

ORDINANCE NO. C-_____

An ordinance relating to public safety roadway naming and physical addressing code; enacting a new chapter 17D.050A of the Spokane Municipal Code.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That chapter 17D.050 of the Spokane Municipal Code is repealed.

Section 2. That there is enacted a new chapter 17D.050A of the Spokane Municipal Code to read as follows:

Chapter 17D.050A Public Safety Roadway Naming and Physical Addressing Code

Section 17D.050A.010 Purpose, Goals, and Intent

- A. The purpose and intent of this chapter is to establish a uniform method for naming roadways and assigning addresses for real property and structures within the City of Spokane.
- B. The goals of this chapter are as follows:
 - 1. To facilitate the expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services;
 - 2. To regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof; and
 - 3. To provide property owners, the general public, emergency responders, and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.

Section 17D.050A.020 Applicability

- A. This chapter applies to all public and private roadways, addresses for real property, and structures situated within the City of Spokane. The City of Spokane may name or rename roadways and assign or reassign addresses as necessary to further the purpose of this chapter.
- B. This chapter applies to the assignment of addresses to all new or existing buildings or properties within the City of Spokane.
- C. All non-conforming addresses may be changed to conform to this Code.

Section 17D.050A.030 Administration

The Development Services Center shall administer the provisions of this chapter, unless otherwise provided for herein.

Section 17D.050A.040 Definitions

- A. "Address" means a property location identification with the following format, and typically in the following order: address number, directional prefix, roadway name, roadway type, building designator, and unit designator (e.g., "123 W. Main St., Apt. 456"). The following elements are required: address number, roadway name, and roadway type. The following elements may be optional: directional prefix, building designator, and unit designator.
- B. "Addressing Authority" means the Development Services Center.
- C. "Address Number" means the numeric designation for an addressable structure or unit.
- D. "Addressable" means a property required to be assigned an address under this chapter.
- E. "Addressable Property, Addressable Structures, Addressable Sites or Addressable Units" means, generally, the habitable or legally occupied structure, or a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the relevant addressing authority.
- F. "Addressing Database" means the computerized format for tracking assigned roadway names and addresses within the City of Spokane.
- G. "Addressing Grid System" is the address number and directional system in a particular area such as a grid system, block system, plat, or subdivision.
- H. "Administrator" means the Development Services Center Manager.
- I. "Building Designator" means a single character alphabetic descriptor for a single building within a multiple unit complex (e.g., "123 W. Main St., Bldg. A").
- J. "Department" means the Development Services Center.
- K. "Directional Prefix" means a single or double character alphabetic descriptor within a roadway name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific roadway naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).+
- L. "E911 Director" means the manager of the local 911 service.
- M. "Non-conforming Address or Roadway Name" means an address or roadway name that is not in compliance with this chapter.
- N. "Multiple Units" means the presence of two or more addressable structures, addressable sites, or addressable units on a single Spokane County tax parcel or group of undivided interest parcels.
- O. "Multiple Unit Complex" means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.
- P. "Multiple Unit Structure" means a single structure which contains two or more units.

- Q. “Non-conforming Roadway Name Sign” means a roadway name sign that is not in compliance with this chapter.
- R. “Regional Public Safety Spatial Database” means the spatial format for tracking all assigned roadway names and addresses within Spokane County. This system is maintained by the Regional Public Safety Geographic Information Systems (RPSGIS) Committee for use in countywide public safety-related applications.
- S. “Roadway” means a public or private way on which vehicles travel, encompassing all roadway types.
- T. “Roadway Name” means the word or words either existing, or in the case of new or renamed roadways, which are approved by the Development Services Center, used in conjunction with a directional prefix, and/or a roadway type to identify a public or private roadway.
- U. “Roadway Type” means an abbreviated word used in conjunction with a roadway name to describe the character of the roadway and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable roadway types:
1. Alley (Aly): a narrow service roadway that serves rear lots and where platted width is less than twenty feet.
 2. Avenue (Ave): a through local, collector or arterial roadway generally running east-west.
 3. Boulevard (Blvd): a roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.
 4. Circle (Cir): a local or collector roadway having ingress and egress from the same roadway. See also “Loop”.
 5. Court (Ct): a dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway, not longer than six hundred feet in length.
 6. Drive (Dr): a lengthy collector or arterial that does not have a definite directional course.
 7. Highway (Hwy): used to designate state or federal roadways only.
 8. Lane (Ln): a roadway used as a private local access within a development.
 9. Loop (Loop): a local or collector roadway having ingress and egress from the same roadway. See also “Circle”.
 10. Parkway (Pkwy): a thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.

