

# ORDINANCE NO. 2003-  1

## THE ELMORE COUNTY UNIFORM ADDRESS AND STREET NAMING ORDINANCE

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### Section 1:     **SHORT TITLE, PURPOSE AND APPLICABILITY:**

This chapter shall be known as the *ELMORE COUNTY UNIFORM ADDRESS AND STREET NAMING ORDINANCE*, and is adopted for the purpose of providing a uniform street name and addressing grid system to aid local emergency vehicles in the Countywide Enhanced 9-1-1 Program, and for the proper administration and enforcement of these systems. This Chapter shall apply to all lands within the unincorporated areas of Elmore County, and to such incorporated cities as may adopt it.

This Ordinance is authorized by Article XII, Section 2 of the Idaho Constitution and Idaho Code Sections 40-604(10) and 67-6518.

### THE STREET NAME COMMITTEE

There shall be established and appointed by the Board of County Commissioners, upon recommendation of the Elmore County Emergency Communications Board, an Elmore County Street Name Committee, that shall be empowered to exercise the powers of the Board delegated to them by this Ordinance. The Committee shall consist of at least fifteen (15) members, who shall serve for terms of four (4) years. The Committee members, except for government employees and members receiving compensation from another government source, shall be compensated for mileage to attend meetings at a rate set by the Board of County Commissioners of Elmore County. All members of the Committee, except for those representing public safety or government bodies shall have been a resident of Elmore County governed by this Ordinance for at least two (2) years before being appointed to the Committee. The Street Name Committee is authorized to adopt by-laws and administrative rules to govern application of the Ordinance and its procedures. However, all such by-laws and administrative rules shall be approved by the Board of Commissioners before taking effect.

### Section 2:     **DEFINITIONS**

ELMORE COUNTY  
STREET  
NAME COMMITTEE

A committee appointed by the Board of County Commissioners for Elmore County. It shall consist of one representative from each of the following communities: Mountain Home, Glens Ferry, King Hill, Hammett, Pine/Featherville, Prairie, Chattin Flats, Atlanta, and Mayfield/Tipanuk, as well as representatives from public safety agencies in Elmore County, the Elmore County Growth and Development office, the Elmore County Assessor's office, the Mountain Home Planning and Zoning office, the Glens Ferry Planning and Zoning office and such other individuals from the county as the Board may appoint. The appointees shall be recommended by the

	ECECB.
BOARD	The Board of Elmore County Commissioners.
COUNCIL	The City Councils of Elmore County communities.
COMMISSION	The Elmore County Growth and Development Commission.
COMMITTEE	The Elmore County Street Name Committee (defined above).
COMMUNITY	Elmore County is divided into ten (10) communities for street naming and emergency purposes. These are Atlanta, Chattin Flats, Mayfield, Pine/Featherville, Prairie, Tipanuk, Mountain Home, Glens Ferry, Hammett and King Hill. A map showing these community boundaries shall be stored in the office of the Elmore County Growth and Development Commission.
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.
DISTRICT	Highway District or street departments of incorporated cities within Elmore County.
DWELLING	A habitable structure.
ELMORE COUNTY EMERGENCY COMMUNICATIONS BOARD (ECECB)	That Board created by the Board of County Commissioners pursuant to Elmore County Resolution No 224-98 to administer the selection and prioritization of expenditures authorized by Title 31, Chapter 48 of the Idaho Code, the Emergency Communications Act. Also known as the E-911 Board or Enhanced 911 Board.
OFFICIAL ADDRESS NUMBERING MAPS	The maps showing all of the streets and private roads within Elmore County with the official address numbering grid system and address number ranges. These maps shall be stored in the office of the Elmore County Growth and Development Commission.
OFFICIAL STREET AND PRIVATE ROAD NAME LIST	The list containing the official street and private road names within the incorporated and unincorporated areas of Elmore County. Said list shall be composed of all street names having been given official recognition by the Board and the Councils, and shall be stored in the office of the Elmore County Growth and Development Commission.
OFFICIAL STREET AND PRIVATE ROAD NAME MAP	The map(s) showing all of the streets and private roads within Elmore County with the official name shown thereon. The map(s) shall have been approved by the resolution of the Board and shall be stored in the office of the Elmore County Growth and Development Commission.
PLAT	A subdivision plat.
PRIVATE ROAD	A private access to a public street the name of which shall be approved by the Committee.
SERVIENT PROPERTY	Property over which a private road passes, or property served by a private road easement.

