during an appropriately advertised consent agenda action, or shall set the petition for a public hearing in cases where additional consideration is deemed to be necessary by the Board of County Commissioners.

10.36.315 ROAD TYPE CLASSIFICATION PREFIX OR SUFFIX.

- 1) Road names that conform to the grid naming system are prefixed by a road type classification, which is always Road or the abbreviated form of Rd.
- 2) Road names that do not conform to the grid naming system are suffixed by a road type classification, as follows:
 - a) Road classification may be one of the following: Avenue ("Ave"), Boulevard ("Blvd"), Court ("Ct"), Drive ("Dr"), Lane ("Ln"), Place ("Pl"), Road ("Rd"), Street ("St"), or Way.

- b) Circles ("Cir") may be designated when the road is circular in shape.
- c) Loops may be designated when a road begins and ends in two different locations along another road.

10.36.320 GRID QUADRANT SUFFIX.

Following the road name, roads will carry the appropriate grid quadrant suffix, NW, NE, SW or SE.

10.36.325 ROAD NAME COMPONENTS.

Road names are structured with the following components.

- 1) Road names that conform to the grid naming system: Road type classification, Road name, followed by Quadrant abbreviation (e.g., Road 1 NE or Rd 1 NE).
- 2) Road names that do not conform to the grid naming system: Road name, followed by road type classification (e.g., Rd, Ave, Ln), followed by Quadrant abbreviation (e.g. Baird Springs Rd NW).

10.36.330 ROAD DIRECTION AND ORIGIN.

Road direction and origin are determined by the grid system.

- 1) The geographic direction of a road shall be determined by observing its overall length and noting its general or predominant direction from the Baseline parallel or Division meridian. The direction determines the road name (Section 10.36.305) as well as whether the road will be assigned an address range in the north-south sequence or east-west sequence.
- 2) Each road shall have a designated origin. The origin of a north-south running road is the end of the road closest to Baseline. The origin of an east-west running road is the end closest to Division. The origin determines the location of the lowest digit of the address range for the road segment.

10.36.335 DUPLICATE ROAD NAMES.

- 1) Road names derived from the grid system are duplicative by design. That is, multiple disconnected segments of road running northerly-southerly or easterly-westerly are differentiated only by the quadrant designation that follows the road name. The one-mile square address block identified in the address number further locates a segment of interest.
- 2) Names that are not derived from the grid system are not to be duplicated. The county addressing coordinator may cite duplication in the following circumstances:
 - a) The name sounds like another name to the extent the two could be confused.
 - b) The name is the same as an existing name, but the road classification type (Rd, St, Ave, etc.) is different.
- 3) In the event existing named roads are considered duplicated and are subsequently renamed under this chapter, all of the standards set forth in Section 10.36.305 shall apply. In addition, the following shall be considered and may be applied:

- a) Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history shall be balanced with the stated purpose of this chapter.
- b) If two existing roads have duplicate names such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be determined or verified which road used the name first, the road with fewer addressed structures or units shall be renamed.

10.36.340 NON-CONFORMING EXISTING ROAD NAMES.

Existing road names that do not conform to the provisions of this chapter shall stand until one of the following occur:

- 1) An application to rename the road is received and approved.
- 2) The county addressing coordinator determines a need to rename to improve public safety.
- 3) A city annexation creates a situation in which renaming affected unincorporated area roads would improve clarity or public safety.

10.36.345 FINAL SUBDIVISION ROAD NAMES.

All final subdivisions in which new roads or driveways subject to this ordinance are proposed shall be identified on the face of the final subdivision map prior to recording and shall be consistent with the approved preliminary subdivision.