11. Place (Pl): a permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.
 12. Road (Rd): typically reserved for roadways located outside the boundary of a city or town, and may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.
 13. Street (St): a through local, collector or arterial roadway generally running north-south.
 14. Way (Way): a curvilinear roadway.
- V. "Unit" means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).
- W. "Unit Designator" means a secondary address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A unit designator at a minimum shall consist of a unit type and a numeric identifier (e.g., 10126 W. Rutter Pkwy., Apt. 2). See also: "Multiple Units", "Multiple Unit Complex", "Multiple Unit Structure")
- X. "Unit Type" means an abbreviated word used in conjunction with a unit designator to describe the character of the unit and will be in accordance with USPS Publication No. 28 Appendix C2. The following are allowable unit types:
1. "Apt" for Apartment,
 2. "Bsmt" for Basement,
 3. "Bldg" for Building,
 4. "Dept" for Department,
 5. "Dorm" for Dormitory,
 6. "Fl" for Floor,
 7. "Frnt" for Front,
 8. "Hngr" for Hanger,
 9. "Lbby" for Lobby,
 10. "Lot" for Lot,
 11. "Lowr" for Lower Level,
 12. "Ofc" for Office,
 13. "Pier" for Pier,
 14. "Rear" for Rear,
 15. "Rm" for Room,
 16. "Slip" for Slip,
 17. "Spc" for Space,
 18. "Stop" for Stop,
 19. "Ste" for Suite,
 20. "Trlr" for Trailer,
 21. "Unit" for Unit,

22. “Uppr” for Upper Level,

- Y. “Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

Section 17D.050A.050 Roadways to Which Naming Requirements Apply

- A. New or unnamed existing roadways providing access to four (4) or more addressable parcels, structures, or units shall be named.
- B. Existing roadways for which renaming has been authorized by the City to promote the purpose of this chapter shall be renamed as provided for in the City Charter and the Spokane Municipal Code.
- C. Preapproved road names shall be identified on plat documents at the time of Final Plat submittal.
- D. Only traveled ways that qualify as roadways may be named; except that alleys in the downtown zones may be named.
- E. All roadways shall be named regardless of whether the ownership is public or private. Without limitation, this includes all roadways that are created within plats, short plats, binding site plans, PUDs and manufactured/mobile home parks.
- F. Driveways, access to parking areas and other traveled surfaces that are not considered roadways may not be named, but may have directions identified with the following method:
 - 1. Arrow signs indicating building or address ranges within an apartment complex or campus may be placed at the entrances and along the non-roadway traveled ways to locate the buildings.

Section 17D.050A.055 Naming of Roadways

- A. Any project permit action that results in a name being created to identify a new roadway, whether public or private, shall comply with the requirements of this chapter. The applicant will designate proposed roadway names. The Development Services Center shall review the proposed roadway names for consistency with this chapter.
- B. Other than as provided in **subsection (A)** of this section, a roadway name shall be established or changed by ordinance upon recommendation of the plan commission. Any proposed roadway name change shall be consistent with the roadway naming standards of SMC 17D.050A.060.
- C. Before submitting a proposed roadway name change to the plan commission, the Development Services Center shall cause the applicant to give notice to the owners of property fronting on the roadway, the United States Postal Service and emergency dispatching personnel, for the purpose of eliciting comments. The Development Services Center shall also cause the applicant to post notice pursuant to [SMC 17G.060.120](#).

Section 17D.050A.060 Roadway Naming Standards

All new, unnamed, or renamed roadways within the City of Spokane shall be named pursuant to this chapter and the following criteria:

- A. Roadway names shall be easy to read and pronounce.
- B. Roadway names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
- C. Roadway names shall not sound similar to other roadway names within the City of Spokane, whether existing or currently proposed. (e.g., Links, Lynx)
- D. Duplicate roadway names will not be allowed.
 1. Any roadway name shall not duplicate any county roadway names unless the new roadway is in alignment with the existing county roadway.
 2. Roadways with the same root name but different suffix (that are not in reasonable alignment with the existing roadway) will be considered as a duplicate roadway name, e.g., Chesterfield Drive or Chesterfield Lane and thus disallowed.
- E. Roadway names shall conform to the most current M.U.T.C.D. and City of Spokane Standards for maximum letter usage, font style, font height, font stroke, and layout.
- F. Roadway names shall be based on the Modern English alphabet and shall not contain special characters (periods, dashes, underscores, apostrophes, quotes, diacritic, etc.) or have frivolous, complicated, or unconventional spellings, with the following exception:
 1. Alpha streets shall include quotation marks (e.g. "A" St.)
 2. Roadway names may contain a single space to separate two words (e.g. "Mount Spokane Dr.").
- G. Roadway names should not include abbreviations (e.g., "St Charles" vs. "Saint Charles").
- H. Articles (e.g., "The", "A", or "An") shall not be used to begin roadway names.
- I. Roadway names duplicating commercial or private facilities shall not to be used (e.g., "Bowling Alley" or "Tennis Court").
- J. Numbered or alphabetical roadway names shall continue in sequence (e.g., 1st adjacent to 2nd, and not adjacent to 3rd).
- K. Numbered Avenues shall be spelled out from First to Tenth. Numbered Avenues starting at 11th shall display numbers with an ordinal suffix, in lower case letters.
- L. A proposed roadway which is a continuation of, within one hundred twenty-five feet of another already existing and named roadway, or in alignment with an existing roadway, shall continue the roadway prefix direction, roadway name, and roadway type of the existing roadway whenever possible. If the proposed roadway will terminate at a cul-de-sac, the roadway type for the block containing the cul-de-sac may be Court (Ct).

- M. Roadway name integrity should be maintained for the entire length of the roadway whenever possible. Roadway names shall only change when there is a substantial intersection or significant “visual geometric cue.” Generally continuous roadways shall not be subdivided into segments with different names.
- N. Roadway names shall not include a directional prefix (e.g., “W. West Washington Rd.”).
- O. Roadway names shall not include words used as roadway types (e.g., “Circle St.” or “Avenue Way”).
- P. Roadway names shall not include the word highway (e.g., “Highway 2” or “Old Sunset Highway”).
- Q. Alleys should not be named or assigned addresses, except as permitting in the Downtown.
- R. Roadways which meander from one predominant direction to another shall be assigned a directional prefix in one direction throughout the roadway length according to which general direction of such roadway is the predominant direction of travel.
- S. If a roadway forks into two roadways, the fork with the highest projected traffic volume should continue the same name.
- T. Two uniquely named roadways should not intersect more than once (e.g., Main St. should not intersect Pine Ln. at 200 W. Main St., and also intersect Pine Ln. at 400 W. Main St.). Loops and Circles will be reviewed on an individual basis and require approval from the Administrator.
- U. All proposed new or renamed roadway names which deviate from this document shall be subject to a review by the Addressing Authority and the E911 Director, or designee, for ease of use within E911 computer-aided dispatch systems, and verified against the Regional Public Safety Spatial Database.

Section 17D.050A.070 Roadway Name Signs Required

- A. All private and public roadways shall have approved roadway name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Roadway name signs shall be made and installed pursuant to this chapter.
- B. Prior to the filing of a final plat, the developer shall install proper roadway name signs to be located per the jurisdiction standards and in accordance with the specifications and requirements of this chapter and shall arrange for inspection by the Administrator or designee.

Section 17D.050A.080 Standards for Signage of Roadways

- A. All public and private roadways shall be designated by names or numbers on signs clearly visible and legible from the roadway. All roadway signs, both public and private, shall be constructed, located and maintained in accordance with standards adopted by the City of Spokane.

- B. Roadway signs shall be located at intersections and be legible from all directions of vehicle travel for a distance of not less than one hundred fifty five feet, unless otherwise required by the Administrator.
 - 1. All letters and numbers shall comply with the most current M.U.T.C.D Standards for font style, font height, and font stroke.
 - 2. Sign mounting height and lateral offset shall comply with the most current Standards of the City of Spokane.
 - 3. All required roadway signs placed at the intersection of a public and private roadway shall be placed outside of the public right-of-way, and constructed and maintained by the private roadway owner(s).
 - 4. On other than through-traffic roadways, signs identifying pertinent information shall be placed at the entrance to such roadways (e.g., "No Outlet").
 - 5. Signs shall be installed in a horizontal orientation and prior to final acceptance of roadway improvements.

