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Index to: COUNTY ORDINANCES

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Bonner County GIS Department
Ordinance Replacing Title 13
604

ORDINANCE NO. 604

ROAD NAMING AND ADDRESSING SYSTEM ORDINANCE

AN ORDINANCE OF BONNER COUNTY, IDAHO, SETTING FORTH ITS AUTHORITY; REPLACING PRE-EXISTING TITLE 13, BONNER COUNTY REVISED CODE (BCRC), AND CREATING A NEW TITLE 13 BY PROVIDING THE RESIDENTS OF THE UNINCORPORATED COUNTY WITH A UNIFORM AND STANDARDIZED SYSTEM OF ROAD NAMING AND ADDRESSING, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Idaho Code, Title 67, Chapter 65, provides for the adoption of land use standards for the purposes of protecting property rights and enhancing property values, together with the purposes of promoting the health, safety, and general welfare of the people; and

WHEREAS, Idaho Code §67-6518 provides the authority for the governing board to adopt development standards for roadways, streets, lanes, bicycle ways, pedestrian walkways, rights- of-ways, grades, alignments and intersections and other public and private development, street names and numbers, house numbers; and

WHEREAS, the Bonner County Board of Commissioners did hold a public hearing on June 15, 2020; and

NOW, THEREFORE BE IT ORDAINED by the Board of County Commissioners of Bonner County, Idaho that the following be and is hereby adopted as an ordinance of Bonner County:

SECTION 1. PURPOSE, SCOPE, DEFINITIONS AND ADMINISTRATION

1. Purpose

- a. The purpose of this Ordinance is to establish a system of assigning and correcting addresses in unincorporated Bonner County to facilitate the locating of structures in order to protect the public health and safety by prompting reduced response times by police, fire, ambulance, and other emergency services; to provide for more efficient delivery of County services, such as building inspections, soil evaluations, health inspections, property tax administration, property mapping, and other county affairs; and to provide for efficient U.S. mail and parcel delivery in unincorporated Bonner County.

2. Scope

- a. This Ordinance shall be effective and enforceable throughout unincorporated Bonner County.

3. Definitions

- a. "Address" means the combination of a set of numbers, a street prefix (i.e., N., S., E., or W., if applicable), a street name, a street suffix (e.g., Ave., Rd., St., Dr., Cir., or Ct.), a street post-directional (i.e., N., S., E., or W., if applicable), an apartment or suite designation if applicable, and an apartment or suite number if applicable.
- b. "Address number" means a set of numbers based upon the formula that begins at 0 base points along the East-West baseline and North- South meridian as assigned by the Address Administrator as part of an address. Numbering systems currently in effect in incorporated and unincorporated villages would be changed or modified only at the request of local units of government or to the extent necessary to correct numbering errors found during the process of mapping unincorporated Bonner County.
- c. "Street" or "road" means any vehicular way which is a state, county, or municipal roadway, or is shown on an approved and recorded subdivision plat or site plan, or is a private road that serves more than two existing lots.
- d. "Principal structure" shall include but not be limited to: residential buildings, office buildings, commercial buildings, industrial buildings, public buildings, utility structures, and buildings used for storage, including, but not limited to garages, pole barns, utility meters and other accessory structures.

4. Administration

- a. The Board of County Commissioners shall appoint a person as the Address Administrator. The Address Administrator shall have overall responsibility for administration and coordination of this Ordinance and the Bonner County Road Naming and Addressing Policy, including enforcement.

SECTION 2. STREET NAMES AND ADDRESSING

5. Incorporation of Policy

- a. The Bonner County Addressing Policy Document is incorporated by reference herein in its entirety. This Policy may be changed from time to time by approval of the Address Administrator. This Policy can generally be found on the Bonner County GIS website and may also be available by email or physical copy by request to the Bonner County GIS Department.
- b. The County Address Administrator shall coordinate all numeric addressing, including the assignment of numeric address corrections that require naming of easements and renaming of private roads. The Bonner County GIS Department shall be responsible for coordinating new road names with developers and property owners and sign identification of all county roads within the County, pursuant to the Bonner County Road Naming and Addressing Policy as adopted and from time to time amended by Resolution of the County Board of Commissioners, which Policy is incorporated by reference.

6. Display of Address

- a. The property owners or residents of all principal structures on each parcel of land are required to display an address number in the manner prescribed in the Bonner County Road Naming and Addressing Policy, incorporated by reference. In the event an address number has been corrected by administrative action of the property owner or resident shall so notify the U.S. Postal Service, and display the new correct address, within 60 days of receipt of a Notice of Address Correction.

7. Road Names

- a. The provisions of this Ordinance shall apply to both public and private roads. Every road, public or private, that exists in unincorporated Bonner County on or after the effective date of this ordinance shall be posted or signed with, a name that shall be registered with and approved by the Bonner County GIS Department in the manner prescribed in the Bonner County Road Naming and Addressing Policy, incorporated by reference. The Bonner County Address Administrator shall be the sole final authority for street or road naming. The Bonner County GIS Department shall maintain the county-wide repository of street names.

8. Posting of Street Signs

- a. The property owners or residents with addresses on a private road shall erect and maintain a suitable sign identifying the private road at the intersection of the private road and the adjoining public road in the manner prescribed in the Bonner County Road Naming and Addressing Policy which is incorporated by reference herein.

9. Assigned Number and Address Corrections

- a. Existing, or previously assigned or displayed address numbers, public road and private road names that do not comply with this Ordinance and the Bonner County Road Naming and Addressing Policy, incorporated by reference, may be corrected either (1) at the request of the property owner(s) or his/her agent(s), but only upon approval of the Address Administrator, or (2) such change may be initiated by the County Address Administrator. When a correction is initiated by the Address Administrator, the property owner(s) shall be notified, in writing, that a new number has been assigned. Address corrections become effective upon distribution of the weekly Bonner County Address Report to recipients identified by the Address Administrator and in a manner determined by the Address Administrator.

SECTION 6. REPEALER.

All ordinances in conflict are repealed only to the extent necessary to give this ordinance full force and effect.

The various parts, sections and clauses of this ordinance, inclusive of the Policy incorporated by reference, are hereby declared to be severable. Should any part, clause, sentence, paragraph or section of this ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this ordinance unless the primary purposes of the ordinance are impaired as determined by the Address Administrator.

SECTION 8. SAVINGS CLAUSE.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and shall be effective over the relevant time periods as called out in the otherwise superseded ordinances.

SECTION 9. EFFECTIVE DATE.

The provisions of this ordinance are ordered to take effect after publication as set forth in I.C. 31-715.

**BONNER COUNTY
ROAD NAMING AND ADDRESSING POLICY**

**SECTION 1
GENERAL PROVISIONS**

A. OBJECTIVES

The purpose of this County-Wide Road Naming and Addressing Policy is to establish standards for naming roadways, posting road signs and assigning numbers to all dwellings, principal buildings, businesses and industries in unincorporated Bonner County; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of unincorporated Bonner County.

This policy is written and adopted to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to correct all erroneously addressed structures. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Bonner County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendments to this policy will be posted on the Bonner County GIS website.

B. ADDRESSING RESPONSIBILITY

The Bonner County Geographic Information Systems Department (GIS) is responsible for all addressing and road naming within unincorporated Bonner County. Municipalities within Bonner County are responsible for all addressing and road naming within their legal boundaries. Municipalities may enter into an agreement with Bonner County to have the Bonner County GIS Department oversee and maintain addressing and road naming within the boundaries of the municipality.

C. EFFECTIVE DATE

The authority for this policy is contained in Bonner County Code Title 13 as amended. The policy shall be revised as necessary by the Address Administrator to be non-conflicting with locally approved addressing policies and ordinances.

SECTION 2 ADDRESS REQUESTS

A. REQUIREMENTS

The following must be submitted at the time of application for an individual address:

1. Completed application form.
2. Proof of ownership/copy of deed.
3. Land use permit issued by the local governmental unit where the address is to be assigned.
4. Site plan/survey showing location of principal dwellings and drive.
5. Current tax parcel identification number.
6. Copy of driveway permit or waiver (Encroachment Permit)
7. A fee for each address requested. Bonner County address issuance fees are established by the Board of Commissioners.

B. ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan showing all road names and location of roads be presented to the addressing administrator. Additional access roads in the development shall be required to have road names on the final site plan. The road names shown on the site plan must be approved by the Bonner County Address Administrator prior to address assignment. The site plan shall also show the site/unit/lot number for each site-

The developer will be responsible for the addressing fee for all lots, units, or meters included in the development at the time of application.

An addresses shall be requested for each individual site/unit/lot through GIS Department at the time a building permit is applied for. The owner will be required to submit a copy of a land use permit and a site plan to obtain the address.

SECTION 3 NUMERIC ASSIGNMENT

A. FRONTAGE INTERVAL/ADDRESS STYLE

Bonner County addresses are based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each 5.28 foot interval. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.

B. ODD/EVEN NUMBER LOCATION

The location of odd and even address numbers applies to unincorporated Bonner County.

Even numbers shall always be on the west and south side of the road and odd numbers on the east and north side of the road.

C. FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES

There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.

D. COMPONENT ORDER

Components of a street address shall always be in the following order: Address number, directional prefix (if any), road name, road type/suffix, post-directional (if any), and designation of apartment or suite, and apartment/suite number.

E. DIAGONAL ROADS

Diagonal roads shall be treated as either north-south or east-west roads. Once orientation is established, it shall be used the entire length of the road. The orientation will not change even if the road changes direction.

Within developments it is advisable to consider the direction of the beginning of the road. For example, if it originates off a north/south road and begins by going east before meandering in any other direction, it is generally considered an east/west road.

F. CIRCULAR ROADS

A circular street/road is one that returns to the same origin point or to the same originating road. Circular roads shall be numbered beginning at its origin and proceed in a counter-clockwise direction around the circle using a consecutive numerical order and odd/even numbers consistent with the beginning of the road as if the road were straight.

G. CUL-DE-SACS

Cul-de-sacs shall be addressed using the referenced system outlined in Section 3(B), odd/even numbers on the appropriate sides of the road and meeting at the back of the cul-de-sac.

H. CORNER LOTS

Corner lots shall be addressed to the road the structure faces. However, in those instances where access is from a different street and the structure is not visible from the fronting street, or if the structure is not readily accessible to emergency personnel from the fronting street, the street name and address will be assigned based on the access street. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the structure is addressed.

I. EASEMENTS/STACKED ADDRESSES

Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. Local zoning and private road ordinances governing the requirement to name private drives/easements may vary. The addressing administrator will consult the local government prior to assigning a new address sharing a common drive/easement.

J. SINGLE FAMILY RESIDENCES

A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K. DUPLEX RESIDENCES

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L. APARTMENT BUILDINGS

Apartment buildings, where one entrance provides access to a number of apartments, shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are not to be used.

Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance. Each individual apartment shall be assigned an apartment number indicating the floor location.

Alphanumerical numbers are not to be used.

Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

M. MANUFACTURED HOME COMMUNITIES

Each individual manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four (4) to eight (8) Numbers between adjacent sites.

N. TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the road allowing main access to the building and following the basic rules for distance and direction.

Townhouses where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumerical numbers are not to be used.

O. CONDOMINIUMS

Condominiums shall be assigned an individual address for each unit as determined by the road allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex converted to a condominium shall be required to be addressed with an individual address for each unit.

P. INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the road. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the road allowing main access to the unit.

A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner legible to the public as well as emergency responders.

Q. STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

R. MISCELLANEOUS STRUCTURES

Accessory Building and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (6) numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.

S. WIRELESS COMMUNICATIONS TOWERS

A wireless communications tower shall be assigned one address determined by the basic rules for distance and direction. Each additional carrier shall obtain a suite number.

SECTION 4 DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this policy.

A. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

B. PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used for mail delivery, it will only be required for the address to be displayed on the structure.

1. Structures located within 75 feet from the edge of the road right-of-way shall:
 - a. Display the assigned address number in numerals no less than three and one half (3.5) inches in height, with a one-half inch (1/2") stroke, and should contrast with the background color in such a manner it is visible from the road.
 - b. The address numbers not less than two (2) inches in height shall also be displayed on both sides of the mailbox.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscaping, other mailboxes or newspaper delivery boxes.
 1. When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than 75 feet from the road.

2. Structures located more than 75 feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 75 feet of the edge of the right of way and in addition shall:
 - a. Display the assigned address number be posted at the intersection of its access road and public or private road; on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
 - b. The address shall be composed of numbers not less than three and one half (3.5) inches in height, with a one-half inch (1/2") stroke.
 - c. The sign shall be composed of reflective numbers on a contrasting background.
 - d. The numbers shall be not less than four (4) feet and not more than six (6) Feet above the ground.

C. MARINE RESPONSE IDENTIFICATION NUMBERS:

1. Where a marine response identification number is used as an address for a parcel, the number should be posted on a pier, dock or other waterfront appurtenance, no less than four feet (4') nor more than six feet (6') above the ground or high water line. The sign must be clearly readable to emergency providers arriving by boat.
2. In cases where the marine response identification number is not used as an address (where road access is available and a road address has been issued), the marine response identification number should be posted in accordance with the policies of the emergency service providers.

Temporary addresses issued by the Bonner County GIS Department are valid one (1) year from the date the address was requested. A Building Location Permit (BLP) showing an inhabitable dwelling is required to finalize all addresses.

SECTION 5
ADDRESS CORRECTIONS

Whenever an error in a numeric address or road name comes to the attention of the GIS Department, that department shall initiate proceedings to correct the error.

Address corrections become effective immediately up distribution of the weekly address report. The Address Administrator serves notice of address correction on the property owner via United States Postal Service. The address correction notice shall be signed by the Address Administrator and contain the name, business address and business telephone number of a county official, the property owner may contact to request information, have questions answered or call special circumstances to the attention of the Address Administrator.

A. NUMERIC CORRECTION

Addresses shall be corrected if one or more of the following conditions are met:

1. The existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. The existing address number has the incorrect parity (odd/even) as determined by the county address system.
3. The existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this policy. Addresses out of range by more than 40 (+/-) feet shall be corrected to the proper range as needed and to accommodate new growth.
4. When an easement becomes a named private road, the structures must reflect the new road name using correct numerical range for the new road.
5. An existing address is duplicated or otherwise violates this policy.

In the case of a numeric address correction, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. A new numeric address shall be determined using the county address assignment standards.

3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.
4. Notification shall also be sent to the following:
 - a. County Assessor
 - b. United States Postal Service
 - c. Utility Companies
 - d. Local Municipality (within city limits)
5. The resident shall be responsible for supplying their individual phone, financial, and other service providers with a copy of the official change of address form.

B. ROAD NAME CORRECTIONS

Road names shall be corrected if one or more the following criteria exist:

1. Road name is a duplicate of another road within a designated postal area or within Bonner County and interferes with the accurate dispatch of emergency vehicles or postal delivery.
2. One road has two commonly used names or where portions of what appears to be the same road have two or more names.
3. All property owners along a road request a new road name in order to resolve interference with accurate dispatch of emergency vehicles.

In the case of a private road name change, where the road is not part of a platted subdivision or condominium development, the following procedure shall be followed:

1. The reason for road name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within 15 calendar days of notification, the owners of land accessed by the road to be re-named shall submit to the Bonner County GIS Department, the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices complying with the road

naming requirements, and have been agreed upon by all of the affected property owners.

- c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The new road names will be researched and one will be assigned according to the primary preference of the owner group. If submitted road names do not comply with the road naming standards, the Bonner County GIS Department will work with the central contact of the owner group to discuss alternatives.
5. Within 30 calendar days of the original notification, if a new approved road name has not been accepted by all of the owners, a road name will be assigned by the Bonner County GIS Department.
6. Upon approval of the new road name by the Bonner County GIS Department, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
7. Notification of any new addresses, including road names, will be sent to:
 - a. County Assessor
 - b. Utility Companies
 - c. United States Postal Service
 - d. Local Municipality (within city limits)
8. Road names shall not be changed more frequently than once every five (5) years.

In the case of a road name change located within a subdivision or condominium the following procedure shall be followed:

1. The reason for road name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within 15 calendar days of notification the owners of land accessed by the road to be re-named shall submit to the Bonner County GIS Department the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices complying with the road naming requirements, and have been agreed upon by all of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.

4. The new road names will be researched and one will be assigned according to the primary preference of the owner group. If submitted road names do not comply with the road naming standards, the Bonner County GIS Department will work with the central contact of the owner group to discuss alternatives.
5. Within 30 calendar days of the original notification, if a new approved road name has not been accepted by all of the owners, a road name will be assigned by the Bonner County GIS Department.
6. New addresses will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
7. Notification of any new addresses, including road names, will be sent to:
 - a. County Assessor
 - b. Utility Companies
 - c. United States Postal Service
 - d. Local Municipality (within city limits)
8. Road names shall not be changed more frequently than once every five (5) years.

In the case of a public road name change, the following procedure shall be followed:

1. A public safety agency shall contact the GIS Department with a request for a road name change. The reason for the road name change shall be documented with date and reporting party.
2. The public safety agency will be contacted in written form.
3. Within 15 calendar days of notification the public safety agency requesting the road to be re-named shall submit to the Bonner County GIS Department the following items:
 - a. A central person of contact for the public safety agency.
 - b. A proposal of three different name choices from the official Bonner County Pre-Approved Road Name List.
4. Within 30 calendar days of the original notification, if a new approved road name has not been accepted by the public safety agency, a road name will be assigned by the Bonner County GIS Department.
5. New address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.

6. Notification of any new addresses, including road names, will be sent to:
 - a. County Assessor
 - b. Utility Companies
 - c. United States Postal Service
 - d. Local Municipality (within city limits)
7. Road names shall not be changed more frequently than once every five (5) years.

SECTION 6 ROAD NAME REQUIREMENTS

A. ROAD DESIGNATION

Every existing, proposed, or constructed roadway that provides, or will provide, access to multiple dwellings or buildable lots shall be identified as a street/road in accordance with the standards set by the Bonner County GIS Department.

B. ROAD NAMING RESPONSIBILITY

Application for new road names, or to reserve road names for a development, is to be made through the Bonner County GIS Department. The Bonner County Address Administrator will choose a road name for unnamed public and county roads within Bonner County.

The applicant must submit to the Bonner County GIS Department:

1. A proposal of three different road name choices for each road identified within the development.
2. New developments require a list of all road names being requested and a site plan showing the layout of the roads.

A final site plan showing the layout of the approved road names shall also be submitted to the appropriate addressing agency for approval.

C. NAMING NEW ROADS

When an application is made for a new road name, the name will be compared to the Bonner County GIS Department database to check for duplication. Road names may be reserved for one (1) year from approval. All road names will conform to the standards set in this policy.

1. In the case of naming unnamed roads, the owner or owners and/or contract buyers of properties abutting said road may petition, in writing on a form provided by the county, to the Address Administrator, a request to officially name a road. The request shall include three, but no more, different road name choices for each road and a completed petition (provided by the county).

1.1 If the owners present a petition bearing the signatures of at least fifty one percent (51%) of the property owners (excluding federal, state, public utilities and municipal lands) whose properties abut the road, the road shall be officially named if it meets the road naming requirements. Property owners who own more than one property abutting a road shall only have one vote. The Address Administrator shall notify by first class mail all property owners along the road. Tax assessment records shall be used for owner mailing address information. If the proposed road name(s) do not meet road naming requirements, feedback will be given to the applicant and three more road names can be submitted for review. This process will continue until a qualifying road name is requested.

1.2 If the petition bears the signatures of less than fifty one percent (51%) of the owners whose property abuts the road, the name shall be temporary. Property owners shall have fifteen (15) calendar days to respond with a qualifying alternative road name and the required 51% of abutting landowner approval. If there is no response from the property owner during the fifteen (15) calendar day period, the county shall consider this as an approval by the property owner. The Address Administrator shall give due consideration to any and all road name petitions, only after all road naming requirements of this chapter are met. The Address Administrator shall officially designate the road name having the greatest percentage of approval in the event a fifty one percent (51%) approval is not obtained.

2. In cases where the property owners have not petitioned, as outlined in subsection C of this section, the Address Administrator shall choose an unduplicated road name. Notice shall be given to the property owners by first class mail. Tax assessment records shall be used for owner mailing address information. Property owners shall have fifteen (15) calendar days to respond with their appeal if they dispute the chosen name. If no adverse response from more than fifty one percent (51%) of the ownership is received within the fifteen (15) calendar day period, the Address Administrator shall officially name the road. Roads named pursuant to section 5(B) of this chapter are exempt from this requirement.

D. RESERVING ROAD NAMES FOR NEW DEVELOPMENTS

A written request to reserve new road names must be presented to the Bonner County GIS Department for each new development. These road names will be reviewed and if approved reserved in the road name inventory.

In a development in which any given road constitutes a loop and in which a portion of that loop crosses over another road creating an intersection, each segment of the loop divided by that road shall be designated by a separate name.

Additional road names shall be selected for access roads within commercial developments even if addresses are not issued to these roads. The road names selected shall follow the standards listed in this policy and shall be shown on the final site plan.

Road names become final upon the issuance of a road approach construction permit, final plat approval, or the recording of the final site condominium documents.

Road names may be reserved for one (1) year for platted subdivisions based on the date the road request was submitted. If the plat is not recorded within that time period the names will no longer be reserved.

E. ROAD NAME SELECTION

The following standards will be used:

1. Road names will be easy to pronounce and easily recognizable in emergency situations.
2. No road name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Bonner County. Variations of the same name shall be prohibited within the first word of the two-word title or in the road extension (Example: White Pine Road, White Lilly Lane).
3. Roads that are an extension of an already existing road shall maintain that road name.
4. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.
5. Use of frivolous or complicated words, or unconventional spellings will not be allowed.
6. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
7. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming

roads in an entire subdivision or condominium development, as means of general identification.

8. Vanity road names will not be allowed. Vanity road names include, but are not limited to, surnames and first names.
9. No road name shall contain the words North, South, East, West, or any combination thereof. Directional compass points are used only as a prefix.
10. Roads shall not be named after any business that accesses the road.

F. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities from either a baseline or meridian. Secondary roads that cross a main road shall not use a directional. A road may have no more than one directional prefix. Acceptable prefixes are North, East, South, and West.

G. SUFFIXES

Each approved road name shall require a road suffix. Only one road suffix will be allowed per road name. The road name shall not be allowed to use North, East, South or West as a suffix. All road suffixes will be abbreviated in compliance with the United States Postal Service (USPS) Standards. If the last word of a road name is an acceptable suffix according to USPS Standards, then it will be used as a road suffix and abbreviated accordingly.

There are numerous suffixes to choose from, including but not limited to:

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The road suffixes listed below will carry the following designations:

Circle	short road that returns to itself; circular or semi-circular roads.
Court	A permanently closed road such as a cul-de-sac. <ul style="list-style-type: none">• When there is an extension of a cul-de-sac it shall be required the extension continue with the existing name.• New developments should avoid using the suffix Court for

any cul-de-sac that has the future option to be extended.

Loop	Short drive that begins and ends on the same road
Road	Most common designation for a secondary thoroughfare; generally indicates a heavily traveled route.
Street	A major thoroughfare predominantly used within city limits.

H. POST-DIRECTIONALS

A directional shall only be used as a prefix. The road name shall not be allowed to use North, East, South or West at the end of the road name or as a suffix.

SECTION 7 ROAD NAME SIGNS

Guidelines for signs shall be dictated by the Manual of Uniform Traffic Control Devices (MUTCD).

A. LOCATION OF SIGNS

Signs shall be installed in accord with the corresponding public and private Roads Standards Manual adopted by Bonner County along with standards listed within the "Manual for Uniform Traffic Control Devices (MUTCD)".

B. DESCRIPTION OF ROAD NAME SIGNS

1. SIGN STANDARD

All primary letters, numbers, and symbols shall be a minimum of four inches (4") in height, with a one-half inch (1/2") stroke, and shall be reflectorized and contrasting with the background color of the sign in accordance with the "Manual Of Uniform Traffic Control Devices (MUTCD)" Specifically, public road signs shall be green with white lettering. Private road signs shall be blue with white letters.

2. INSTALLATION STANDARD

Proper positioning of signs is essential to obtain maximum safety, efficiency and observance. Signs should be installed in accord with the corresponding public and private Roads Standards Manual adopted by Bonner County along with standards listed within the "Manual for Uniform Traffic Control Devices (MUTCD)".

C. ROAD SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency is responsible for all road signs on streets/roads designated as public.

2. PRIVATE ROADS

The property owners along private roads are responsible for installing road signs at the intersections of all private and public roads in compliance with this policy.

SECTION 8 DEFINITIONS

ACCESS

The primary means of vehicular ingress/egress to a parcel or structure.

ACCESSORY BUILDING

A use or structure on the same lot and of a nature that is incidental and subordinate to the principal use or structure.

ADDRESS OR SERVICE ADDRESS

The official county-assigned unique identification number for a parcel and/or structure that uniquely defines its location within the county. This address may be used for mail delivery if allowed by the US Postal Service.

ADDRESS ADMINISTRATOR

Bonner County staff appointed by the Board of County Commissioners whose duties are to exercise the powers delegated to him/her by this Title.

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

APPROACH

Any vehicular entrance upon a County right-of-way, other than a “driveway.” (Refer to the current “Road Standards Manual” (Title 2, BCRC) published by the Bonner County Public Works Department)

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

BOARD OF COUNTY COMMISSIONERS

Elected officials who are vested with all executive and legislative authority of the county and whose powers, authority and duties are outlined in Idaho Code title 31; also referred to as board or county board.

COUNCIL

The City Councils of Bonner County municipalities.

COMMON DRIVEWAY

A vehicular access serving two or more bare land parcels with potential to develop, two or more structures on the same parcel, or two or more structures on separate parcels which has an approach to a public road or connects to a private road. Common driveways shall be named.

CUL-DE-SAC

A dead-end street that provides a turnaround at its terminus.

DEVELOPER

An individual, firm, corporation, partnership, association, syndicate, trust or other legal entity that executes applications and initiates proceedings for subdivision of land. The developer need not be the owner of the land, but he shall be the agent of the owner.

DUPLEX RESIDENCE

A building divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

DWELLING

A habitable structure.

DRIVEWAY

For the purposes of this Title, the term “driveway” shall mean a vehicular entrance

upon a public or private roadway, or connects to a common driveway, which provides access to a four-plex or smaller multi-family dwelling, or to one single-family residential lot or parcels. Driveways shall not be named.

LOT

A designated parcel, tract or area of land established by plat or as otherwise permitted by law, to be used, developed or built upon as a unit.

MANUFACTURED HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on roads or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

MUTCD

The latest edition of the Manual on Uniform Traffic Control Devices

OWNER

The legal property owner as shown by the latest information provided by the Bonner County assessor's office.

PLAT

A map of representation of a named subdivision of land into lots, blocks, and roads to be recorded as a public document.

PRIMARY ACCESS POINT

That primary point designated on a private or public road, or common driveway from which the driveway to a parcel or structure intersects the private or public road or common driveway.

PRIVATE ROAD

Means of vehicular access which has not been accepted for maintenance by the board or a public highway agency and which does not meet the definition of a driveway, common driveway or public road.

PUBLIC HIGHWAY AGENCY

The public road agency having jurisdiction for primary and secondary roads in the unincorporated areas of the county.

PUBLIC ROAD

A street, road, thoroughfare, alley, or highway; a right of way for public use that

provides vehicular access, as defined by Idaho Code §40-117 and . §50-1301.

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

A single building with multiple accesses leased by square footage and allows interior business to vary in size.

TOWNHOUSES

A building comprised of more than one narrow, multi-story unit. Each unit has its own entrance. A townhouse may be part of an apartment building or a condominium.

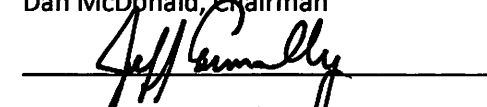
Regularly considered, passed and approved as an ordinance of Bonner County, Idaho, done this 15th day of June, 2020, upon the following roll call vote:

Chairman Dan McDonald: Aye
Commissioner Jeff Connolly: Aye
Commissioner Steve Bradshaw: Aye

BONNER COUNTY BOARD OF COMMISSIONERS



Dan McDonald, Chairman

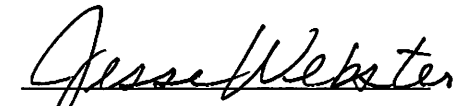


Jeff Connolly, Commissioner



Steve Bradshaw, Commissioner

ATTEST:



By Clerk

June 15, 2020

Date

Legal: _____