SHALL "Shall" means that the requirement is mandatory.

STREET A street, road, thoroughfare, alley or highway; a right of way for public use (§ 50-1301, Idaho Code) that provides vehicular and/or pedestrian access. Its designation includes the following terms: Avenue, Boulevard, Circle, Court, Drive, Lane, Place, Road, Street and Way.

SUBDIVIDER See definition of "Developer," above.

**Section 3: APPROVALS REQUIRED:**

- A. Before any street or private road is named, approval shall be obtained from the Committee or its designee for the street or private road name. Official street and private road names shall be maintained on an Official Street and Private Road Name Map and on an Official Street and Private Road Name List filed in the office of the Elmore County Growth and Development Commission or the responsible Planning and Zoning Office.
- B. Before any addresses are posted or any street or private road is named, approval shall be obtained from the responsible planning and zoning office. The planning and zoning offices shall obtain the street numbers based on the grid system established for that community.
- C. If, in any instance, the Committee or Commission or its designee(s) fail to act or carry out their responsibilities according to the regulations contained herein, the Board may assume the duties of the Committee, as herein specified.

**Section 4: DESIGNATION OF STREET AND PRIVATE ROAD NAMES:**

- A. It is hereby established that the following rules and regulations for the naming of streets or private roads shall apply. The Board, after recommendation by the ECECB shall, by resolution, adopt the Official Street and Private Road Name List. Thereafter, all new street or private road names or changes to names shall be established in accordance with the standards and procedures hereinafter set forth.
- B. The following standards shall be used in determining and approving street or private road names:
  - 1. There shall be no duplication of names by sound or spelling. Differentiation shall not be by the addition of suffixes, such as road, street, lane, etc.
  - 2. For future streets the proposed names shall be submitted to the Committee or its designee for review and approval.
  - 3. If a street leaves an incorporated city and enters into the county community, the county will adopt the name of the street designated by the street name committee.
  - 4. When a proposed street or private road is in general alignment with an existing street or private road, and the proposed street or private road is or planned to be a continuation of the existing street or private road, the existing name shall be maintained with the appropriate designation.
  - 5. Where a proposed street connects, or aligns with, two different streets each having different names, the Committee shall decide the name to be used, giving consideration to the length, collector status, period of usage and number of residents affected.
  - 6. A cul-de-sac which has an overall length of one hundred feet (100') or less (as measured from the centerline of the principal street to the point of radius or centroid of the cul-de-sac) shall carry the same name and the same designation of the street from which it emerges.
  - 7. A cul-de-sac which has an overall length of more than one hundred feet (100') (as measured from the centerline of the principal street to the point of radius) shall carry a new name, and must be

named in accordance with the provisions herein.

8. A proposed street or private road which aligns with an existing street or private road shall carry the existing designation (Street, Drive, Avenue, Way), even though the existing designation may be incorrect.
9. A meandering street shall be determined by the Committee or its designee and be assigned a designation of "Way" or "Drive".
10. Both portions of an "L" shaped street in platted subdivisions shall carry the same name if either leg is one hundred feet (100') or less in length. Unplatted "L-shaped" streets or private roads shall carry a different name on each leg of the L if there is a definite break in the traffic flow between the legs of the "L".
11. All streets and private roads shall be given the prefix North, South, East or West, based on their relationship to the grid system baselines. Exceptions may be made by the Committee only for roads that extend beyond their community grid boundaries.
12. If the Street Name Committee determines that a street makes a very obvious change in direction, a new street name shall be assigned except as provided for "L" shaped streets. Whenever this situation occurs, the change of the street name shall occur at the intersection rather than the point where the direction changes.
13. In general, street or private road name shall not be over thirteen (13) letters in length including spaces, excluding directional and road designation (e.g., NE, SE or Dr., Lane, Blvd.), unless otherwise approved by the Committee. All names shall conform to this limitation except where existing names are to be continued due to alignments.
14. The street name and address for any dwelling shall be determined by the street on which the dwelling fronts. However, in those instances where access is from a different street and the dwelling is not visible from the fronting street, or if the dwelling is not readily accessible to emergency personnel from the fronting street, the street name and address will be assigned based on the access street.

C. The following designations shall be used in naming streets.

1. Avenue: A north-south street generally running in a straight line.
2. Boulevard: A street which is seventy feet (70') wide or greater which is usually separated by a raised median strip, usually landscaped, and which consisted of four (4) or more lanes.
3. Court: An east-west cul-de-sac.
4. Circle: A street that ends on the road from which it began.
5. Drive: A street generally meandering in an east-west direction or a non-continuing east-west street. Also a private street serving more than one (1) dwelling.
6. Lane: A private road greater than one thousand (1,000) feet in length.
7. Place: A north-south cul-de-sac.
8. Road: A designated street which extends through both urban and rural areas.
9. Street: An east-west street generally running in a straight line.
10. Way: A street generally meandering in a north-south direction or a non-continuing

north-south street.

11. The use of the terms "Street," "Road" or "Boulevard" shall be determined and approved by the Street Name Committee. The Committee may take into consideration historical factors, including the length of time each street has used the name in question, the date of the original dedication of said street(s), each street's compliance with this Chapter and any other factor pertinent when considering whether to vary the street's designation.

**Section 5: PRIVATE ROADS:**

- A. Applications for private road names shall be submitted by landowners with residences or property on the private lane to the street name committee and approved by the Name Committee. Approved names shall be listed on the Official Street and Private Road Name List with the accompanying designation "P" for Private.
- B. Private road name signs shall not be installed by the District. The applicant shall obtain street name sign materials and shall be responsible for installation. Private street name sign materials and installation shall conform to the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) and District policy. The sign shall be installed within 120 days of notice of approval of the street name or before any construction starts on any structure accessed by that street, whichever is later.
- C. All private road signs shall be on a blue background with a white legend and be in compliance with the MUTCD.

**Section 6: SUBDIVISIONS:**

- A. Proposed subdivision street and private road names shall be shown on all preliminary and final subdivision plats when submitted to the Elmore County Growth and Development Commission for review. No preliminary or final plat shall be approved until the names have been reviewed and approved by the Street Name Committee.
- B. All half-streets or partial streets shall be named in accordance with the provisions of this Ordinance.
- C. No plat shall be approved by the Commission or Board for recording until all provisions of this Chapter have been met. Approval of final plat shall constitute acceptance of all street and/or private road names shown thereon.
- D. It shall be the responsibility of any developer declaring a street to the public to install street name signs at each designated location. The developer shall obtain street name sign materials and shall be responsible for installation. Private street name sign materials and installation shall conform to the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) and District policy. The sign shall be installed within 120 days of notice of approval of the street name or before any construction starts on any structure accessed by that street, whichever is later.

**Section 7: CHANGES IN STREET AND PRIVATE ROAD NAMES:**

- A. Public Street Names:

Where necessary or desirable, any person within the appropriate community grid system may make application to the Street Name Committee to change a name, or the Name Committee may make application to change a name for reasons of duplication, similar pronunciation, spelling or for other reasons relating to public safety or convenience. The District shall not change street name signs without compensation or agreement from the applicant.

1. In the case of name changes necessitated due to duplication, similar pronunciation or spelling, the Street Name Committee or an authorized subcommittee acting for it, shall determine the street name to be changed and select the new name to be used. The Committee or subcommittee shall

take into consideration the number of existing addresses on the street in question, the length of time each street has used the name in question, the date of the original dedication of said street(s), each street's compliance with this Chapter and any other factor pertinent to resolving the similar pronunciation or spelling. In applications for a name change made by the Committee, no fee shall be charged. No street or private road name(s) may be changed until the proposed names have been checked against the Official Street and Private Road Name Map and List.

2. There shall be a public hearing on all proposed public street name changes. The Street Name Committee or its subcommittee shall forward a recommendation to the ECECB within thirty (30) days of receiving a name change request. The ECECB shall forward its recommendation to the Board within thirty (30) days of receiving a recommendation from the Street Name Committee or its subcommittee. Within sixty (60) days of the submission of the application to the Street Name Committee, the Board shall hold one public hearing on the application for name change. Hearing shall be held after notice according to I.C. § 67-6509. For good cause, the time requirement in this section of the ordinance to hold a public hearing may be extended an additional thirty (30) days. Any aggrieved party may appeal an adverse final decision to the District Court.
3. The Street Name Committee, ECECB and the Board of County Commissioners, in considering a request for change, shall take into consideration the intent and purpose of this ordinance, the possible effect of the proposed or existing name on public safety, and whether the proposed or existing name is vulgar, offensive or otherwise not in conformance with community standards.
4. All changes shall be made in such a manner as to create the least possible inconvenience to residents and property owners in the area. No change shall become effective for at least twenty-eight (28) days after official action by the Board. All residents and affected property owners shall be mailed notification of the Board's final decision.
5. All street name sign materials and installation shall be in conformance with District Policy and the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) all as provided in the "Development Policy Manual". All public street name signs shall be a green background with a white legend. Sign installation shall be inspected by District personnel for proper construction and placement. All signs on private streets shall be maintained by the property owners.
6. Should this Ordinance conflict with any prior county ordinance or promulgation of rule, including but not limited to Section E.4-2 of the Elmore County Planning and Zoning Rules, this Ordinance shall control.

B. Private Road Names:

Only owners of the servient property over which the private road easement passes or the Committee may make application to change a private road name. All servient landowners will be identified through the growth and development office and will be notified in writing at expense of the applicant of all times of meetings regarding the change in names.

1. In the case of name changes necessitated due to duplication, similar pronunciation or spelling, the Street Name Committee or an authorized subcommittee acting for it, shall determine the street name to be changed and select the new name to be used. The Committee or subcommittee shall take into consideration the number of existing addresses on the street in question, the length of time each street has used the name in question, the date of the original dedication of said street(s), each street's compliance with this Chapter and any other factor pertinent to resolving the similar pronunciation or spelling. In applications for a name change made by the Committee, no fee shall be charged. No street or private road name(s) may be changed until the proposed names have been checked against the Official Street and Private Road Name Map and List.
2. Servient landowners will have 90 days from the date of initial notice of the street name change to file an objection to the name chosen by the Street Name Committee. The Street Committee will then consider any name changes following the procedure outlined in subparagraph "3" of this section without cost to the applicant. Failure to respond within the 90 days will be considered

acceptance of the name change and any request to change the name thereafter will go through the normal procedures, at the expense of the applicant.

3. A hearing will be held on the matter by the Street Name Committee an notice will be provided as stated above to all servient property owners. The Street Name Committee or its subcommittee shall forward a recommendation to the ECECB within thirty (30) days of receiving a name change request. The ECECB shall forward its recommendation to the Board within thirty (30) days of receiving a recommendation from the Street Name Committee or its subcommittee. Within sixty (60) days of the submission of the application to the Street Name Committee, the Board shall hold one public hearing on the application for name change. Hearing shall be held after notice according to IC § 67-6509. For good cause, the time requirement in this section of the ordinance to hold a public hearing may be extended an additional thirty (30) days. Any aggrieved party may appeal an adverse final decision to the District Court.
4. The Street Name Committee, ECECB and the Board of County Commissioners, in considering a request for change, shall take into consideration the intent and purpose of this ordinance, the possible effect of the proposed or existing name on public safety, and whether the proposed or existing name is vulgar, offensive or otherwise not in conformance with community standards.
5. All changes shall be made in such a manner as to create the least possible inconvenience to residents and property owners in the area. No change shall become effective for at least twenty-eight (28) days after official action by the Board. All residents and affected property owners shall be mailed notification of the Board's final decision.
6. All street name sign materials and installation shall be in conformance with District Policy and the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) all as provided in the "Development Policy Manual". All public street name signs shall be a green background with a white legend. Sign installation shall be inspected by District personnel for proper construction and placement. All signs on private streets shall be maintained by the property owners.
7. Should this Ordinance conflict with any prior county ordinance or promulgation of rule, including but not limited to Section E.4-2 of the Elmore County Zoning and Development Ordinance, this Ordinance shall control.

**Section 8: ADDRESS NUMBERING**

- A. All address numbers shall conform to the grid system shown on the Official Address Number Grid Map kept on file in the Elmore County Growth and Development office. The general standards to be used in developing an address grid system are as follows:
  1. The Atlanta, Mayfield, Pine/Featherville, and Prairie grids shall consist of five (5) grid blocks for each linear mile section, with approximately 1,056 feet between grid lines. The Chattin Flats, Glenns Ferry, Hammitt, and King Hill grids shall consist of ten (10) grid blocks for each linear mile section, with approximately 528 feet between grid lines. The Mt. