

**City of Carson City
Agenda Report**

Date Submitted: September 25, 2012

Agenda Date Requested: October 4, 2012

Time Requested: 10 minutes

To: Mayor and Board of Supervisors

From: Public Works - Planning Division

Subject Title: For Possible Action: To introduce, on first reading, Bill No._____, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, to add Division 22, Street Naming and Address Assignment regulations. (ZCA-12-034) (Lee Plemel)

Summary: The Fire Department is proposing street naming and addressing standards for adoption as part of the Development standards to provide for consistency standards as new development occurs. The standards have previously been enforced as policy rather than adopted code. Appropriate street names and addresses are important to public safety as well as public convenience.

Type of Action Requested:

Resolution
 Formal Action/Motion

Ordinance-First Reading
 Other (Specify)

Does This Action Require A Business Impact Statement: () Yes (X) No

Planning Commission Action: Recommended approval on August 29, 2012, by a vote of 7 ayes and 0 nays.

Recommended Board Action: I move to introduce, on first reading, Bill No._____, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, to add Division 22, Street Naming and Address Assignment regulations.

Explanation for Recommended Board Action: The Board of Supervisors, pursuant to Carson City Municipal Code, is required to take final action on all code amendments. See the attached staff report to the Planning Commission for more explanation.

Applicable Statute, Code, Policy, Rule or Regulation: 18.02.075 Zoning Code Amendments

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: 1) Refer back to staff and Planning Commission for further review.




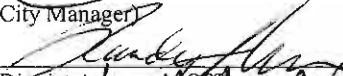
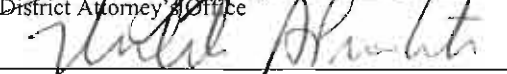
- 2) Do not introduce the ordinance (leave the code requirements the same as they are now).

Supporting Material:

- 1) Ordinance
- 2) Case Record
- 3) Planning Commission Staff Report

Prepared By: Janice Brod, Grants Program Coordinator

Reviewed By:

| | |
|--|----------------------|
|  _____ (Planning Division Director) | Date: <u>9-25-12</u> |
|  _____ (Public Works Director) | Date: <u>9-25-12</u> |
|  _____ (City Manager) | Date: <u>9/25/12</u> |
|  _____ (District Attorney's Office) | Date: <u>9/25/12</u> |
|  _____ (Finance Director) | Date: <u>9/25/12</u> |

Board Action Taken:

Motion: _____

| | |
|----------|---------|
| 1) _____ | Aye/Nay |
| 2) _____ | _____ |
| | _____ |
| | _____ |
| | _____ |

(Vote Recorded By)

BILL NO. _____

ORDINANCE NO. 2012-____

AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE TITLE 18, ZONING, CHAPTER 18.16, DEVELOPMENT STANDARDS, CREATING DIVISION 22, STREET NAMING AND ADDRESS ASSIGNMENT REGULATION, AND OTHER MATTERS PROPERLY RELATED THERETO.

Fiscal effect: None

THE BOARD OF SUPERVISORS OF CARSON CITY DO ORDAIN:

SECTION I:

That the Carson City Municipal Code Chapter 18.16 (Development Standards) is hereby amended, in part, as follows:

22.1 Purpose.

These regulations have been prepared by the Carson City Fire Department in order to set forth the requirements for naming streets and assigning addresses within Carson City.

22.2 Definitions.

Access is a way or means by which a vehicle enters a lot or parcel or a person enters a building.

Address is a number, directional prefix, primary street name, and suffix. The property address is also called the site or general address.

Addressing official is the City Engineer or his designee who is charged with the administration of these standards.

Alignment is the continuation or adjournment of a street or streets.

Assessor's parcel number is a number assigned to a lot or parcel for tax assessment identification.

Baseline is a north-south or east-west line used as a zero starting point for address numbers.

Bubble street is a type of cul-de-sac which measures less than 100 feet from the point of radius of the turnaround to the centerline of the connecting street.

Block interval is a numerical grid by which each block is addressed.

Building is a structure designed for human occupancy or use.

Commercial development is a building constructed for commercial (profit making) purposes.

Cul-de-sac is a street ending in a dead-end, not being an extension of another street, having no other street intersections, and not having the capability of connecting or intersecting with another street in the future. A Cul-de-Sac is considered a "Bubble Street" if it meets the definitions for such a street.

Directory is an address information map or model located at an access point detailing building suite and/or unit location(s). See also "Monument Sign."

Floor - See *Story*.

General address – See *Address*.

Hundred block is an incremental number breakdown of a section of land. It has a hundred numbers, 0 through 99.

Hundred block indicator is a number and has either a direction prefix or prefix indicating the perpendicular distance of a street from its parallel baseline.

Legal address is the address that has been officially assigned by the City.

Major arterial is a street falling on a Township or Range line, a section line, a quarter section line, or another alignment that is 80 feet in width or greater, which is designed to accommodate through-traffic with comparatively long vehicle trip lengths.

Major division occurs in a nonresidential and/or mixed-use building(s) with a minimum of one structural/load bearing or 4-hour fire wall separating a minimum of two suites and/or buildings.

Master site address is an address assigned for the management of records and permits pertaining to the total development or complex.

Mixed-use is the vertical integration of residential uses and commercial or civic uses within a single building or a single development, where pedestrian access, vehicular access and/or parking functions for the uses are shared.

Monument sign is a sign placed in a conspicuous location to indicate the address range of a group of buildings when such building addresses are not readily visible from the main access street.

Municipal pertains to Carson City, but may also pertain to other government buildings.

Non-residential complex is a commercial or industrial development having three or more buildings.

Number is part of an address based on the numerical distance from an appropriate baseline. Numbers used for addressing purposes shall be whole numbers only.

Prefix is a directional identifier (North, South, East, West, etc.) that precedes the street name and is not a suffix. A prefix is also known as a directional prefix.

Person refers to any individual, firm, corporation, partnership or other legal entity or their authorized agent.

Plat is a scaled map of a town or a section of land that has been subdivided into lots showing the location and boundaries of the individual parcel with the streets, alleys, easements, and rights of use over the land of another.

Point-of-origin is the intersection of the north-south and east-west baselines establishing zero at the intersection. (See Figure 1)

Primary street name is the portion of a street name which is neither a directional prefix nor a suffix. Example: West Telegraph St., where "Telegraph" is the primary street name.

Residential development is a development intended for human habitation.

Residential complex is a development having three or more buildings.

Site plan is a map showing property boundaries with dimensional ties to section, township and range monuments, building locations, dimensions of property, buildings and setback distances to property lines, primary access points for property and buildings, dimensional ties of tenant improvements to a building shell, access from closest public street for non-subdivided parcels, with a north arrow.

Site is the address of a lot, parcel or building; also called the "property address".

Street is any public or private thoroughfare or easement reserved for vehicle travel and access unless the context requires a different meaning.

Street name is the primary street name and suffix. It shall not include the directional prefix.

Street sign displays the primary name, suffix, direction from a baseline and the north, south, east or west hundred block indicator of each street name.

Story is the vertical distance from top to top of two successive finished floor surfaces; and for the topmost story, from the floor finish to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters.

Suite number - See unit number for definition.

Structure is any fence, tower, edifice, or building of any kind, or any piece of work artificially built up or composed of parts joined together in some temporary or definite manner which requires location on the ground or is attached to something having a location on the ground which extends more than 36 inches above grade.

Suffix is a word in a street name used to indicate a type of street. That portion of a street name which indicates that it is a right-of-way, such as "Street," "Avenue," "Lane," "Road," "Circle," "Way," etc.

Tenant improvement is an improved space within a building, which is under separate control, has primary access to exterior or interior public spaces, and is used for residential or nonresidential activity.

Unit address is a specific number delineating individual unit locations within a single site. A unit address may share a common entrance, so long as there is a dividing wall and separate business licenses in the case of a commercial or industrial use.

22.3 Standard Addressing Regulations.

22.3.1 Address Assignments.

- a. All addresses shall be assigned by the Addressing Official or designee.
- b. All addresses are to be unique and will not be duplicated.
- c. Addresses shall be assigned in such a way that each separate building will be assigned a unique address number.
 - (1) Buildings with multiple occupancies will be assigned suite numbers in accordance with the regulations in this document.
 - (2) Buildings with major divisions may be assigned unique address numbers.
 - (3) Building addresses shall be assigned to the primary street from which the major ingress and egress occurs.
- d. It shall be the property owners' and/or the developer's responsibility to obtain a legal address for new development.
- e. All local utility companies shall receive proof of a legal address prior to any utility service being connected. (See Section 22.8.6).

22.3.2 Address Numbering.

- a. An address shall be assigned within the appropriate addressing range in accordance with the provisions of this document.
- b. The number assigned shall be within the address range available within the appropriate hundred block.
- c. Address assignments shall be maintained on street address maps maintained in the Assessor's Office as well as in the office of the Addressing Official.
- d. For the purpose of address assignment, curved streets shall be treated as if they were straight.
- e. All addresses on the east and south side of a street shall be given an odd number except on a looped street.
- f. All addresses on the west and north sides of a street shall be given an even number except on a looped street.
- g. A looped street shall be addressed from the appropriate hundred block of the primary direction of the loop.
 - (1) Addresses shall be assigned starting at the entrance of a looped street and continue counterclockwise around the outside with even numbers to the outside and odd numbers to the inside of the loop.

22.3.3 Address Changes and Vested Rights.

- a. Street names and/or address numbers may be changed or altered, depending upon need as determined by the Addressing Official. Streets that have had any structures erected upon them, must have Board of Supervisor approval prior to any changes being made.
- b. When there is knowledge of an incorrect address, and/or a duplicate street name and/or address, the affected property owners shall be promptly notified that a change of street name and/or address number may occur. Property owners do not have vested rights to street names and/or address numbers, even if a street name and/or address has been used for many years.
- c. If a change or correction is deemed necessary by the Addressing Official the procedure shall be as follows:

- (1) The Assessor's Office shall correct the address on the street address maps, charts and/or automated mapping system.
 - (2) The affected property owners will receive notice of the new street name or address number.
 - (a) If deemed appropriate by the Addressing Official, Board of Supervisors, City Manager, or Fire Chief the affected property owners may receive advance notice of a change to a street name or address in order to allow them sufficient time to change/update documents and records.
 - (3) The City shall notify the affected government agencies and utility companies that a change has occurred.
- d. Any property owners of residential or non-residential structures affected by the provisions of this subsection shall, upon proper notice, bring such structures into conformance with this Ordinance within six months.
 - e. If the affected property owners or their designated representatives perceive that an address was unreasonably changed, then the affected property owners or their designated representatives may file an appeal to the Addressing Official within 30 days from the date that proper notification was sent.
 - f. The decision of the Addressing Official may be appealed to The Board of Supervisors.

22.4 Street Naming Guidelines.

22.4.1 Use of Street Names.

- a. A primary street name shall be used only once and shall not be used in any other alignment. The same primary street name cannot be repeated with a different suffix nor may a name be separated and used again (e.g. Bitterroot St. – Bitter Root St.).
- b. Once a primary street name is assigned to any alignment it shall not change anywhere along the extension of that alignment unless the subject primary street name does not and cannot in the future connect to the existing public right-of-

way.

- c. Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g., Ellis: Alice, Allen: Alan, Hinson: Henson.
- d. Only the common or correct spelling of street names will be accepted. E.g. Jane not Jayne, or Frederick not Phrederyck.
- e. Street names in a foreign language will not be considered unless accompanied by a common English translation and their meaning is inoffensive and/or reasonable.
- f. Foreign language suffixes (e.g. Via, Camino, Rua, Chemin, Rue, etc.) shall not be used in any part of a street.
- g. Names that tend to be slurred or difficult to pronounce by emergency response services shall not be used.
- h. Street names are restricted to a maximum of 20 characters (includes street name, space, prefix, and suffix).
- i. Directional prefixes and suffices are not permitted as primary street names (e.g. Northgate Rd.).
- j. No street names can be a stand-alone preposition, conjunction, numbers or letters.
- k. Driveways shall not be named.

22.4.2 Use of Suffixes.

- a. "Avenue" shall represent any right of way lying in an east-west direction, not ending in a cul-de-sac and with sidewalk improvements.
- b. "Boulevard" or "Parkway" shall represent streets ranging from 80 feet to 120 feet wide with at least a portion of the street being separated by a planter or median.
- c. "Circle" or "Loop" shall represent a street starting and ending on the same street or itself, e. g., a horseshoe shaped street.
- d. "Court" shall represent a cul-de-sac with no side streets.
- e. "Drive" shall represent any right of way lying in a northeast-southwest direction, not ending in a cul-de-sac and with sidewalk improvements.
- f. "Highway" shall represent a road with a minimum of a 150-foot

wide right-of-way, have controlled access, and a high-speed road with grade separation at interchanges.

- g. "Lane" shall represent any right of way lying in a north-south direction, not ending in a cul-de-sac and in a rural section of the City or any area without sidewalk improvements.
- h. "Place" shall represent any right of way that makes multiple directional changes which make other designations inappropriate.
- i. "Road" shall represent any right of way lying in an east-west direction, not ending in a cul-de-sac and in a rural section of the City or any area without sidewalk improvements.
- j. "Street" shall represent any right of way lying in a north-south direction, not ending in a cul-de-sac and with sidewalk improvements.
- k. "Trail" shall represent a meandering road in a rural mountainous area.
- l. "Walk" shall represent a non-motorized path or track made across a wild region or rough country for the passage of humans or animals.
- m. "Way" shall represent any right of way lying in a northwest-southeast direction, not ending in a cul-de-sac and with sidewalk improvements.

22.5 Configuration for Street Naming.

22.5.1 Offset Street Alignments.

- a. When a street changes its alignment at an intersection by a distance equal to or less than two times the width of the right-of-way, it shall retain the name of the original alignment to provide traffic and addressing continuity. See Figure 2A.
- b. When a street changes its alignment at an intersection by a distance greater than two times the width of the right-of-way, it shall be assigned a new street name. See Figure 2A.
- c. Curvilinear streets shall maintain the same street name. See Figure 2B.
- d. When a street shifts its alignment (north/south on an east/west alignment or east/ west on a north/south alignment), it shall be

assigned a new street name. See Figure 2C.

22.5.2 Straight Streets.

- a. A newly developed street shall assume the name of the street with which it aligns if such alignment exists. See Figure 3A.
- b. When a street is not in alignment with, nor an extension of any existing street, a new street name shall be assigned to the street. See Figure 3B.
- c. Once a street name is assigned to an alignment, it may not be assigned to any other alignment or be assigned if it will not connect in the future. See Figure 3C.

22.5.3 Cul-de-sac and Bubble Streets.

- a. When a cul-de-sac is located at the end of an existing street right-of-way or alignment, it shall be given the same primary name and suffix of that street, whether the cul-de-sac is straight, curves or meanders. See Figure 4A.
- b. When cul-de-sacs are located in such a manner as to be connected to each other by a straight or arcing street which is more or less perpendicular to an adjoining street alignment forming a "T" intersection, said cul-de-sacs and the connecting street shall be given the same primary street name, which must be a different name than the street it connects to. See Figure 4B.
- c. When cul-de-sacs approach each other from opposite directions and are on the same alignment but do not join in any manner, they shall be assigned different street names. See Figure 4C.
- d. When two cul-de-sacs are in direct alignment, bisected perpendicularly by a street, the cul-de-sac shall be assigned the same street name. See Figure 4D.
- e. When a bubble street less than 100 feet in length is located perpendicular to the primary street, the bubble street shall assume the primary name and address numbering of the street which it adjoins. See Figure 4E.

22.5.4 Circle, Horseshoe, and Loop Streets.

- a. A circular or horseshoe shaped street shall not be assigned the same primary street name as that of the principal street it

intersects. See Figure 5A.

- b. A circular or horseshoe shaped street may carry the same primary street name throughout, or a new primary street name may occur at natural breaking points such as intersections and knuckles. See Figure 5A and 5B.
- c. In the case of loop streets having only one access, each segment of the loop will bear the same primary street name. See Figure 5C.
- d. When circular streets are segmented into halves or quarters by intersecting streets, the following shall apply:
 - (1). No two streets terminating on the same circle shall have the same name. See Figure 6A.
 - (2). If the intersecting streets maintain the same primary street name on both sides of the intersected circle and buildings are to be built along the circular street, then each resulting segment of the circular street shall be assigned a different street name. See Figure 6B.
 - (3). If the intersecting streets maintain the same primary street name on both sides of the intersected circle and no buildings are to be built along the circular street, then the circular street may maintain the same primary street name. See Figure 6C.

22.5.5 Curvilinear Streets.

- a. A street which leaves its alignment by not more than 150 feet may retain the name of the original alignment. See Figure 7A.
- b. A street which leaves its alignment by more than 150 feet but returns to its original section alignment, shall use the primary street name of the original alignment. See Figure 7B.
- c. A curvilinear street which changes direction but doesn't terminate at an intersection may maintain its primary street name throughout. See Figure 7C.

22.6 Address Assignments for Manufactured Home Parks and Residential and Non-Residential Complexes.

22.6.1 Multi-Family Residential Addressing. (See Figure 8)

- a. All multi-family residential developments shall be assigned an

address (street number, direction, street name) corresponding to the appropriate hundred block. The development address shall be called the "Master Site Address." The Master Site Address shall be used for all common areas and may also serve as the address of the office/clubhouse etc., provided it is a standalone building.

b. All individual buildings within the development shall be assigned an address corresponding to the appropriate hundred block.

c. All units of all buildings shall be provided with a unique unit number.

(1) If single story, the units shall be numbered in numeric sequence, beginning with number one and continuing in a counterclockwise direction from the primary entrance.

(2) If multi-story, with less than 100 total units per story for the entire development, a three digit number shall be assigned to each unit starting at the primary entrance and continuing counterclockwise as follows:

B100 - B199 for the first level below grade

101-199 for first floor units

201-299 for second floor units

301-399 for third floor units, etc.

NOTE: The corresponding unit numbers shall "line-up", one above/below the other when possible.

(3) If multi-story, with more than 100 or more total units per story for the entire development, four digit numbers shall be assigned to each unit starting at the primary entrance and continuing counterclockwise as follows:

B1000-B1099 for the first level below grade

1001-1999 for the first floor units

2001-2999 for the second floor units

3001-3999 for the third units, etc.

NOTE: The corresponding unit numbers shall "line-

up", one above/below the other when possible.

- (4) Projects which are large or complex enough to create address requirements that cannot conform to the unit addressing system shall have addresses assigned on a case-by-case basis while holding to as many established standards as possible.

22.6.2 Manufactured Home Parks. (See Figure 9)

- a. A Master Site Address shall be assigned to the primary dedicated street from which the major ingress and egress occurs. The Master Site Address shall be assigned in accordance with the appropriate street name, number and direction of appropriate hundred block range. The Master Site Address shall be used for all common areas and may also serve as the address of the office/clubhouse etc., provided it is a standalone building.
- b. Each street within the park will be assigned a unique street name that conforms to these standards.
- c. Individual space numbers will be assigned addresses corresponding to the appropriate hundred block and in conformance with these standards.

22.6.3 Non-Residential/ Mixed-Use Addressing. (See Figure 10)

- a. All separate and distinct non-residential and mixed-use developments having multiple tenant accommodations shall be assigned an address for each development corresponding to the appropriate hundred block. This address shall be called the "Master Site Address". The Master Site Address shall be used for all common areas.
- b. All individual buildings and/or major divisions within a development shall have an address assigned to the appropriate hundred block. The addition of any other buildings to the development shall require separate building addresses.
- c. The building address shall be assigned to the primary street from which the major ingress and egress occurs. Suite numbers shall start at a minimum of 100 if less than 100 suites per floor or 1000 if there are more than 100 suites per floor. When possible, suite numbers shall increase by increments of 10. If suite assignments in increments of ten are not feasible then use increments of five. In the case of a development that

includes one or more private drives, or on corner lots with a secondary entrance and if all address numbers within the address range for primary access street have been assigned, then addresses shall be assigned, in accordance with Section 22.4, to the public street or private drive which is named in accordance with these regulations.

