

Okanogan County
Ordinance 2002-02

AN ORDINANCE RELATING TO THE CREATION OF AN ADDRESSING ORDINANCE FOR THE ASSIGNMENT OF ACCURATE ROAD NAMES AND PHYSICAL ADDRESSES;

SECTION 1 FINDINGS AND RECITALS

WHEREAS, Okanogan County is committed to the promotion of the public safety and welfare of the citizens of the county and others while living, visiting or recreating in the county, by facilitating emergency response to requests for assistance; and

WHEREAS, the state legislature has determined that the citizens of the state increasingly rely on the dependability of a 911 system and that the degree of accuracy of emergency services information is important; and

WHEREAS, the county has adopted provisions for Emergency Services (OCC, Chapter 2.68), to provide for the preparation and carrying out of plans for the protection of persons and property and to provide for the coordination of emergency services; and

WHEREAS, the county has created an Emergency Services Organization (OCC, Chapter 3.24) for the purpose of establishing an emergency services organization and program for the county, in accordance with RCW 38.52; and

WHEREAS, the county has adopted a 911 Excise Tax program (OCC, Chapter 3.36) to fund a universally accepted 911 emergency telephone number to promote the Emergency Services program; and

WHEREAS, the County has adopted Uniform Codes (OCC, Chapter 15.04.010 (A),(C) that require the display of approved numbers or addresses on all new and existing buildings; and

WHEREAS, the county Subdivision Code (OCC, Chapter 16) requires, in most instances, the assignment of accurate addresses for newly created lots; and

WHEREAS, a vital component of the county emergency services program is an accurate road naming and structure numbering system; and

WHEREAS, the adoption of the proposed Addressing Ordinance is in the interest of public health, safety, and general welfare of the citizens of Okanogan County;

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE OKANOGAN COUNTY BOARD OF COMMISSIONERS:

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SECTION 1 - GENERAL PROVISIONS

1.01 - Short Title

This Chapter shall be known and cited as the "Physical Addressing Code."

1.02 - Purpose

The purpose of this Chapter is to further enhance the Okanogan County E-911 System and to provide for a uniform county-wide addressing system for all buildings to assist emergency and postal services, and to promote the general public health, safety, and general welfare of the citizens of unincorporated Okanogan County.

1.03 - Administration

The Planning Director of the Okanogan County Office of Planning and Development ("Department"), or designee, is vested with the duty of administering, implementing, and interpreting the provisions of this Chapter. The Planning Director or designee may prepare and/or require the use of such forms and information as deemed necessary to administer the provisions of this Chapter

1.04 - Compliance With Regulations

No physical address shall be given within unincorporated Okanogan County, except in full compliance with the provisions of this Chapter. Physical addresses and road names in place at the time of adoption of this Chapter which do not meet the requirements of this Chapter, shall be allowed to be used. Attempts shall be made by the Department to correct the inaccuracy.

1.05 - Scope

This Chapter shall apply to all public and private lands situated within the unincorporated portions of Okanogan County over which Okanogan County has jurisdiction under the constitutions and laws of the State of Washington and of the United States and shall set forth minimum standards in addition to such other standards that may be applicable.

1.06 - Severability

If any provision of this Chapter is for any reason held to be invalid, the remainder of this Chapter shall remain in effect. If any provision of this Chapter is adjudged invalid as applied to a particular person or circumstance, that provision of this Chapter shall not be affected as to other persons or circumstances.

SECTION 2 - DEFINITIONS

2.01 - Definitions; Generally:

Whenever the words and phrases set forth in this Chapter appear in this title, they shall be given the meaning attributed to them by this Chapter. When not inconsistent with the context, words used in the present tense shall include the future; singular includes the plural and the plural the singular; "shall" is always mandatory and "may" indicates a use of discretion in making a decision.