10.36.350 ROAD NAME CORRECTIONS OR REQUESTS TO RENAME A ROAD.

- 1) The county addressing coordinator shall consider all requests to correct road names and determine if a correction is necessary. The county addressing coordinator shall notify stakeholders of road name corrections.
- 2) Requests to rename roads shall be considered if any of the following conditions are met:
 - a) The road alignment is neither diagonal nor winding and the name change would further compliance with the county grid system.
 - b) The road alignment is either diagonal or winding and the name change is in the interest of clarity or public safety.
- 3) Requests to rename roads shall be made by petition to the Department. The petition shall include, at a minimum, proponent's name and contact information, a site map showing the road location, a statement explaining the reasons for renaming the road, and shall be accompanied by payment of the applicable fees.
- 4) The following persons or agencies are authorized to apply to Grant County to rename a road within unincorporated Grant County:

- a) An owner of property abutting the road, or having legal access to the owner's property by such road, for which renaming is requested;
- b) Any public agency providing law enforcement, fire protection or other emergency response services to the public in Grant County;
- c) Grant County, by its Public Works Department.

ARTICLE IV. ROAD NAME SIGNS

10.36.400 ROAD NAME SIGNS REQUIRED.

All roads shall have approved road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Road name signs within the unincorporated portions of Grant County shall be made and installed pursuant to this chapter.

10.36.410 ROAD NAME SIGNS.

- 1) All new road name signs shall comply with MUTCD guidelines, as adopted by Washington law, for size, design, lettering, color, material, and placement. Reasonable variation may be permitted or required by the county addressing coordinator.
- 2) All new private road and shared-use driveway name signs shall indicate by the word "Private" or the abbreviation "Pvt" that the road is private.
- 3) Road name signs shall be fabricated and installed by Grant County Public Works Department. Cost recovery is based upon the applicable fee schedule.
- 4) A developer, homeowners association, or if there is none, property owners abutting and with legal access to a private road or shared-use driveway shall be responsible for the purchase, replacement and maintenance of all private road or shared-use driveway name signs located on private property.

10.36.420 FINAL SUBDIVISION ROAD NAME SIGNS.

Prior to the recordation of a final subdivision, the developer shall coordinate with Grant County Public Works Department for fabrication and installation of proper road name signs along with payment of associated fees according to the applicable fee schedule(s).

ARTICLE V. ADDRESS ASSIGNMENT

10.36.500 PROPERTY OWNER'S DUTY TO OBTAIN ADDRESS; APPLICATIONS.

- 1) Each property owner in unincorporated Grant County whose property has not been assigned an address has a responsibility to apply to the county for a site address.

- 2) An owner shall apply for a site address in conjunction with a Grant County building permit application, if the building site does not have a valid site address. Failure to do so shall prevent approval of the building permit application.
- 3) Each site address assignment application shall include, at a minimum, a site map showing structures, driveways, and road approach location(s), proof of legal access at the road approach location(s), and shall be accompanied by payment of the applicable fees as determined by the applicable fee schedule.

10.36.510 ASSIGNED ADDRESSES.

- 1) Within each square-mile address block, there are one thousand available addresses, five hundred on each side of the road.
- 2) With the exception of circles and loops, even numerical designations shall be assigned to the north and west sides of roads and odd numerical designations shall be assigned to the south and east sides of roads in all quadrants. When possible, even and odd numerical designations shall be assigned in sequence and opposite one another.
- 3) Addresses assigned from a circle or loop shall be numbered in sequence beginning at the point of origin and proceeding progressively around such circles or loops.
- 4) Address numbers are calculated based on a measurement in feet from the beginning of the square-mile address block to the location at which the primary driveway access approaches the named road providing service to the driveway. The distance in feet is noted, as well as the cardinal direction from which the driveway approaches the named road. The distance in feet is typically divided by 5.28 to account for the approximate distance in feet between the 1000 available addresses within the one-mile block. The resulting number is added to the number of the address block and then may be adjusted by one based on the cardinal direction noted previously, as it dictates if the address will be even or odd. The county addressing coordinator may grant minor exceptions as necessary.
- 5) Addresses inside an Urban Growth Area and along roads that continue from the city to the county jurisdiction shall be assigned using the county grid system. If the county addressing coordinator determines that the interests of public safety require an exception, the county addressing coordinator may coordinate with the city addressing authority to assign an address using the city's address system.

