15435

ORDINANCE # _____

**ADOPTING A NEW CHAPTER TO THE SKAGIT COUNTY CODE** ESTABLISHING A REVISED UNIFORM SYSTEM FOR ADDRESSING BUILDINGS, REAFFIRMING THE BASELINE FOR ADDRESSING PURPOSES, POSTING OF ADDRESSES, NAMING ROADS, PROVIDING THE METHODS FOR INSTITUTING SAID SYSTEM AND FOR THE ENFORCEMENT THEREOF.

**WHEREAS**, a change in the rural building numbering system for Skagit County has been recommended, so as to avoid confusion in the location of addresses and to increase the efficiency of delivery and emergency services and,

**WHEREAS**, the current Skagit County Rural House Numbering System, developed on September 2nd, 1969 RESOLUTION # 5071 and the Skagit County House Numbering Guide did not provide enough building addresses per mile as now needed with increased density,

**WHEREAS**, a public hearing was held on June 22, 1994, 1:30 p.m. where public testimony was received and deliberations held on the establishment of an ordinance pertaining to readdressing of rural Skagit County,

**NOW, THEREFORE, BE IT ORDAINED** that a new chapter be added to the Skagit County Code to read as follows:

**SECTION 1. (SCC___.___.010) ESTABLISHMENT OF UNIFORM POLICY**

(1) There is hereby established a uniform system of addressing buildings fronting on all public roads and private roads in unincorporated Skagit County, Washington. All houses, businesses and meeting places shall be addressed in accordance with the provisions of this Ordinance.

(2) For the purposes of this ordinance, the Skagit County Public Works Department ("Public Works") shall be the determining body in any instances where the predominant direction, beginning, end, etc. of a road is not readily apparent or consistent.

**SECTION 2. (SCC___.___.020) DEFINITIONS**

(1) "Building" shall mean the principle dwelling, business establishment, meeting hall or occupied recreational lot for which an address needs to be established. Peripheral farm outbuildings, sheds, garages and such shall not necessarily require an address unless Public Works deems it necessary.

(2) "Named Private road" shall be any road that is not a county road and has four or more residences that access from the said road.

**SECTION 3. (SCC___.___.030) BASE LINES FOR ADDRESSING POLICY**

(1) The Willamette Meridian shall constitute the west baseline and shall be considered as Zero for addressing purposes. This is the westernmost edge of Range 1 East at the western edge of Skagit County.

(2) The Skagit/Whatcom County Line which corresponds to the northernmost edge of Township 36 North shall constitute the north baseline and shall be considered Zero for addressing purposes.

(3) Each building east of the Willamette Meridian and facing or accessed from an east/west roadway shall carry an address indicating its location east of said baseline.

(4) Each building south of the Skagit/Whatcom County Line or the northern edge of Township 36 North and facing or accessed from a north/south roadway shall carry an address indicating its location south of said baseline.

(5) All buildings facing or accessed from diagonal roads shall be addressed the same as buildings on northerly and southerly roads if the diagonal runs more from the north to the south, and the same rule shall apply on easterly and westerly roads if the diagonal runs more from the west to the east. The direction of the road will be as determined by Public Works.



cc: Public Works, Treasurer, Assessor, Planning, Book Publishing, Permit Center, Mapping, Emergency Mgmt.

(6) Meandering roads or other roads that do not follow a main direction shall be determined by Public Works to be as mainly running east/west or north/south and be numbered consistently along its length in regards to direction.

(7) 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 Public Works.

(8) Directional designators shall not be used. Any directional element of a road name shall be in reference to a landmark or position of a road in relation to another.

**SECTION 4.(SCC___.___.040) METHOD OF ASSIGNING ADDRESSES**

(1) The County shall be considered to be overlaid with a grid of the Township and Range system of Sections for addressing purposes. Addresses shall be assigned in relation to this system of grids. Each grid square shall be approximately one mile.

(2) Addressing shall begin at the base lines increasing east and south at each grid line by 1000 numbers. Thus, each grid square shall be based on 1000 with 500 possible addresses on each side of the road. Therefore, most addresses will be 4 or 5 digits long.

(3) All addresses on the north side of east/west roads and on the east side of north/south roads shall be odd. All addresses on the south side of east/west roads and on the west side of north/south roads shall be even. Roads on a diagonal, or meander shall follow this system consistent with the direction they are considered to run for addressing purposes.