- A. Accessory Building: All structures as defined by Okanogan County Code Chapter 17.04.007.
- B. Address: A property location identification including the following elements: Number, Directional Prefix, Road Name, (Unit Number, if applicable).
- C. Avenue (Ave): A road designator/suffix for roads within an incorporated or unincorporated city or town.
- D. Boulevard (Blvd): A road designator/suffix for roads within an incorporated or unincorporated city or town.
- E. Building: Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.
- F. Business Establishment: A place of business and shall include all structures used for commercial, industrial, and manufacturing activities as defined by Okanogan County Code Chapter 17.
- G. Circle (Cir): A road that circles back upon itself.
- H. Contrasting: To arrange or display in such a way that highlights or displays differences between the lightest and darkest colors.
- I. Court (Ct): A permanent dead-end or cul-de-sac road traveling north/south and not an extension of an existing road or a continuation of a proposed road.
- J. Department: The Okanogan County Office of Planning and Development.
- K. Drive (Dr): Any vehicular way either by use, by approved plat, or approved by other action, whether improved or unimproved and is not classified as an avenue, boulevard, court, circle, loop, lane way, place, road or street.
- L. Driveway: A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way, and leading to a building, use or structure on that lot.
- M. Driving Surface: The furthest extent of the traveled road surface including the shoulder.
- N. Dwelling: A building or portion thereof that contains living facilities, used both full-time or part-time, as defined by Okanogan County Code Chapter 15.04.
- O. Lane (Ln): A short road that is one thousand (1,000) feet or less in length.
- P. Loop (Lp): A short road that begins and ends on the same road.
- Q. Place (Pl): A short road used in a cul-de-sac traveling east/west.
- R. Planning Director: The Okanogan County Office of Planning and Development Planning Director or Planning Director's designee.
- S. Primary Access: Access as defined by Okanogan County Code Chapter 16.08.125, and/or hereafter amended.
- T. Private Road: Any road which provides legal access to three or more buildings and/or parcels as defined by Okanogan County Code Chapter 16.08.130, as now and/or hereafter amended.
- U. Public Road: Any portion of public right-of-way which provides vehicular circulation as defined by Okanogan County Code Chapter 16.08.140, as now and/or hereafter amended.

- V. Recreational Lot: A parcel, space, or unit, owned, rented, or leased for recreational purposes and not permanent year-round occupancy.
- W. Residence: See Dwelling.
- X. Road: Any vehicular way that is an existing county or municipal, or private roadway, either by use, by approved plat, or approved by other action, whether improved or unimproved and that is not classified as an avenue, boulevard, court, circle, drive, loop, lane way, place, or street.
- Y. Street (St): A road designator/suffix for roads within an incorporated or unincorporated city or town.
- Z. Utility Site: A parcel which contains any type of utility service, located on a legal parcel of land with no association to a building, requiring periodic maintenance, or readings by utility company personnel.
- AA. Way: Any vehicular way that is an existing county or municipal, or private roadway, either by use, by approved plat, or approved by other action, whether improved or unimproved and is one-half mile (0.50) or less in length.

SECTION 3 - ROAD NAMES

3.01 - General

All new private roads shall be named pursuant to this Section. Proposed new private road names shall be subject to the following criteria:

- A. Road names shall be pleasant sounding, appropriate and easy to read and pronounce.
- B. The use of similar sounding names, names which are numerical (1st, 2nd), alphabetical letters (A,B), frivolous, complicated, or unconventional spellings shall be avoided.
- C. Road names shall be no more than fifteen (15) letters, including the designator/suffix and spaces.
- D. Duplication of road names shall not be allowed despite location in the County. Similar sounding names are considered duplication regardless of spelling.
- E. No proposed road name shall be approved which begins with a word that appears as the first word in five or more current road names.
- F. Final decisions on road names shall rest with the Department.
- G. Roads that connect to each other may not start with the same word.
- H. Road names may not start with the same word as the road name of the point of origin.