10.36.520 MULTIPLE UNITS.

- 1) Any site which includes multiple apartments, suites, spaces, or units must be assigned the appropriate site address plus a unit designator and a number or letter representing the unit. The

application for address assignment under this section shall include a map or drawing accurately showing the location of each unit.

- 2) Unit addresses shall contain one of the following approved multiple unit designators which most closely identifies the unit type: "Apt" for apartment, "Rm" for room, "Bldg" for building, "Dept" for department, "Ste" for suite, "Spc" for space, "Fl" for floor, "Unit" for unit, and "Lot" for lot.
- 3) When unit numbers are assigned to buildings with multiple levels, the first numeral shall represent the floor upon which a unit is located.
- 4) Unit designators shall be assigned in sequence, beginning at the lowest point on the grid system.

10.36.530 TEMPORARY ADDRESSES.

Temporary addresses are not allowed.

10.36.540 NON-CONFORMING EXISTING SITE ADDRESSES.

Existing site addresses that do not conform to the provisions of this chapter shall stand until one of the following occur:

- 1) A road right-of-way or location is altered;
- 2) The location of the driveway access point is substantially moved;
- 3) The road name designated in the site address changes;
- 4) The county addressing coordinator finds an error, such as:
 - a. an existing site address that is out of sequence;
 - b. an existing site address should be odd instead of even, and vice versa;
 - c. there was an error in calculation of the site address.

ARTICLE VI. DISPLAY OF ADDRESSES

10.36.600 ADDRESS NUMBERS.

- 1) The provisions of this chapter are meant to complement Section R319, Site Address, of the currently adopted International Residential Code.
- 2) Each property owner shall display and maintain the address number assigned to the property, structure, unit, or improvement.
- 3) Grant County fabricates and provides one uniform address marker for every new site address assigned via the process defined in Section 10.36.500. Additional uniform address markers are available for purchase from Grant County.
- 4) Display of a uniform address marker inside the owner's property line at the driveway approach is required in the following circumstances:
 - a. The addressed structure is located more than one hundred feet from the road designated in the site address.

- b. The addressed structure is not clearly visible from the road designated in the site address.
- 5) Display of a uniform address marker is recommended in the following circumstance:
 - a. The addressed structure is located one hundred feet or less from the road designated in the site address, and is clearly visible from said road.
- 6) Address numbers displayed on a structure shall be a minimum of four inches in height, with a minimum stroke width of one-half-inch, and shall be placed in a location that can be easily identified from the roadside from which the building is addressed. For maximum daylight visibility, the numbers shall contrast with the background they are placed upon. For maximum nighttime visibility, the numbers shall be illuminated or receive illumination from a nearby light source.
- 7) Corner lot address numbers shall be displayed facing the road designated in the assigned site address.

10.36.610 SHARED ACCESS.

Addressable structures or sites located along an unnamed shared-use driveway must be posted at the intersection of the driveway and the road designated in the assigned site address. Additional posting may be required at the location of any subsequent intersections along the shared-use driveway. The structure or site shall display posting at the structure location or the site in compliance with the provisions in Section 10.36.600.

10.36.620 TIMING OF DISPLAY.

An owner shall display the assigned site address within 15 days of notification or before occupancy of a new residence or building.

ARTICLE VII. RECORDS

10.36.700 LIST OF ESTABLISHED ROAD NAMES, ASSIGNED ADDRESSING AND MAPPING.

- 1) The department shall create and maintain a list of established road names within unincorporated Grant County to be known as the "Official Road Name List."
- 2) The department shall maintain a computerized Geographic Information System (GIS) database of all known roads and addresses within unincorporated Grant County.

ARTICLE VIII. ENFORCEMENT AND PENALTIES

10.36.800 PUBLIC NUISANCES.

- 1) Failure to comply with provisions required under this chapter is declared to be a public nuisance. Abatement of the public nuisance shall follow the Grant County Unified Development Code, Chapter 25.16 Enforcement and Penalties.