(4) All addresses shall be assigned along roads in sequential order in relation to the grid.

(5) For roads that do not run true east/west or north/south, the address spacing shall be altered so that when the road crosses a grid line, it will be in accordance with the grid numbering.

(6) Roads that are not capable of being addressed to fit within the grid will be addressed in a manner as to keep as much of the road within the grid as possible. Examples of problems that will occur are circular roads, loop roads and roads that will not fit because of switchbacks.

(7) Under normal circumstances for roads that run straight as if on grid lines, an address shall be allowed approximately every 10 feet of frontage. (This distance will change if the section is larger or smaller than normal.)

(8) If the structure to be addressed is within fifty feet of the road and the access is in good view, it shall be addressed according to the placement of the building in relation to the grid. If the building is more than fifty feet from the road, or the terrain makes it not visible from the road, it will be addressed according to the location of the driveway or access.

(9) Areas that are considered "urban service areas" surrounding incorporated cities which have their own addressing systems shall be addressed consistent with the County addressing system. If and when they are incorporated into a city, they can be reassigned an address by that city according to its system.

(10) An exception to subsection (9) above shall be where one side of a road is in a city and addressed in a city addressing plan and the other side is in the county or where small city and county segments alternate back and forth along a section of road. In that case, the County may decide to have these sections of the road addressed by the adjacent city consistent with the city plan to avoid confusion.

(11) Exceptions to the grid rules may be certain high density developments comprised of all curving streets and repeating road names which would result in more confusion if readdressed by the grid.

(12) There will only be one address per legal parcel of land unless a special use permit is obtained or deemed necessary by Public Works. The second building will have a letter designation in the address.

**SECTION 5. (SCC___.___.050) POLICY ON DISPLAY OF BUILDING ADDRESSES**

(1) The proper address shall be conspicuously placed immediately above, on or at the side of the proper door of each building so that the number can be seen plainly from the road. If the main entrance is on the side or does not face the road, the address shall be conspicuously placed on the side of the building facing the road. Whenever a building is situated more than fifty feet from the road, or when the view of the building is blocked the number shall be conspicuously placed on a post, gate, fence, tree, etc. somewhere in an arc within 30 feet from where the center of the driveway or access where it meets the road in such a way so that the address placard is parallel with the main roadway or visible when accessing from either direction. It shall be at a height of between four and six feet from the level of the road.

(2) On a corner lot, the building number shall face the road named in the address.

(3) Building addresses shall be set on a background which is contrasting in color.

(4) Building addresses shall be illuminated or reflective making them easily visible at night.

(5) Building addresses shall be plain block numerals, not script or written numbers.

(6) Building addresses shall be a minimum of 5 inches in height.

(7) If more than one address is on one driveway and the buildings are further than 50 feet from the road, then the addresses shall be posted at the road and also on the buildings. Address shall also be posted at any confusing intersection within the private drives.

**SECTION 6. (SCC___.___.060) ROAD NAMING POLICY**

(1) Road names already in use will stay the same except that duplicate names may be changed. Any roads which have different names in different areas may be standardized and other confusing situations may also be changed as deemed necessary by Public Works.

(2) Names for new or renamed roads will conform to the guidelines set forth in this ordinance and be approved by Public Works.

(3) Names should be pleasant sounding, appropriate, easy to read and pronounce (so that the public, and children in particular, can handle the name in an emergency situation). This will be determined by Public Works.

(4) Names which are numerical (1st, 2nd), alphabetical letters (A, B), frivolous, complicated, undesirable names or unconventional spellings shall not be allowed.

(5) Duplication of names shall not be allowed. Similar sounding names are considered duplication regardless of spelling.

(6) A continuous road or one proposed to be continuous should bear the same name throughout, even though it changes direction. If it is interrupted by a freeway, railroad, river, etc. and eventual connection is not probable, the segments shall bear different names.

(7) No separate names are to be used for a cul-de-sac or short lane or private road of less than four lots. An exception may be made if a subdivision is anticipated.

(8) When two differently named roads connect at a point which is not at an intersection, there shall be defined a definite point where one ends and the other begins.

(9) Existing roads now carrying more than one name shall 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 Public Works and shall be decided upon by determining which name change impacts the least number of addresses, unless a totally different name is deemed desirable.

**SECTION 7. (SCC___.___.070) POLICY ON DISPLAY OF PROPER ROAD NAMES**

(1) County and private roads shall be signed in accordance with Public Works signing standards.

(2) County road name signs are white characters on a green background.

(3) Private road name signs are black characters on a yellow reflective background.

(4) Private ways which are not officially named roads by the County (such as private drives) shall not display personal names in the above formats.

**SECTION 8. (SCC___.___.080) POLICY OF COUNTY RECORDS ON ROAD NAMING AND ADDRESSING**

(1) For the purpose of facilitating correct addressing, maps of all roads and public ways within the county jurisdiction showing the proper addresses of all buildings shall be kept on file in the office of Public Works. These maps shall be open to inspection to all persons during regular business hours of said official.

(2) There is hereby established an official system of road names in Skagit County as on the database in Public Works.

(3) Names of roads in the jurisdiction of Skagit County shall remain as listed on said database unless officially changed.

(4) No new roads shall be addressed until such roads have been named. If they are extensions of existing roads, the existing names shall be continued; if they are not extensions, names recorded shall not duplicate or closely approximate road names already assigned.

**SECTION 9. (SCC___.___.090) ENFORCEMENT**

(1) Whenever any building shall be erected or located in unincorporated Skagit County, it shall be the duty of the owner to procure the correct number for the property from Public Works and to fasten the said numbers so assigned promptly as provided in this Ordinance. A temporary number shall be posted at the lot while under construction.

(2) No building permit shall be issued for any building until the owner has procured from Public Works the official number of the premises. Final approval of any structure erected, repaired, altered, or modified after the effective date of this ordinance shall be withheld by the Permit Center until permanent and proper numbers have been affixed to said structure.

(3) The Skagit County Engineer is hereby charged with the enforcement of this ordinance. The Skagit County Engineer or his appointee shall upon the application or request of the owner of any property, ascertain the correct address thereof in accordance with the addressing system as set forth in this Ordinance. Public works may charge for addressing and house numbers. The fees shall be set by Resolution by the Board of County Commissioners.

(4) Whenever the irregularity of plats, the changing of direction of the public or private right-of-way, the interruption of continuity of public right-of-ways or any other condition causes doubt or difference of opinion as to the correct address of any piece of property or any building thereon, the address shall be determined by Public Works. The Skagit County Engineer or his appointee shall be guided by the specific provisions of this chapter and the current version of regulatory guidelines to the Skagit County Address System, as adopted by resolution by the Board of County Commissioners, so far as they are applicable. Such guidelines are incorporated by reference as though fully set forth herein.

(5) Should Public Works be notified by the appropriate Rural Fire Protection District or other concerned citizen in writing that any building, structure or premises does not have an address as herein required, or is not correctly addressed, or said address is not displayed as required herein, the owner, agent or lessee of said building structure, or premises shall be notified and required to place said property in accordance with this Ordinance within a reasonable period of time as outlined below.

(6) In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this ordinance by failing to affix the number assigned within 30 days after notification, or by failing within said period of 30 days to remove any old numbers affixed to such building, entrance or elsewhere, which may be confused with the number

assigned thereto, the occupant shall be in violation of this ordinance.

(7) It shall be unlawful for any person to alter, deface or take down any address placed on any property in accordance with this Ordinance, except for repair or replacement of such address.

(8) Violation of this Ordinance shall be a civil penalty and a fine of $25.00. Each separate day such violation is continued shall constitute a separate offense.

**SECTION 10. (SCC___.___.100) SEVERABILITY**

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section or portion shall be deemed a separate provision of this chapter and such holding shall not affect the validity of the remaining portion of this chapter.

**SECTION 11. (SCC___.___.110) EFFECTIVE DATE**

(1) This ordinance shall take effect and be in full force the day of its passage the public welfare requiring it.

(2) All ordinances or parts of ordinances in conflict herewith are repealed.

**WITNESS OUR HANDS AND THE OFFICIAL SEAL OF OUR OFFICE,**

THIS 25TH day of JULY, 1994.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Harvey Wolden, Chairman

APPROVED AS TO FORM:

John Moffat, Chief Civil Deputy
Prosecuting Attorney's Office

Robby Robinson, Commissioner

Robert Hart, Commissioner

ATTEST:

Patti Owen, Clerk
Board of County Commissioners