3.02 - Road Designator/Suffix

A road designator/suffix shall be required for all new private roads. Road (Rd), Drive (Dr), Circle (Cir), Court (Ct), Place (Pl), Loop (Lp), Lane (Ln), and Way may be used subject to definitions listed in Section 2.

3.03 - Directional Designators

Directional designators shall not be used as the first word in any road name. Any directional designator shall bear the true direction of the road. Existing roads that use directional designators shall not be changed unless otherwise deemed necessary.

- A. Road designators do not distinguish between different road names.
- B. Roads may not have the same name with different road designators.

3.04 - Road Origin and Direction

Each road shall have a designated origin. Generally, a road origin will be the most South or West beginning point of the road as accessed from another road. Final designated origin shall be

determined by the Okanogan County Road Engineer for all public roads and the Department for all private roads.

- A. A continuous road or one proposed to be continuous should bear the same name throughout, regardless of changes in direction. If the road is interrupted by a highway, railroad, river, etc. and eventual connection is not probable, the segments shall bear different names.
- B. Meandering roads or other roads that do not follow a main direction shall be designated as mainly running east/west or north/south and be numbered consistently along its length in regard to direction.
- C. Roads which under the same name, turn abruptly from one predominant direction to another, shall be addressed consistently in one direction throughout their length according to whichever direction is the longest or as deemed appropriate by Okanogan County.

3.05 - New Road Names

Names for newly created private roads will require the approval of sixty (60%) percent of the property owners in which the road travels through or abutting against their property. Proposed road names and signatures of property owners shall be provided on forms supplied by the Department. In the event that a road name cannot be agreed upon by the property owners within sixty (60) days of signature request, the Department shall assign a road name.

3.06 - Renaming a Private Road

A request for renaming a private road will require the approval of one-hundred (100%) percent of the property owners in which the road travels through or abutting against their property. Proposed road names and signatures of property owners shall be provided on forms supplied by the Department. In the event that one hundred (100%) percent approval is not obtained, the private road will not be renamed.

3.07 - Duplicate Road Names, City/Town/County

When a road name within unincorporated Okanogan County is duplicated by a road name within an incorporated City or Town, the County shall work with the City or Town to determine which road shall be renamed.

3.08 - Roads Carrying More than One Name

Existing private roads now carrying more than one name may be changed to the name under which the road travels the longest distance or has the most addresses. The choice for the name shall be the responsibility of the Department, and shall be decided upon by determining which name change impacts the least number of addresses, subsequent to Section 3.09, unless a different name is deemed desirable.

3.09 - Duplicate Road Names, Unincorporated Areas

Duplicate road names may be changed by the Department using the following criteria:

- A. When the road was originally named;
- B. The number of improved properties served by the road;
- C. Other factors as deemed appropriate by the Department.

3.10 - Final Plats

Prior to the filing of a final plat, all roads within or serving the development must be named and indicated on the final plat.

3.11 - Recorded Surveys

Road names identified on recorded surveys which are not currently recorded in the addressing data base are not valid road names and shall not be used for physical addressing purposes unless the road name was created consistent with the provisions of this Section.

SECTION 4 - DISPLAY OF ROAD NAMES

4.01 - Road Sign Required

All private roads created under Section 3 shall have a sign posted pursuant to this Section.

4.02 - Private Road Signs

All existing and new private road signs shall be created by the Okanogan County Public Works Department and shall have white reflective letters and a blue reflective background. Okanogan County Public Works Department shall install all road signs located within Okanogan County right-of-way, deeded, prescriptive, or otherwise. Installation of road signs located within private rights-of-way or easements shall be the responsibility of the landowner or applicant. Landowners are responsible for the maintenance of all private road signs. Fees for signs and installation shall be according to adopted Okanogan County Fee Schedules.

4.03 - Private Ways

Private ways, which have not been named pursuant to this Chapter, shall not display signage as specified in Section 4.02.

4.04 - Substandard/Homemade Signs

Substandard or homemade signs shall not be allowed, unless such sign is substantially consistent with the provisions of this Section. The determination of consistency shall be left with the Department.

4.05 - Final Plats

Prior to the filing of a final plat, proper road signage shall be installed for all roads within or serving the development.

SECTION 5 - ASSIGNING OF ADDRESSES

5.01 - Physical Address Required

When a public or private road, named or unnamed, provides legal access to three (3) or more structures or uses as listed under Section 2, such structures or uses shall be addressed off of that public or private road according to the primary access location onto the property. If the private road is not named, road naming procedures as outlined in Section 3 shall be used to name the road prior to assigning an address.

5.02 - Address Assigned

All physical addresses shall be issued from the road point of origin to the primary access location and not to the structure. Road origin shall be determined pursuant to Section 3.04.

5.03 - Numerical Designations

All digits indicate the address distance in hundredths of miles from the origin of the address road to the primary access location to the site. For each mile there can be one hundred (100) addresses, fifty (50) on each side of the road. The distance component of addresses on state highways will correspond to the Washington State Department of Transportation mileposts.

- A. If adjacent primary access locations are closer than 0.01 miles (52.8 ft) and share the same distance number, the address of the property closest to the road origin will have the lower final digit.
- B. When traveling from the point of origin of a public or private road, addresses assigned with odd numbers will indicate the location is on the left side of the road, even numbers will indicate the location is on the right side of the road. All addresses assigned shall be in sequential order.

5.04 - Change in Road Location

If a public or private road right-of-way or location is altered, or any other condition causes doubt as to a correct physical address, the Department shall assign a correct address consistent with the provisions of this Chapter.

5.05 - Multiple Units

Any site, which includes multiple apartments, suites, spaces, or other units, must include the appropriate unit designator and number in the address following the road name. A map or drawing adequately locating each unit may be required prior to issuing physical addresses. Copies of as-built maps or drawings shall be provided to the appropriate emergency response agencies by the landowner and/or contractor.

- A. Appropriate designators shall be APT/Apartment, RM/ Room, BLDG/Building, CBN/Cabin, DEPT/Department, STE/Suite, SPC/Space, FL/Floor, TRLR/Trailer, HNGR/Hanger, UNIT/Unit, LOT/Lot.

5.06 - Accessory Buildings

More than one physical address may be assigned to a legal parcel of land. Accessory buildings may be addressed when one or more of the following characteristics exist:

- B. If an additional building is used for residential, commercial, or business purposes;
- C. There is power and/or telephone service to the building (either separate service or an extension of the service provided at the main building);
- D. Is not visible or accessible by emergency services from the main building.

5.07 - Continuation of Incorporated City/Town Roads

Existing physical addresses assigned from roads which begin with a City or Town's numbering scheme and extend into the County's numbering scheme, shall remain.

5.08 - Road Segments Between City/Town and County

In the event a new road segment is created between a City or Town and the County, notification shall be given to the agencies involved to determine how addresses should be issued. In the event of an annexation into a City's jurisdiction, physical addresses may be modified to indicate the change.

5.09 - Final Plats

Prior to the approval and recording of a final plat, all proposed lots which contain a dwelling must have a physical address and be indicated on the final plat. Physical addresses will not be issued to vacant lots unless required by this Section.

5.10 – Recorded Surveys

Addresses identified on recorded surveys which are not currently recorded in the addressing data base are not valid and shall not be used for physical addressing purposes unless the address was issued consistent with the provisions of this Section.

SECTION 6 - DISPLAY OF ADDRESSES

6.01 – Temporary Display of Physical Address While Under Construction

It shall be the duty of the property owner to obtain a correct physical address from the Department and to display the assigned number(s) for any building required by this Chapter. A temporary sign displaying the County assigned number(s) shall be posted on the lot within the property boundary of that lot during construction, facing the road from which the physical address is assigned.

6.02 – Final Permit Approval

No building permit will be finalized for any building until the owner has obtained from the Department the official physical address of the premises. Final approval of any structure erected, repaired, altered, or modified after the effective date of this Chapter shall be withheld by the Okanogan County Building Department until permanent and proper numbers have been affixed to said structure or posted as required by this Section.

6.03 - Display of Physical Address Numbers

It shall be the responsibility of the property owner, or mobile/manufactured homeowner to properly display and maintain the correct number that has been assigned. Numbers shall be a minimum of four (4) inches in height placed on a contrasting background so that the location can be easily identified from the roadside from which the building is addressed. Displayed numbers shall be clearly readable and visible according to the following criteria:

- A. Buildings situated fifty feet (50') or less from the primary road surface shall display the correct number on the roadside of the structure and be visible from the roadside from which the building is addressed;
- B. In the case of any building situated fifty-feet (50') or more from the primary road surface, or when the view of the building is blocked, the correct number shall be posted at the property line adjacent to the road side pursuant to the requirements of this Section;
- C. Addressable entities other than buildings, such as recreational lots or utility sites, shall display the correct number at the primary access location consistent with Section 6.03.

6.04 - Corner Lots

The building number shall face the road from which the address is assigned on all corner lots.

6.05 - Common Road

If less than three addresses use common primary access and the building is located more than fifty-feet (50') from the road from which the address was obtained, each address shall be posted at the intersection of the named road and will require additional posting at the building location consistent with Section 6.03.

SECTION 7 - RETENTION OF RECORDS

7.01 - List of Road Names and Maps

The Department shall create and maintain a list of established road names within the County to be known as the "Official Private Road List." For the purpose of facilitating accurate addressing

of all buildings, maps of all private roads within the County identifying all proper addresses shall be kept on file with the Department. These maps shall be open to public inspection during regular business hours.

SECTION 8 ENFORCEMENT AND PENALTIES

8.01 – Violations

It shall be unlawful for any person, firm, corporation or business to:

- A. Erect or install a private road sign not in accordance with this Chapter;
- B. Remove, alter, change or deface a private street name sign or address numbers erected or installed as required by this Chapter;
- C. Place or post addresses not approved by this Chapter; or
- D. Fail to place, erect or install address numbers visible from roads as required by this Chapter.

8.02 – Civil Enforcement

Except as set forth elsewhere in this Chapter, violation of this ordinance shall constitute a civil infraction. If the Department notifies a landowner in writing that a violation has occurred, the landowner shall correct the violation or be subject to penalties according to the following schedule.

<u>Number of days uncorrected</u>	<u>Fine</u>
30 or less	0
31 to 60	\$25
61 to 90	\$50
91 to 120	\$100
120+	See Section 8.03

8.03 – Criminal Enforcement

- A. Failure to correct a violation of this ordinance for more than 120 days after receiving written notice of violation from the Department shall constitute a misdemeanor, the penalty upon conviction for which shall be a fine not exceeding \$500, or imprisonment not exceeding 90 days, or both.
- B. The nonpayment of penalties as set forth in Subsection 8.02 shall constitute a misdemeanor, the penalty upon conviction for which shall be a fine not exceeding \$500, or imprisonment not exceeding 90 days, or both.

SECTION 9 - DISCLAIMER

9.01 – Not Liable, Improper Road Name or Address

Okanogan County shall assume no liability if the location of any emergency call cannot be responded to by emergency service personnel due to lack of posting of physical address or physical address is not visible from the road providing access to the property.

SECTION 10 - DEVIATIONS

10.01 - Deviations From Literal Compliance

The Director may, after conferring with appropriate agencies, grant minor deviations from literal compliance with the requirements of this Chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this Chapter in instances where there is an

obvious practical problem with doing so, while still adequately addressing the property in a manner which may be easily located in an emergency.

SECTION 11 - APPEALS

11.01 - Appeals Procedure

Appeals of final decisions of the Department under this Chapter may be initiated by filing an appeal with the Department within 30-days following the issuance of the decision. The appellant shall complete an appeal form provided by the Department which states the specific reasons for the appeal, and shall pay all applicable fees as outlined on the current Okanogan County Fee Schedule. The appeal shall be heard by the Okanogan Board of County Commissioners. The appeal shall be limited to a review of the record by the Board and limited to the issues raised in the appeal. Appeals under this title Chapter shall be consolidated with appeals of any other permits related to the subject property.

APPENDIX - MAPS, EXAMPLES

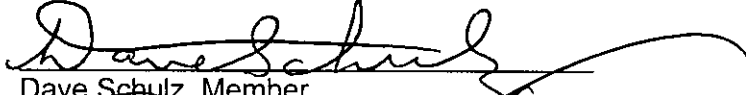
DATED at Okanogan, Washington this 3rd day of June, 2002.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

ATTEST:


Brenda White,
Clerk of the Board


Robert Hirst, Chairman


Dave Schulz, Member

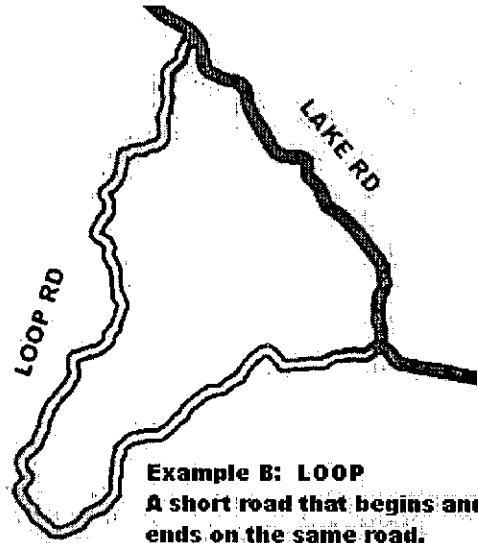
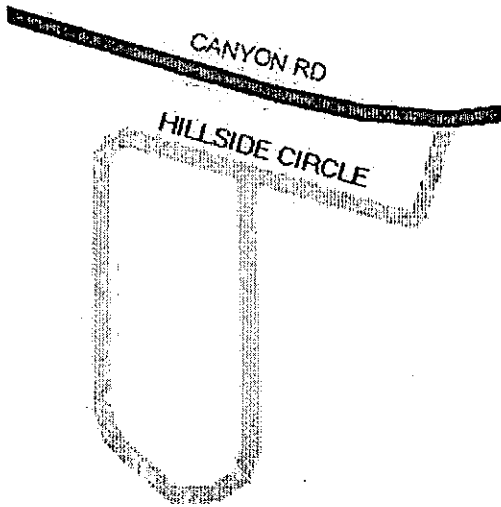

Craig Vejraske, Member

APPROVED AS TO FORM:

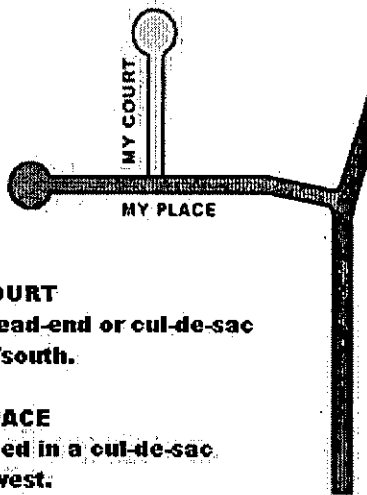

Don L. Anderson
Chief Civil Deputy P.A.

APPENDIX - MAPS, EXAMPLES

Example A: CIRCLE
A road that loops back upon itself.



Example B: LOOP
A short road that begins and ends on the same road.



Example C: COURT
A permanent dead-end or cul-de-sac traveling north/south.

Example D: PLACE
A short road used in a cul-de-sac traveling east/west.