Section 17D.050A.090 Addressing Grid Systems

- A. The city of Spokane shall participate in the use of the addressing grid system described in this section.
- B. The City of Spokane addressing grid is defined as follows:
 - 1. Sprague Avenue or Sprague Avenue extended divides the City into north and south addresses and Division Street or Division Street extended divides the City into east and west addresses.
 - 2. North of Sprague Avenue, addresses have even numbers on the east side of the roadway and odd numbers on the west side; south of Sprague Avenue, even numbers are on the west side of the roadway and odd numbers are on the east. West of Division Street, addresses have even numbers on the north side and odd numbers on the south side of the roadway; east of Division Street, even numbers are assigned to the south side of the roadway and odd numbers are on the north side.
 - 3. The appropriate directional designation, or abbreviation of the word itself (e.g., "N." or "North"), is part of the address and follows the number. For example, the first lot south of Sprague Avenue on the west side of Division Street would have a street address of "10 S. Division Street."

Section 17D.050A.100 Addressing Standards

- A. Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Addressing Authority for a physical address.
- B. Application for each address assignment prior to the issuance of a building permit shall include, at a minimum: a site map showing any proposed or existing structures, driveways, and road approach locations and shall be accompanied by an application, as determined by the Addressing Authority.
- C. The numbering of addressable properties or structures along each roadway shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
- D. Each block along a roadway may have up to one hundred address numbers. The hundred series shall change upon crossing a roadway intersection or in best possible alignment with the established address grid if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public roadway shall not change upon crossing a private roadway, unless deemed necessary by the Addressing Authority. Private roadways wholly contained within plats shall be assigned hundred series as if they were public roadways.
- E.
- F. Addresses along a roadway shall have even numbers on one side of the roadway and odd numbers on the other side as defined in the addressing grid.
- G. Individual address numbers shall be assigned to fit within the block range of the roadway segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St., must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same N-S or E-W orientation.
- H. Properties only accessible via a shared driveway shall be assigned an address based on the point of origin of the driveway from the connecting roadway and shall be sequential, with the following exceptions:
 - 1. Commercial and Public Facility structures may be assigned an address based upon the roadway the main entrance faces and not necessarily the access roadway.
 - 2. Residential structures on corner lots may be assigned an address based upon the roadway the main entrance faces and not necessarily the access roadway.
- I. Fractional addresses shall not be used (e.g., "100 ½ W. Main St.").
- J. Address numbers shall not contain any non-numeric characters (e.g., "118a" or "118b").

Section 17D.050A.110 Change in Roadway or Address Status

- A. If a public or private roadway right-of-way is altered, the City shall review the alteration and may assign a corrected roadway name and/or address/addresses consistent with the provisions of this Code. If the access to an individual address is altered, the City shall assign a corrected

address consistent with the provisions of this Code (e.g., the owners of 200 W. Cherry Ln. change the location of their driveway from Cherry Ln. to Spruce Ln. necessitating an address on Spruce Ln.).

- B. Roadway name changes should be approved only when they further the public interest or public safety, specifically in the dispatching of emergency vehicles. A change in the name of an existing roadway is subject to approval by the city council. The city council, subsequent to the recommendation of the plan commission, may grant a roadway name change if the proposed change is consistent with the policy for naming roadways found in SMC 17D.050A.060.

Section 17D.050A.120 Multiple Units

- A. Duplex/Triplex units shall be assigned one address for each unit when possible.
- B. Accessory dwelling units (ADU) whether attached or detached, shall be assigned a secondary address from the primary dwelling unit. The ADU shall be identified by the building designator "Unit" (e.g.; 123 W. Main St., Unit 1).
- C. Manufactured Home Parks which contain dwelling units fronting on a public or private roadway(s) shall be assigned one address for each dwelling unit. Manufactured home parks which contain dwelling units fronting on unnamed private access roadway(s) shall be assigned one address for the entire property, and a secondary address assigned for individual spaces by the manufactured home park owner subject to approval by the City (e.g.; "1520 W. Richland St., Spc. 1").
- D. Multiple unit complexes shall be assigned one address for the property based upon the roadway from which vehicular access to the structures is obtained whenever possible. If necessary, the addressing authority may assign an address based upon the roadway the main entrance faces (e.g., "1642 N. Sherman Rd., Spc. 10" or "1642 N. Sherman Rd., Bldg C").
- E. Structures within multiple unit complexes shall be assigned a building designator for each structure as opposed to a unique address (e.g., "123 W. Main St., Bldg. A") unless an exception is granted by the City.
- F. When unit designators are assigned to multiple unit structures with individual building designations, the unit designator shall include the building designation (e.g., 123 W. Main St., Apt. A200 or 123 W. Main St., Bldg. A, Apt. 200).
- G. When unit designators are assigned to buildings with multiple floors, all above ground units shall be assigned a three digit number (or higher) where the beginning number shall represent the floor upon which the unit is located (e.g., first floor units would be assigned a three digit number beginning with 1, "Apt. 101", fifteenth floor units would be assigned a four digit number beginning with 15, "Apt. 1501").
- H. Units within below grade stories shall include the alpha characters "Lowr" to indicate lower level and then be assigned a three digit number where the beginning number shall represent the floor upon which the unit is located (e.g. all units in the first level below grade would be assigned three digit numbers beginning with 1, "Apt. Lowr 101", units on the second level below grade would be assigned three digit numbers beginning with 2, "Apt. Lowr 201").