- d. All units or suites within any building or major division shall be assigned a unique number which represents the level or story of each unit. The first digit, or in the case of an underground unit the first two digits, of a suite shall represent the floor on which the suite is situated. On multi-story buildings, unit numbers shall line up with the unit above and below it. Most in-line retail and warehouse buildings are single story and have less than 100 suites. The address shall be referred to as the "Suite or Unit Address". It shall not be acceptable to use an alphabetic suffix for unit or suite addresses except for the letter B. The letter B shall be used to indicate below grade units (i.e. basement level).

- (1) Basement-level addressing shall be assigned in the following manner.

B100-B199 for the first underground level

B200-B299 for the second underground level

B300-B399 for the third underground level, etc.

1001-1999 for the first floor units

2001-2999 for the second floor units

3001-3999 for the third units, etc.

NOTE: The corresponding unit numbers shall "line up" with one above / below when possible.

22.6.4 Monument/Directional Signs.

- a. The City may require the placement of monument/directional signs on development sites where buildings and/or parking placement is obscure from the primary street the building is addressed. Directional signs shall conform to applicable sign regulations.
- b. Display requirements.

- (1) If required, a directional sign shall be placed at each primary entry to the obscured building.
- (2) If required, each directional sign shall carry the appropriate addresses or range of addresses and a directional arrow or location instructions as minimal direction information.
- (3) During new construction, the assigned address for all residential and commercial development shall be displayed and will be setback 10 feet from the front property line adjacent to the primary entrance. This display shall contain both the street name and assigned addresses.

22.7 Address Display Requirements.

22.7.1 Size and Placement (See Figures 11 through 14 for illustrations/additional requirements).

- a. Single family and two-family residential properties shall attach addresses numbers a minimum of three inches in height. Individual apartment numbers and unit or suite numbers shall also be three inches in height. Accessory structures (i.e., sheds, garages, and similar structures) shall be exempted from this requirement.
- b. All structures (except those described in 1 above) shall have address numbers five inches in height. Individual Unit or Suite numbers must be a minimum of three inches in height.
- c. All address numbers for any structure shall be conspicuously displayed in a contrasting color with the background of the structure.
- d. All address numbers for any structure must be clearly visible from the street or private drive to which each building and/or structure is oriented.
- e. Address numbers that are not visible from the public street or roadway may require the addition of a monument sign, to be erected at the entrance that will display the address or range of addresses.
- f. General address displays or signs for residential and non-residential complexes shall be in accordance with applicable state and municipal sign regulations.

- g. Manufactured Home Parks shall have a free-standing sign or monument sign with the general/master site.
- h. The placement of building numbers for residential and non-residential complexes shall be clear of all visual obstacles such as awnings, trees, covered parking areas or similar sight obstructions.
- i. Unit address numbers for residential and non-residential complexes shall be placed near or on the front door.
- j. Final approval of any building or unit/suite may be withheld until all required street address numbers have been permanently displayed and a Certificate of Occupancy has been issued.

22.7.2 Street Sign Requirements.

- a. Developers shall be responsible for providing and installing street signs in accordance with applicable municipal requirements.
- b. Directional signs shall have numbers of not less than six inches in height in accordance with the municipal sign requirements.
- c. All street signs, including illuminated street signs, shall contain the appropriate hundred block range. In the case of cul-de-sacs, the address range shall be identified.

22.7.3 Identification Directory.

- a. Non-residential and residential complexes may be required to display a permanent Identification Directory reflecting a scaled replica of the site in accordance with NFPA 1, Section 10.13 and the provisions of this document.
- b. The directory shall be located on the right side of any entrance driveway, not more than 100 feet from the entrance, but not beyond any diverging drives.
- c. The Identification Directory shall indicate the locations of all buildings, amenities, structures and fire hydrants in relation to all streets, driveways and sidewalks located within the complex.
- d. The Identification Directory shall be of adequate size so that letters, numbers and similar attributes are easily identifiable. In

addition, all directories are to be illuminated at night.

- e. The property owner and/or developer shall submit five 8.5 inch x 11 inch copies of the site plan showing all applicable information to the Fire Department for approval prior to construction of the Identification Directory.

22.8 New Development.

22.8.1 Tentative Map Review.

- a. All proposed street names must be submitted by the developer on a separate alphabetical listing and be indicated on the Tentative Map.
- b. Street names will be checked for acceptability by the Addressing Official to ensure compliance with this document.
- c. The proposed street names shall be reserved as long as a Tentative Map has not expired.

22.8.2 Final Map Review.

- a. Street names are to be confirmed and are to be placed on the Final Map, including all private street names.
- b. The developer must specify any unusual addressing requirements. Street addresses shall not be issued until recordation of the plat.

22.8.3 Post-Recording Procedure.

- a. The property owner and/or developer shall furnish copies of the recorded plats to the appropriate government entities.
- b. A master subdivision/site address shall be assigned to all subdivisions. This address shall be unique and will not be duplicated.
- c. Address numbers shall be assigned by the Addressing Official on a copy of the recorded plat and provided to the developer.
- d. When the Street Address Maps are updated, the Addressing Official will prepare and send new address updates to all related utility companies and government entities.
- e. New street names and address ranges will be entered into a street directory that will be maintained by the Addressing Official.

22.8.4 Non-Subdivision Developments.

- a. Address numbers will be assigned through the building permit review process in accordance with these regulations.
- b. The property owners and/or developers of residential and non-residential complexes which are not from a recorded plat shall submit site plans indicating the location of all buildings, structures, amenities, units, lease spaces, future building sites or any other similar attributes.
- c. The Addressing Official will prepare and send new address updates to all related utility companies and government.

22.8.5 Permit Approval.

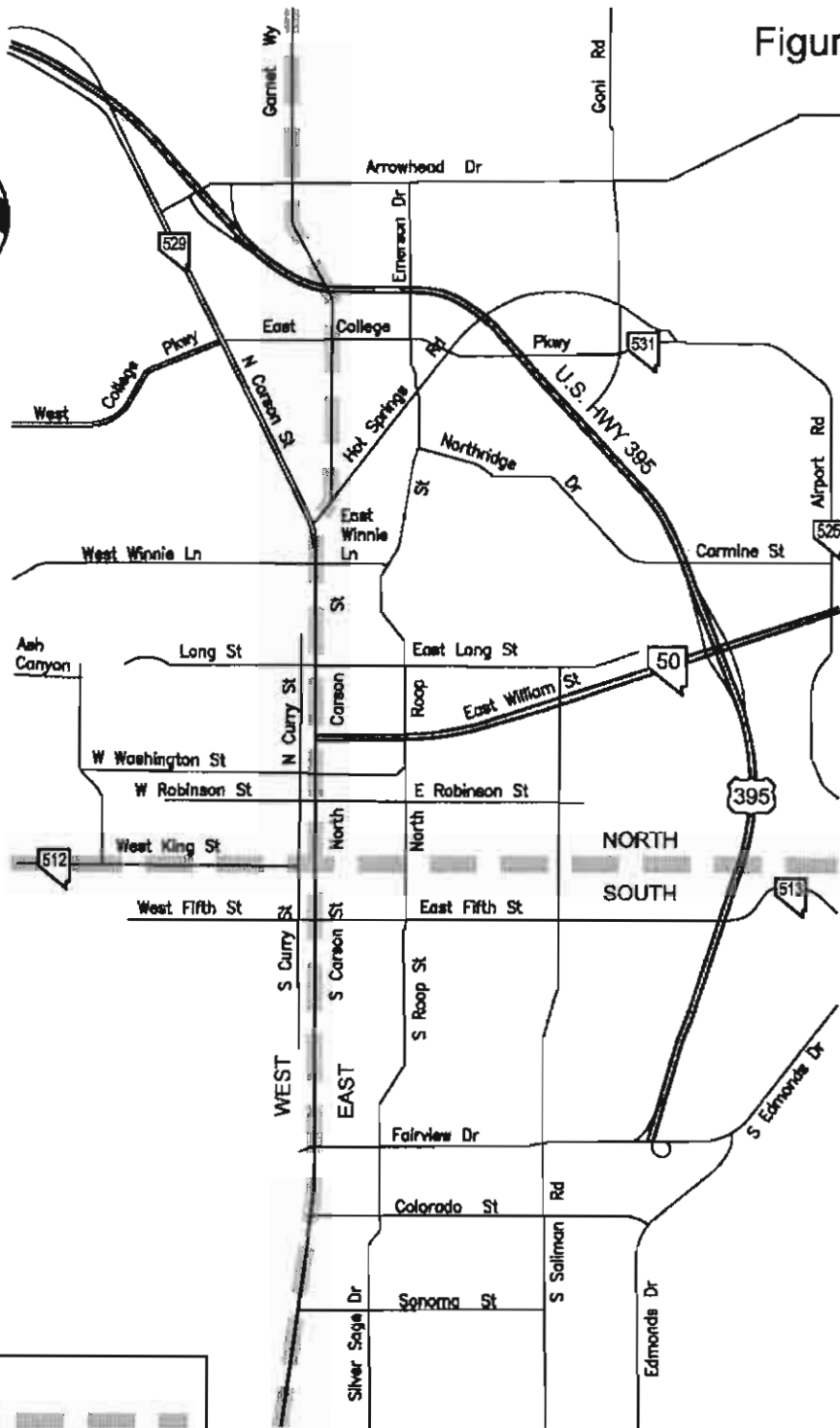
- a. Assigned address numbers are required on all new building permits and utility connection applications.

22.8.6 Address for Utility Services.

- a. In order to apply for any utility service for a construction office, sales office or other structure at the time of construction, the property owner or developer must demonstrate evidence of a correct legal address.

DIRECTIONAL BOUNDARIES FOR ADDRESSING ZERO LINE

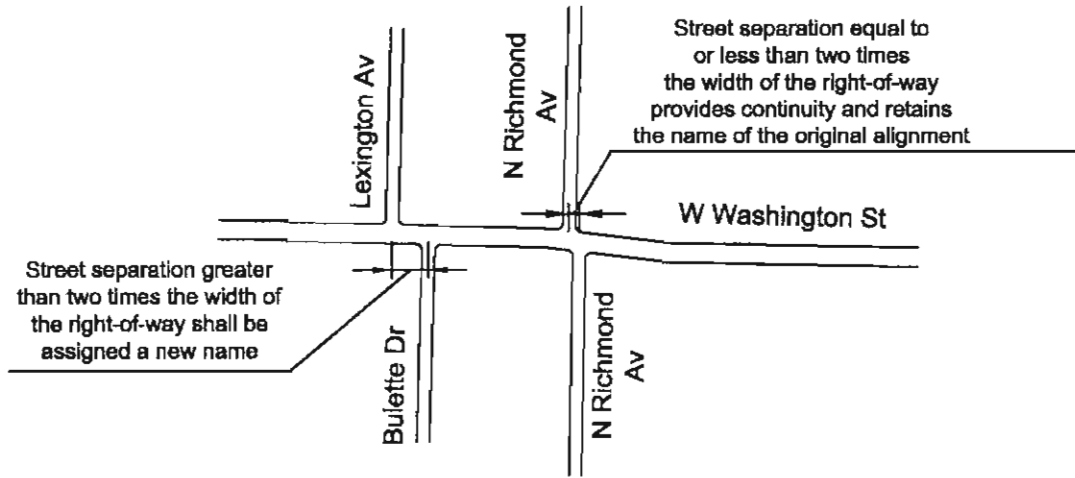
Figure #1



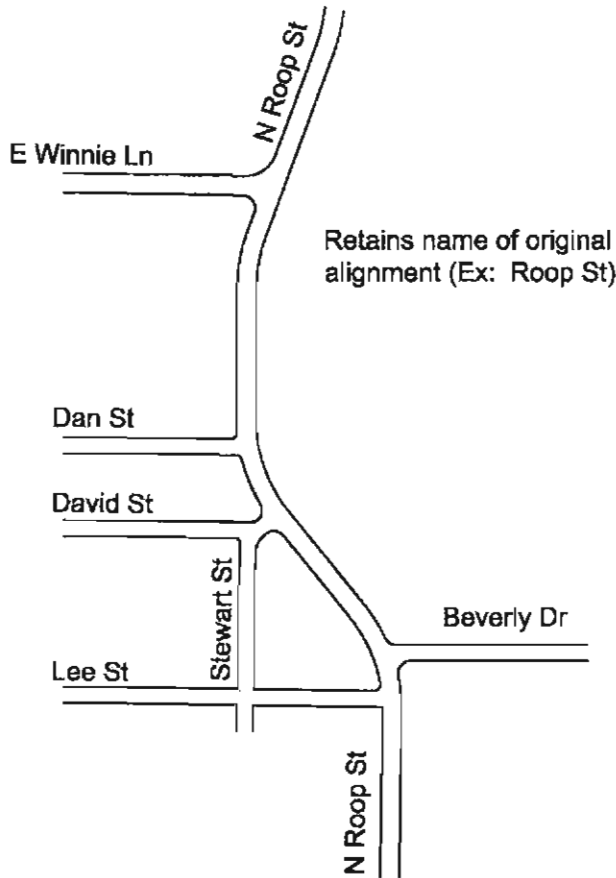
Directional Boundary
Zero Line

OFFSET ALIGNMENTS

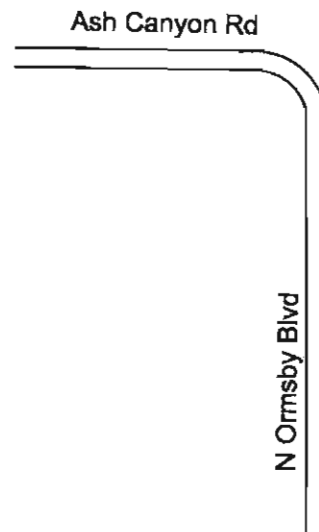
Figure #2



2A



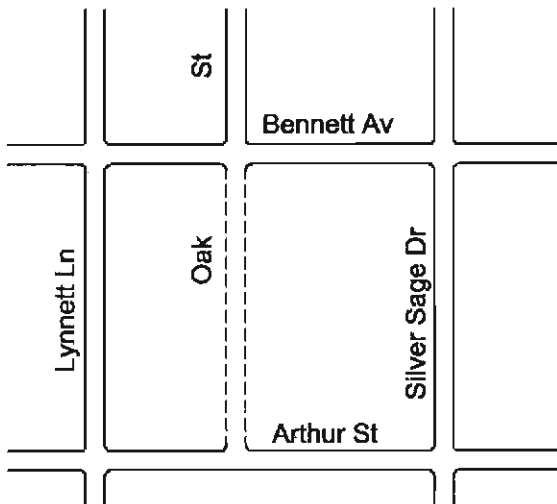
2B



2C

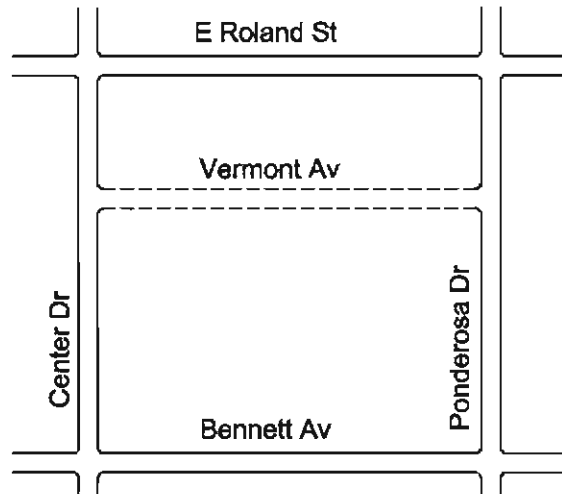
STRAIGHT STREETS

Figure #3



Assume the name of the street it is aligned with and connects with in the future.

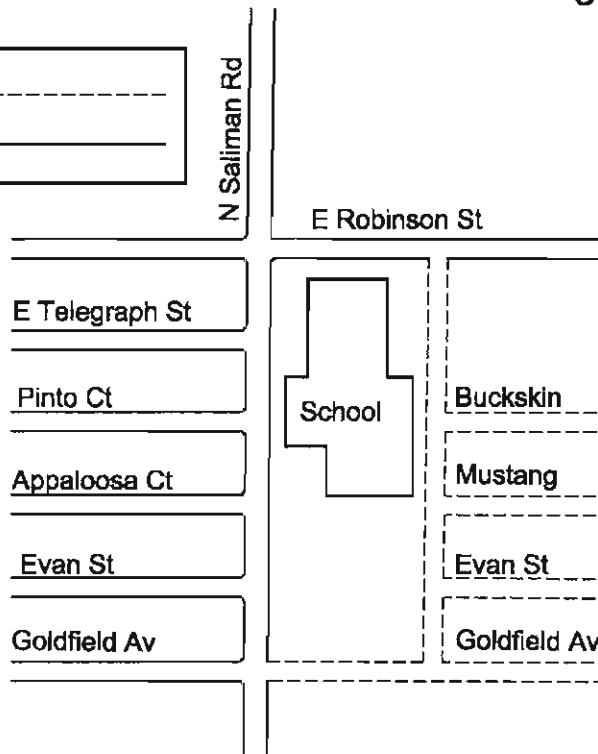
3A



Not in alignment with, nor an extension of any other street.

3B

| | |
|------------------|-------|
| Proposed Streets | ----- |
| Existing Streets | _____ |

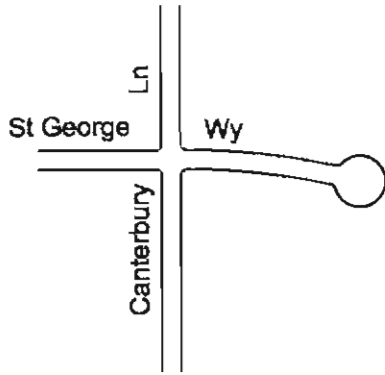


Existing street name cannot be assigned to a different alignment or be assigned if it will not connect in the future.

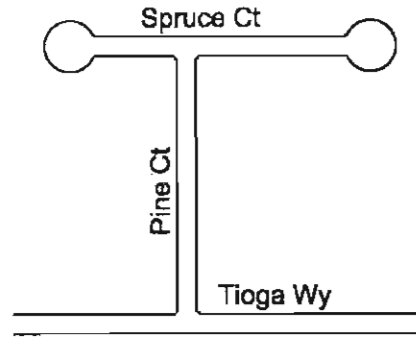
3C

CUL-DE-SACS & BUBBLES

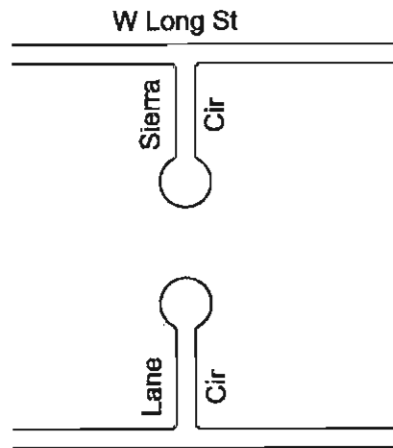
Figure #4



4A

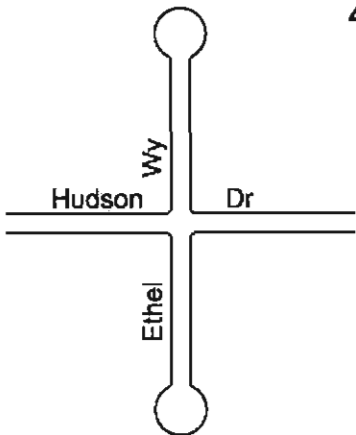


4B



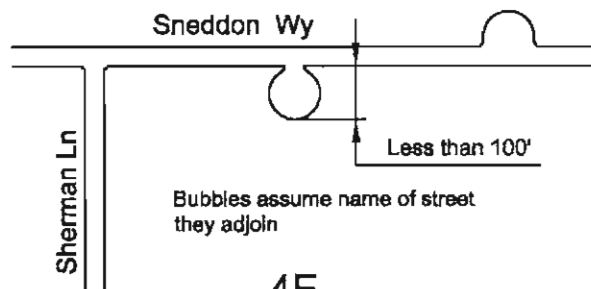
Fleischmann Wy

4C



Connecting cul-de-sacs to have one name

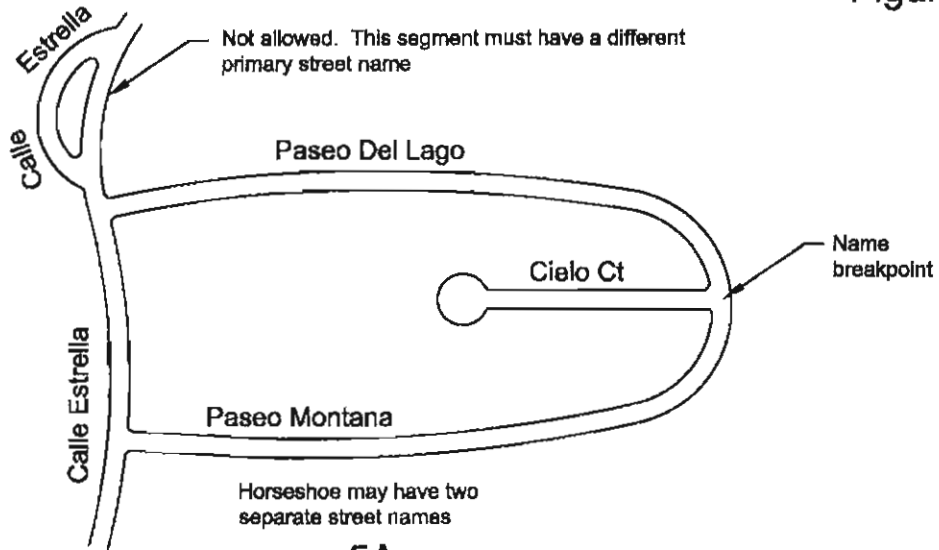
4D



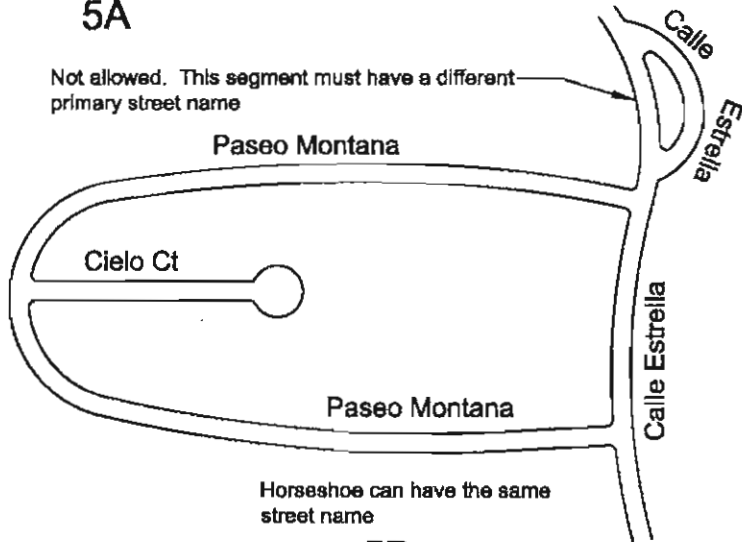
4E

HORSESHOES & LOOPS

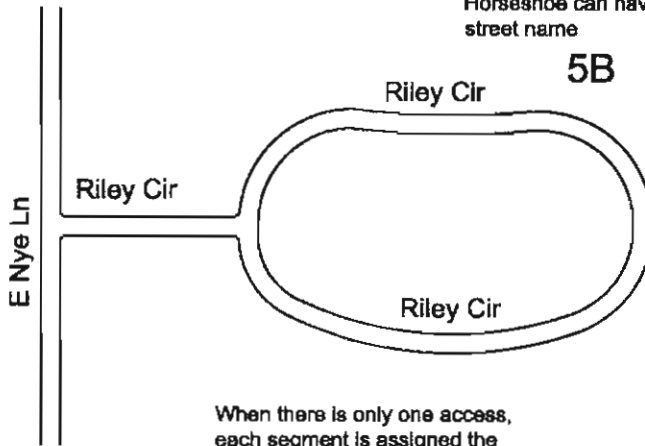
Figure #5



5A



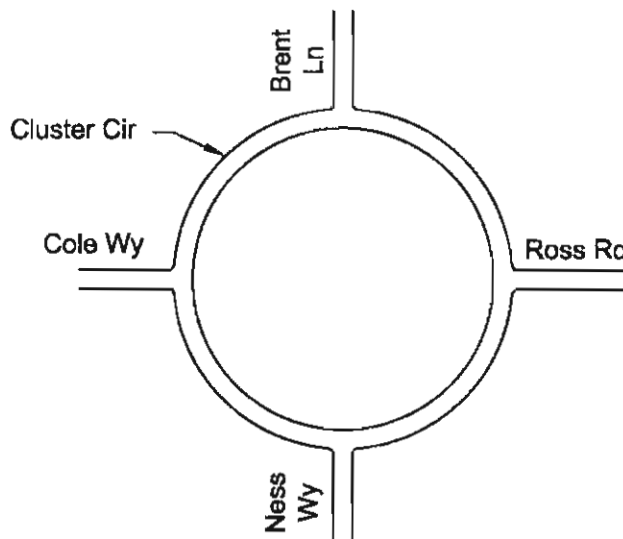
5B



5C

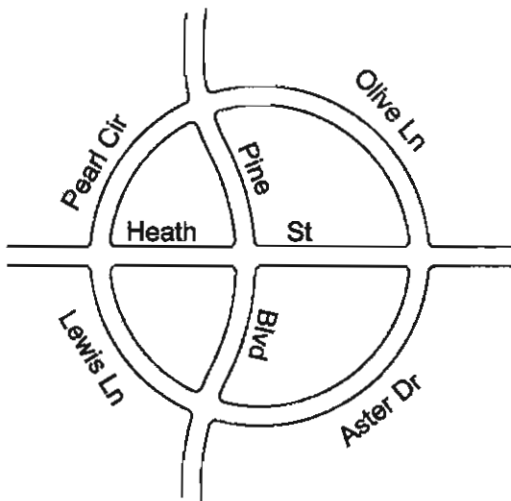
CIRCLES & LOOPS

Figure #6



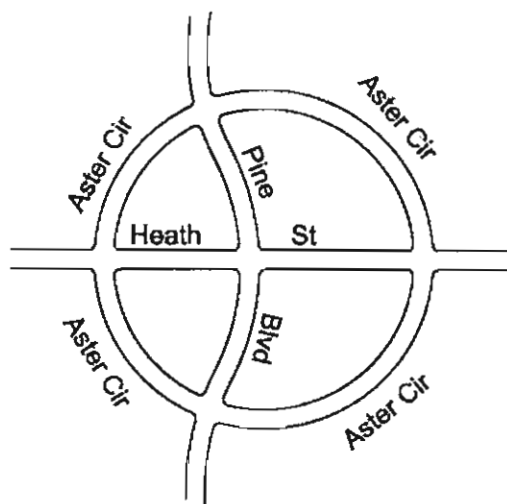
Circular or horseshoe-shaped streets shall not have the same street name as that of the principal street it intersects

6A



When buildings are on looped roads, street name changes at breaking points

6B

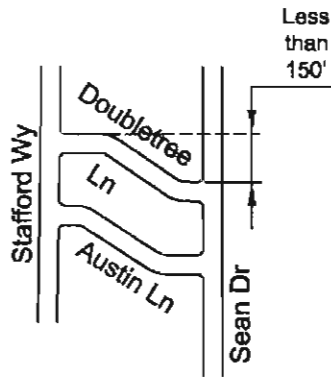


When no buildings are on looped roads, street name remains the same

6C

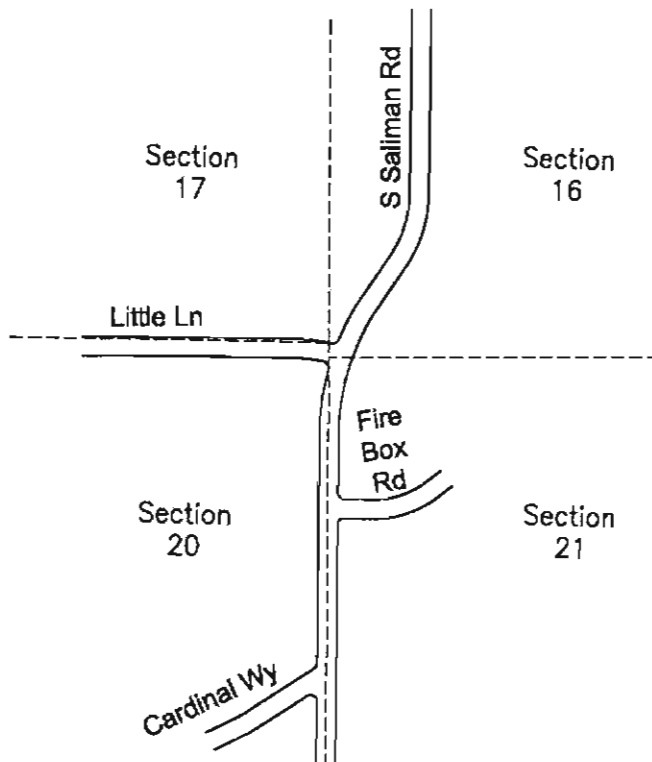
CURVILINEAR STREETS

Figure #7



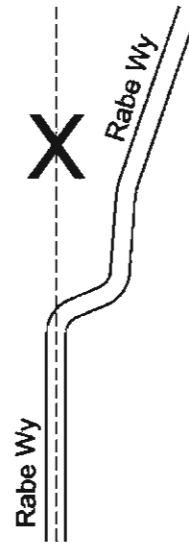
If the alignment is less than 150 feet the name remains the same

7A



If street returns to section alignment the street name remains the same

7B

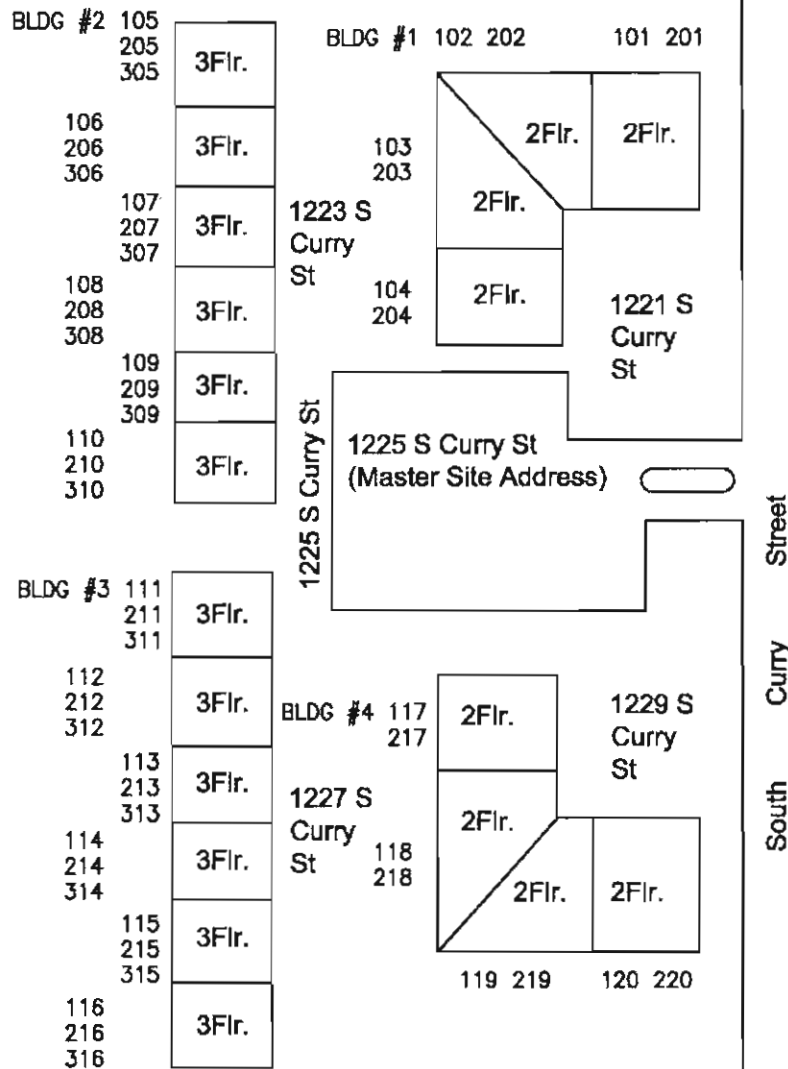


Original alignments cannot be extended

7C

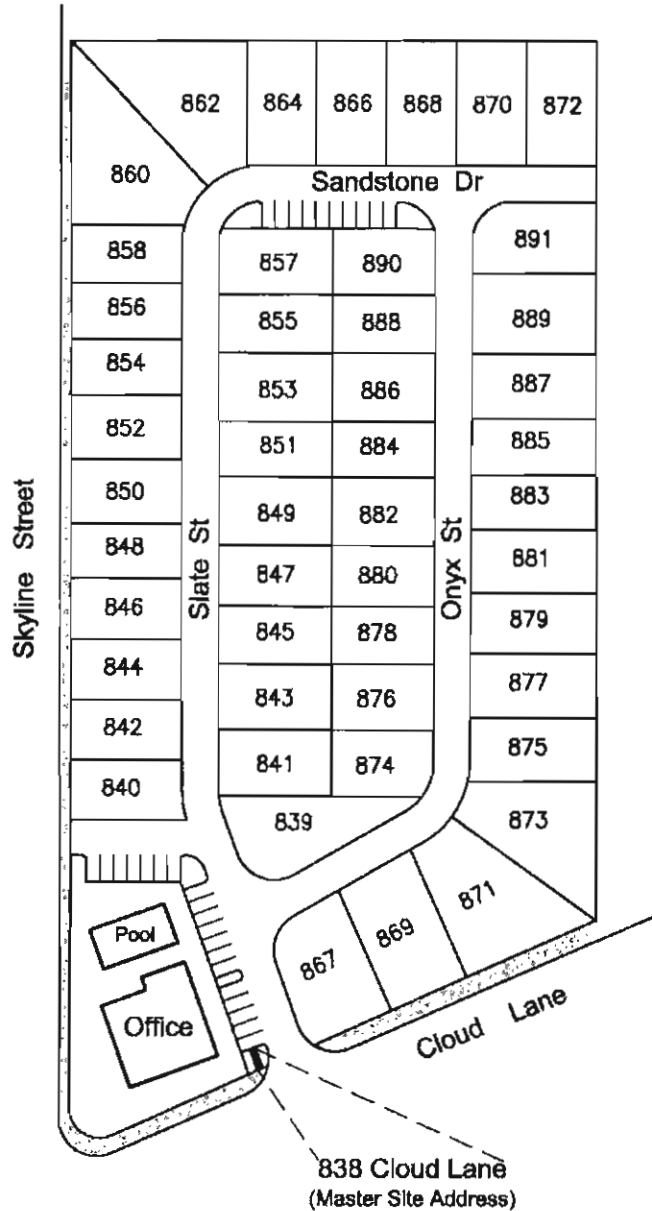
MULTI-FLOOR RESIDENTIAL ADDRESSING SYSTEM

Figure #8



MANUFACTURED HOME PARK ADDRESSING SYSTEM

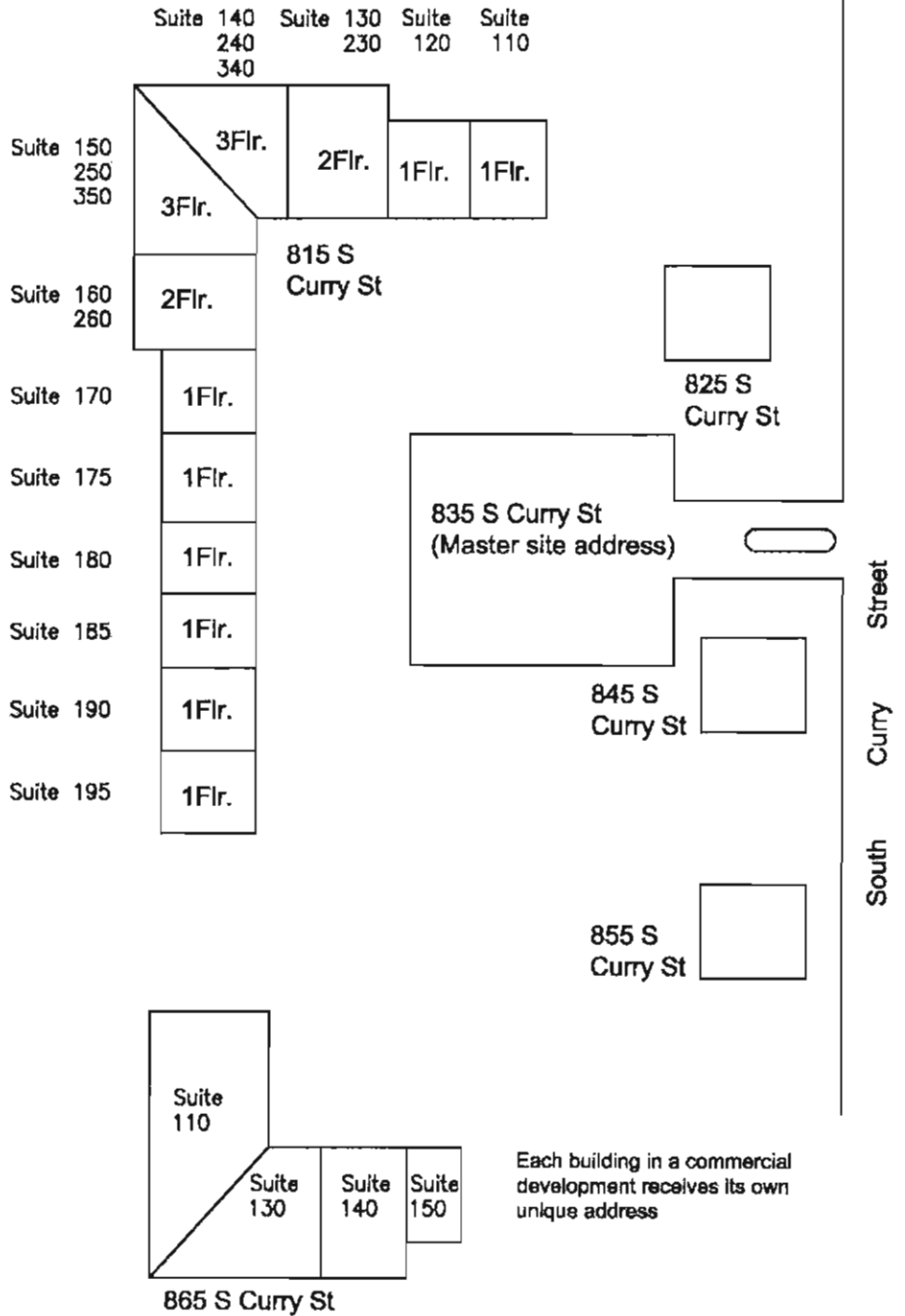
Figure #9



Manufactured Home Park receives one master address. Lots/space numbers are assigned from the primary entrance in a counter clockwise sequence starting from left to right. The office/club house receives the same address as the master site address.

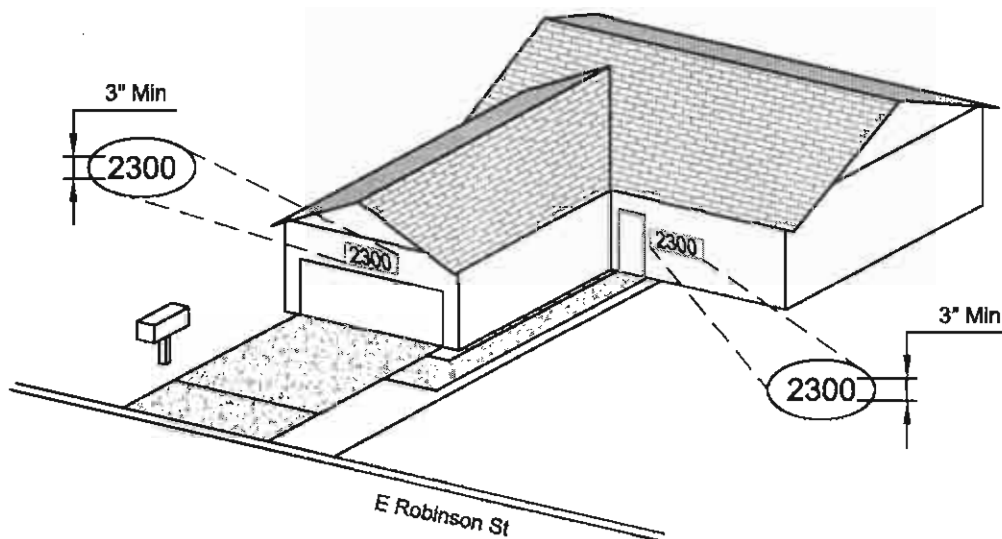
SINGLE AND MULTI-FLOOR COMMERCIAL ADDRESSING SYSTEM

Figure #10



ADDRESSING DISPLAY REQUIREMENTS FOR SINGLE FAMILY RESIDENTIAL

Figure #11



Requirements:

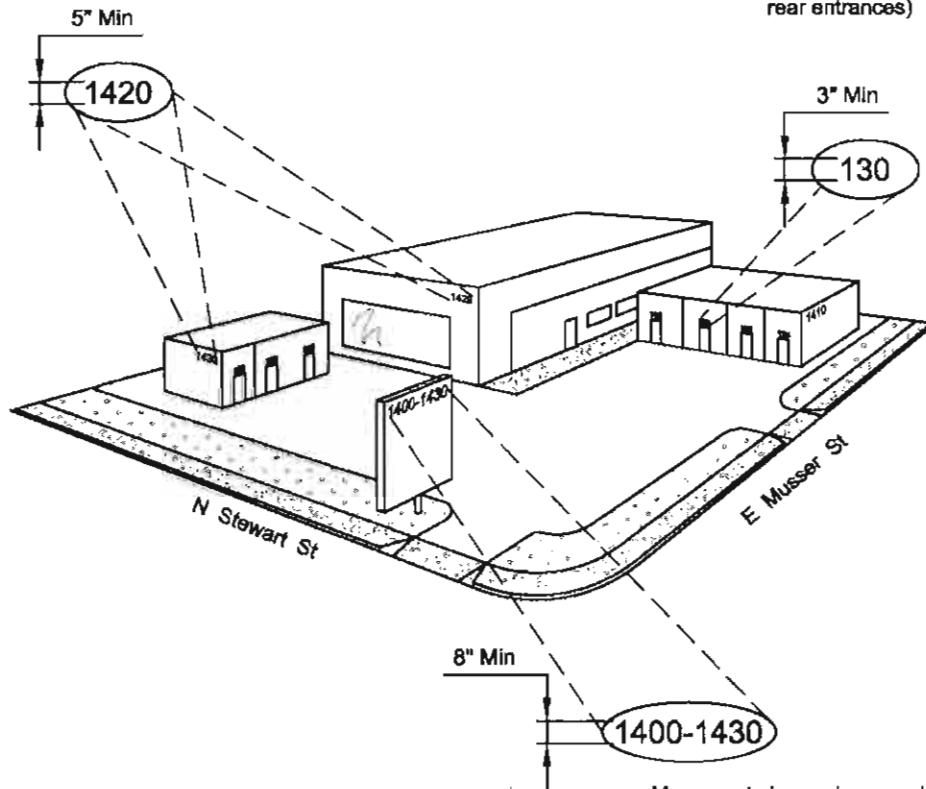
- Place address so it is visible from the street in both directions
- Contrast the color of the address numbers from the address background
- Illuminate the address directly or indirectly so it is visible at night
- Place address clear of landscape and visual obstructions

ADDRESSING DISPLAY REQUIREMENTS FOR COMMERCIAL COMPLEXES

Figure #12

Building address display
requires a minimum 5 inch high
numbers

Suite number must be at each
entrance with a minimum of 3
inch high numbers (including
rear entrances)



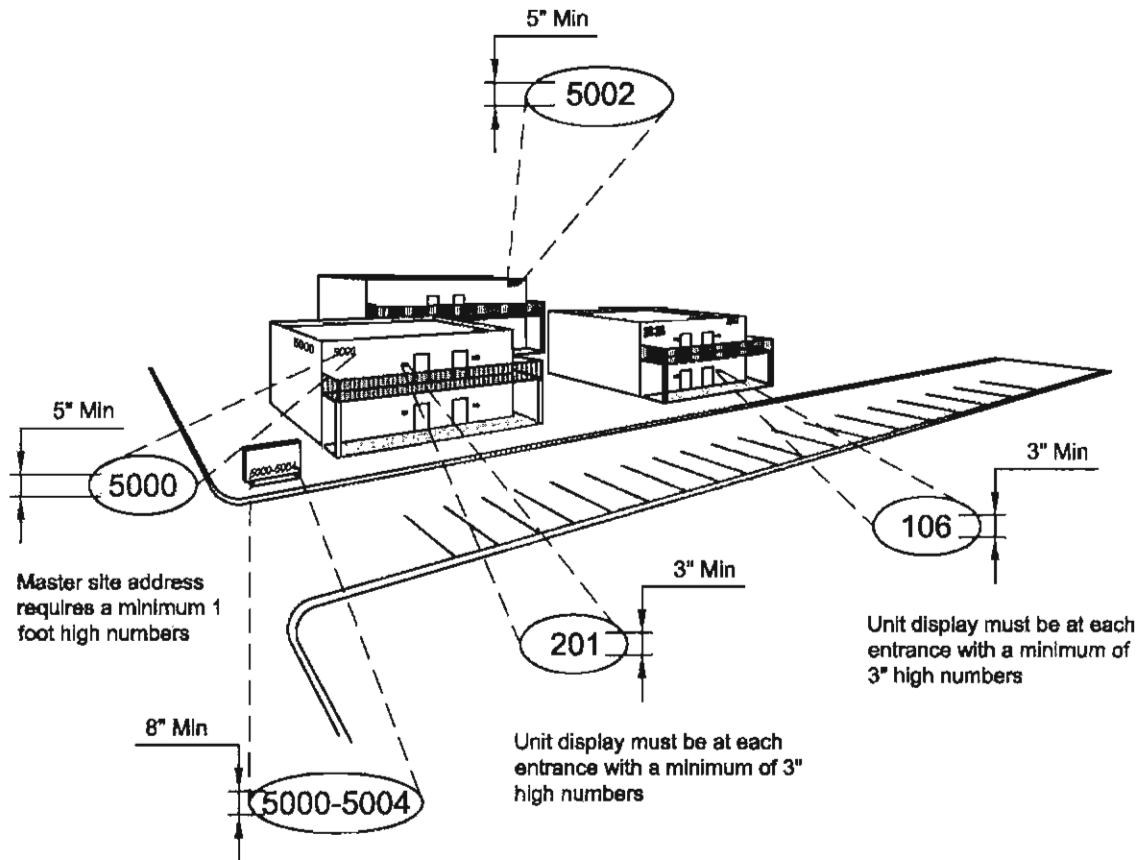
Monument signs, when required,
must have a minimum address
size of 8 inches and include the
address range for all buildings in
the complex.

Requirements:

- Address range must be displayed on the freestanding sign, if there is one on the lot
- Place address so it is visible from the street in both directions
- Contrast the color of address and suite numbers with the color of the background
- Illuminate the address and unit numbers directly or indirectly so they are visible at night
- Place address and unit numbers clear of landscaping and visual obstructions
- Suite address displays must be at every entrance

ADDRESSING DISPLAY REQUIREMENTS FOR MIXED USE & MULTI-FAMILY COMPLEXES

Figure #13



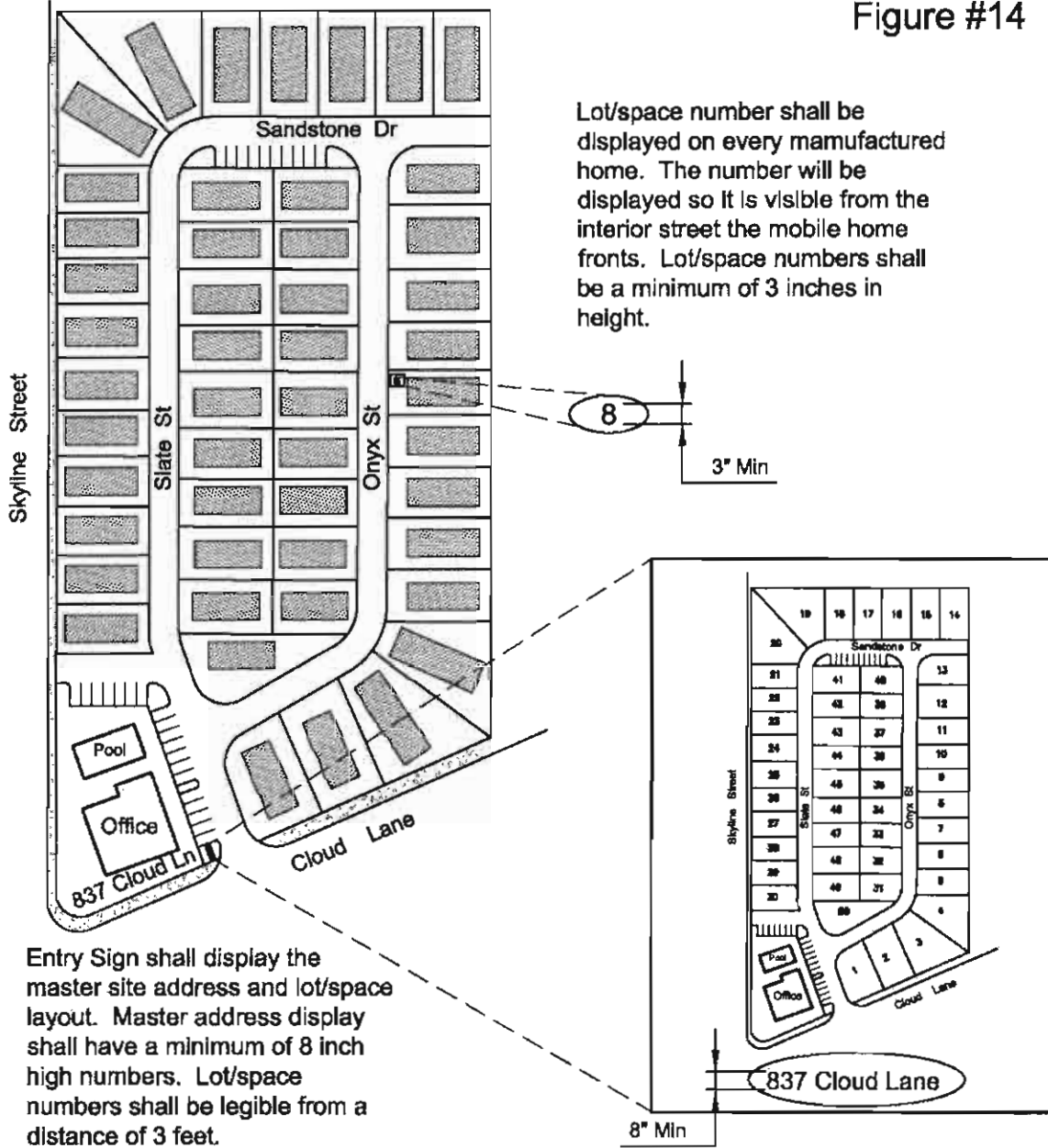
Monument signs, when required, must have a minimum address size of 8 inches and include the address range for all buildings in the complex.

Requirements:

- Address range must be displayed on the freestanding sign, if there is one on the lot
- Contrast the color of address and unit numbers with the color of the background
- Illuminate the address and unit numbers directly or indirectly so they are visible at night
- Place address and unit numbers clear of landscaping and visual obstructions
- Unit address displays must be at every entrance

MANUFACTURED HOME PARK ADDRESSING DISPLAY REQUIREMENTS

Figure #14



Manufactured Home Parks receive one master address: Lot/space numbers are assigned from the primary entrance in a counter clockwise sequence. Each street within the park shall have its own name. When there is a single office/clubhouse then that structure receives the same address as the master site address. When there is more than one office/clubhouse then the office at the primary entry receives the master site address and all remaining offices receive an address within the proper street address range of the main entry.

SECTION III:

No other provisions of Title 18 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on _____, 2012.

PROPOSED BY Supervisor _____

PASSED _____, 2012.

VOTE:

AYES:

NAYS:

ABSENT:

ROBERT L. CROWELL, Mayor

ATTEST:

ALAN GLOVER, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ day of the month of _____ of the year 2012.

CARSON CITY PLANNING COMMISSION

CASE RECORD

MEETING DATE: August 29, 2012

AGENDA ITEM NO.: G-1

APPLICANT(s) NAME: N/A
PROPERTY OWNER(s): N/A

FILE NO. ZCA-12-034

ASSESSOR PARCEL NO(s): N/A
ADDRESS: N/A

APPLICANT'S REQUEST: For Possible Action: To make a recommendation to the Board of Supervisors regarding an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, to add Division 22, Street Naming and Address Assignment regulations.

COMMISSIONERS PRESENT: KIMBROUGH ESSWEIN SATTLER
 DHAMI SHIRK VANCE WENDELL

STAFF REPORT PRESENTED BY: Lee Plemel

REPORT ATTACHED

STAFF RECOMMENDATION: APPROVAL

DENIAL

APPLICANT REPRESENTED BY: Stacey Giomi, Fire Chief

APPLICANT/AGENT
PRESENT

APPLICANT/AGENT
SPOKE

APPLICANT/AGENT
NOT PRESENT

APPLICANT/AGENT
DID NOT SPEAK

APPLICANT/AGENT INDICATED THAT HE HAS READ THE STAFF REPORT, AGREES AND UNDERSTANDS THE FINDINGS, RECOMMENDATIONS, AND CONDITIONS, AND AGREES TO CONFORM TO THE REQUIREMENTS THEREOF.

0 PERSONS SPOKE IN FAVOR OF THE PROPOSAL

0 PERSONS SPOKE IN OPPOSITION OF THE PROPOSAL

DISCUSSION, NOTES, COMMENTS FOR THE RECORD: None

MOTION WAS MADE TO RECOMMEND APPROVAL WITH THE FINDINGS AND CONDITIONS AS ENUMERATED ON THE STAFF REPORT

MOVED: Esswein SECOND: Vance

PASSED: 7/AYE 0/NO 0/ABSTAIN 0/ABSENT

SCHEDULED FOR THE BOARD OF SUPERVISORS

DATE: SEPTEMBER 20, 2012

STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF AUGUST 29, 2012

FILE NO: ZCA-12-034

AGENDA ITEM: G-1

STAFF AUTHOR: Kathe Green, Assistant Planner

APPLICANT: Carson City Planning Division

SUBJECT: Action to make a recommendation to the Board of Supervisors regarding an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, by adding Division 22, regarding Street Naming and Address Assignment Regulations. This process is being initiated by the Carson City Fire Department to coordinate and standardize the process for naming of streets and addressing of properties in Carson City.

RECOMMENDED MOTION: "I move to recommend to the Board of Supervisors approval of ZCA-12-034, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.16, Development Standards, by adding Division 22, Street Naming and Address Assignment Regulations, based on the findings contained in the staff report."

BACKGROUND:

The Fire Department, in cooperation with the Public Works Department and GIS department has the responsibility of handling addressing issues within Carson City (per Title 14 in the Carson City Municipal Code). The guidelines that have been followed were internal procedures, which had been established the Engineering Division some years ago. These guidelines were never formally adopted by the Board of Supervisors and served only to provide general direction regarding naming of streets and addressing of properties.

Carson City's GIS Division was abolished recently, and the GIS services were moved to Douglas County on a contract basis. The addressing function moved to the Assessor's Office, where the city's GIS Specialist works. Chief Stacey Giomi of the Fire Department has created a draft for a more formal addressing policy for Carson City that would be incorporated into the existing Development Standards. He examined internal documents, reviewed sample standards from other public agencies and then created a draft of the naming and addressing ordinance. The draft was reviewed by other departments who added input to the process until the attached draft was completed and prepared for review by the Planning Commission and Board of Supervisors.

DISCUSSION:

To avoid confusion and provide order, naming of streets and addressing of properties needs to meet certain guidelines and policies. This is an effort to formalize the process and have standards in place for orderly guidelines in this process.

PUBLIC NOTIFICATION REQUIREMENTS: Public notices were published in the newspaper for the Zoning Code Amendment in accordance with the provisions of NRS and CCMC 18.02.045. As of August 21, 2012 no written comments have been received from the general public. No City departments have any written comments or outstanding concerns regarding this amendment. Any comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting, depending on their submittal date to the Planning Division.

LEGAL REQUIREMENTS: CCMC 18.02.050 (Review); 18.02.075 (Zoning Map Amendments and Zoning Code Amendments).

FINDINGS: Staff recommends the following findings for approval pursuant to the Carson City Municipal Code Section 18.02.075(5), Zoning Map Amendments and Zoning Code Amendments.

1. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.

Goal 1.5 Foster Cooperation on Master Plan Issues

Policy 1.5da Coordination of Services.

The proposed Zoning Code Amendment is in substantial compliance with the goals, policies and action programs of the Master Plan, as Carson City is seeking to provide orderly naming and addressing of streets to minimize confusion with conflicting street names and encourage orderly addressing. The proposed ordinance has been reviewed and modified by the involved departments or concerns and suggestions from these departments were resolved or incorporated in the final proposal. Having a policy regarding naming and addressing of streets will provide structure in the process.

2. The proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

This Zoning Code Amendment will provide guidelines and structure to new street naming and addressing which will clarify locations of properties throughout the city to eliminate confusion regarding similar names and include a basis of geographical information in addressing.

3. The proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed amendment will have a positive impact on existing and planned public services and facilities, as well as the public health, safety and welfare of the community by providing orderly street naming and addressing standards that will assist emergency services in locating properties in a timely manner.

Respectfully submitted,

PUBLIC WORKS, PLANNING DIVISION

Kathe Green

Kathe Green, Assistant Planner

Attachments:

CCMC 18.16 Development Standards Division 22 Draft Ordinance

Building Department: No concerns

Health Department: No concerns

| | |
|---------------------------------|----------------------------------|
| File # (Ex: MPR #07-111) | ZCA-12-034 |
| Brief Description | <i>Street naming regulations</i> |
| Project Address or APN | <i>n/a</i> |
| Bldg Div Plans Examiner | <i>Kevin Gattis</i> |
| Review Date | <i>8-29-2012</i> |
| Total Spent on Review | |

BUILDING DIVISION COMMENTS: No comments

RECEIVED

AUG 06 2012

CARSON CITY
PLANNING DEPARTMENT

August 4, 2012

Below are the Health Departments comments:

ZCA-12-034

Health and Human Services has no comments based on what was submitted to our office.

SUP-12-039

Health and Human Services has no comments based on what was submitted to our office.

SUP-12-040

Health and Human Services has no comments based on what was submitted to our office.

Dustin Boothe, MPH, REHS
Carson City Health and Human Services
900 E. Long St.
Carson City, NV 89706
(775) 887-2190 ext. 7220

Please Note I have a new E-Mail address.
dbooth@carson.org