15436

RESOLUTION #_____

RESCINDING RESOLUTION #5071 AND DEVELOPING A GUIDE TO THE SKAGIT COUNTY ADDRESSING SYSTEM

WHEREAS, Ordinance # 15435 has been adopted by the Skagit County Board of County Commissioners establishing a revised uniform system for addressing buildings, establishing the baseline for addressing buildings, establishing the baseline for addressing purposes, posting of addresses, naming roads, providing the methods for instituting said system and for the enforcement thereof, and

WHEREAS, some guidelines, methods of computation, etc. for use by the permit or addressing technician (or by Skagit County Public Works) are not included in Ordinance #15435, specified below, and

WHEREAS, this resolution is designed to be used in conjunction with Ordinance # 15435 and to rescind Resolution #5071 entitled "Rural House Numbering System" adopted September 2, 1969.

NOW, THEREFORE, BE IT RESOLVED THAT the following guidelines shall be used together with those listed in Ordinance #15435.

SECTION 1. METHODS OF COMPUTATION

1.1 Each section (grid line) must be measured to calculate the distances between addresses on a straight line (This is done on county-made assessor maps). The formula shall be: the straight line distance of the section (the width of Section) divided by 500 (the amount of numbers on one side of the road per section), shall equal the number of addresses on the straight line.

$$\frac{\text{Straight line distance (width) of Section}}{500} = \text{Distance between ticks on straight line}$$

1.2 For roads that are not straight with the grid lines, to determine the number of addresses for the road within the particular grid square, determine what direction the road will be addresses (North/South or East/West). Measure from the nearest grid line in regards to the direction the road is to be addressed, to the most distant point on the road within that grid, column, or row. This will be considered the straight line distance. Divide the straight length of the road by the distance between ticks on straight line. This will give you the number of ticks per road segment.

$$\frac{\text{Straight length of the road}}{\text{distance between ticks on straight line}} = \text{number of ticks on road segment}$$

Once the number of ticks is known, the true length of the road is measured. The true length is measured from grid line to grid line or center of intersection or very end of road. To determine the distance between ticks, take the true length of the road and divide by the number of ticks on the road segment. (See Equation)

$$\frac{\text{True length of road}}{\text{Number of ticks on road segment}} = \text{Distance between ticks}$$

To determine an address at the beginning of a road, divide the straight line distance to the beginning of the road by the distance

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

between ticks on a straight line. Then multiply by two and add the number at the grid line to the North or West depending on the direction of the road. (See following equation)

$$\frac{\text{Straight line distance to beginning of road}}{\text{Distance between ticks on straight line}} \times 2 + \text{Grid Number} = \text{Address at beginning of road}$$

To find and address at a tick, use the following equation.

$$\frac{\text{True road length}}{\text{Distance between ticks}} \times 2 + \text{Beginning Address} = \text{Address at a Tick}$$

SECTION 2. STRUCTURE ADDRESSING POLICY

2.1 In heavily congested areas such as commercial strip malls, where any building has more than one entrance serving separate occupants, a separate address shall be assigned to each entrance serving a different occupant.

2.2 For office buildings having one or two main entrances, each building shall be assigned an address and the individual offices shall be assigned suite numbers which shall progress in the same manner as the increase in addresses. Single level buildings may have suites with letter designators. Multi-level buildings shall have suites on the first floor in the "100" series, "200" series on the second floor, etc.

2.3 Multiple family dwellings such as apartments having only one or two main entrances shall be assigned only one address and separate apartments in the building will carry a letter designations or apartment number that shall progress in the same manner as increases in addresses. Only one-level buildings may use letter designations. Multi-level buildings shall be assigned apartment numbers with the "100" series on the first floor, "200" series on the second floor, etc.

2.4 Duplexes and triplexes shall have one address with the separate units having letter designators progressing in the same manner as increases in addresses.

2.5 Mobile home parks, recreational vehicle parks, and similar establishments with only one owner shall be addressed with one address for the park based on where the main entrance meets a road. Each lot shall have a separate space number assigned in an orderly fashion progressing as near as possible in the same manner as increases in road addressing.

2.6 Migrant camps shall be addressed with one main address for the camp based on where the entrance meets a road. Separate units shall have letter designators progressing in the same manner as addresses if there are less than or are expected to be less than 26 units. If there are more than 26 units, they shall be assigned separate unit numbers, as in 2.5. If the camp has apartment type buildings with only one or two main building entrances, they shall be addressed as in 2.3.

2.7 A corner lot structure is assigned an address determined by the facing of the principal entrance if less than 150 feet from the road and access is easily seen and accessible. If the structure is more than 150 feet from the road, the address shall be assigned according to where the access road falls.

2.8 For multi-building complexes with multiple tenants or occupants such as malls, the major access to the mall area shall be assigned a road name and the buildings and suites shall be addresses the same as in 5.2.

2.9 For multi-building complexes with a single tenant and a single major access to the compound, the complex shall carry a road address associated with the major access location and each building shall be given a building number (Building 1, etc.) progressing as near as possible in the same manner as the increases in addresses.

2.10 Addresses must be posted on lots which are only occupied part-time (such as with a trailer).

2.11 Addresses will only be given to legal lots, commercial buildings that fall under 2.2 and if deemed necessary by Public Works.

2.12 In accordance with Ordinance # 15435, Skagit County Public Works will install the first sign for existing addresses. Installation of signs for new addresses or replacement signs will be the responsibility of the occupant.

SECTION 3. DISPLAY OF BUILDING ADDRESSES

3.1 Where there are multiple buildings to a complex and one street address for the total complex, each building shall display a building number (building 1, building 2, etc.) on the outside of the building in lettering not less than 5 inches high facing the commonly used driveway of that building.

3.2 Duplexes, triplexes, mobile home parks, recreational vehicle parks, migrant camps, etc. that have lot numbers or letter designators in addition to the road address shall conspicuously place the designator on the structure as in 5.1. A complex or park shall be consistent in the placement of the designators so that each unit or lot is marked in the same place for ease of identification.

3.3 Mobile home parks having more than one road shall post a map directory layout, comprised of contrasting colors, of the lot numbers. The directory should be no smaller than 4' X 4' in size and posted at each entrance to the park so that it is easily read from the road.

3.4 Multi-building complexes, either apartments or otherwise, shall be required to install a directory (no smaller than 24" X 24") of the composition of the complex, and the suite or apartment numbering system, at each entrance to the complex.

SECTION 4. ROAD TYPE DESIGNATOR GUIDELINES

4.1 Road type designators shall follow certain criterion for new or renamed roads. Existing roads may be left as they are unless deemed to be confusing by Public Works.

4.2 Avenue- through roads, not dead-ends, generally in urban service areas or in areas once platted as towns.

4.3 Boulevard- a through road, can be divided by a landscaped center island.

4.4 Circle- a short road that returns to itself.

4.5 Court- a minor road less than 1000 feet in length, ending in a turnaround.

4.6 Drive- a through road or a scenic throughway.

4.7 Highway- usually state or federal highways, but can be a county road. Most count "highways" are former state highways that were turned back to the county.

4.8 Interstate- roads of the highest order, characterized by limited access, wide right-of-way, etc.

4.9 Lane-generally connotates a minor road, generally a dead end.

4.10 Loop- a minor road of limited length forming a closed loop, which begins and ends in the same road.

4.11 Parkway- generally a scenic or landscaped route or park drive.

4.12 Place- generally connotates a minor road of limited length, often a dead-end or cul-de-sac.

4.13 Road- generally thoroughfares that are frequently used, and have heavier traffic volume.

4.14 Street- through street, not dead-ends, generally in urban service areas or areas once platted as towns.

4.15 Terrace- a minor road of limited length, connotates on a hillside.

4.16 Trail- a minor road, possible curvilinear, possibly wooded.

4.17 Way- generally a minor road.

SECTION 5. DISPLAY OF ROAD SIGNS

5.1 Signs indicating the thousand block shall be placed at each grid line along a road or where a thousand block changes, where city and county numbering systems meet and in certain problem areas where the progression of addresses may be confusing.

SECTION 6. ACCESS ROAD STANDARDS

To preclude duplication of services and multiple site visits, the Public Works Department can effect the implementation of those portions of the Uniform Fire Code #10.301 as adopted and amended by Skagit county dealing with Fire Service access roads and driveway standards.

BE IT FURTHER RESOLVED that Resolution #5071 is hereby rescinded and replaced.

Dated this 25th day of July, 1994.

APPROVED AS TO FORM:

John Moffat
Civil Chief Deputy,
Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Harvey Wolden, Chairman

Robert Hart, Commissioner

Robby Robinson, Commissioner

ATTEST:

Patti Owen, Clerk
Board of County Commissioners

SKAGIT COUNTY COMMISSIONERS SEAL STATE OF WASHINGTON