- I. Should a remodel of a multiple-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
- J. Should a remodel of a single-unit structure create a multiple-unit structure, the addresses of units within said structure shall be updated to remain in compliance with this section.
- K. When unit designators are assigned to individual multifamily dwellings (including apartments and condominiums) the units shall use the unit type for apartment: "Apt." or unit: "Unit".
- L. When unit designators are assigned to individual dwellings/spaces in manufactured home parks, the units shall use the unit type for space: "Spc.".
- M. When unit designators are assigned to individual commercial suites or tenant spaces within a commercial structure(s), the units shall use the unit type for suite: "Ste.".
- N. All other multiple unit structures not previously described shall contain a unit type which most closely identifies the unit's use and which is in accordance with current USPS Published Standards.

Section 17D.050A.130 Residential Final Plat Addresses

Prior to the filing of a residential final plat, all preliminary plat maps must be submitted and approved as required by the Spokane Municipal Code (SMC) 17G.080.050(C)(2), and the full physical addresses for all lots within or served by the development must be indicated on the final plat. Physical addresses will not be issued without an approved preliminary plat map.

Section 17D.050A.140 Display of Address

- A. On structures now existing or hereafter erected the owner of the property or structure shall conspicuously place the correct address, as required by this chapter.
- B. Addresses shall be displayed on all new and existing buildings. Letters, numbers, or symbols shall meet the following standards:
 - 1. The posted address shall be metal or other durable material.
 - 2. The numbering/lettering shall be at least four inches in height, and one-half inch in stroke width minimum.
 - 3. The posted address shall contrast with its background.
 - 4. The address shall be placed on the structure plainly legible and visible from the roadway from which vehicular access is provided to the property or structure.
 - 5. Address is visible from all directions of travel.

- C. Structures in excess of 100 feet from the roadway fronting the property shall display the address on a sign, monument, or post not less than three feet, or more than six feet above the ground and located at the entrance to the property from the nearest roadway. The structure shall display additional posting at the structure location.
- D. If two or more addressable structures share a common primary access and any one of the addressable structures is located more than 100 feet from the roadway designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named roadway on a sign or post not less than three feet nor more than six feet above the ground, and each structure shall display additional posting at the structure location.
- E. If refuse collection is elsewhere than in the fronting street of a building, the owner and occupant shall conspicuously post and maintain the street address number near the refuse receptacles clearly legible from the place where the refuse is collected.
- F. Address numbers, signage, location, and sizing shall be maintained in a manner consistent with the provision, purpose and intent of this addressing standard by the responsible property owner, including all other local, state and federal laws.

Section 17D.050A.150 List of Established Roadway Names, Assigned Addressing, and Mapping

The City of Spokane - Spokane County RPSGIS committee shall maintain the Regional Public Safety Spatial Database comprised of all public and private roadways and addresses within all of Spokane County. The aforementioned spatial database is available for viewing either online from the Spokane County website or in person within the Spokane County Public Works Building during regular business hours.

Section 17D.050A.160 Deviations from Literal Compliance

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter, with the approval of the Spokane City Council. 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 for location by emergency service providers and to promote the other purposes of this chapter.

Section 17D.050A.170 Appeals

- A. The Hearing Examiner shall hear appeals of roadway naming or renaming decisions by the City, pursuant to SMC 02.005.040(C).
- B. The Manager of the Development Services Center may approve roadway names for newly established roadways or sections thereof. The manager's decision is an administrative action that may be appealed to the hearing examiner under chapter 17G.050 SMC.
- C. An appeal must be filed prior to final plat approval.

- D. Appeals must be in writing on forms provided by the department. The applicant has the burden of demonstrating that the desired roadway name satisfies the requirements of this chapter.
- E. An appeal fee as specified in chapter 8.02 SMC must be submitted with the completed appeal form and any supporting documentation.

Section 17D.050A.180 Severability

If any provision of this chapter is held invalid, the remainder of the chapter is not affected.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date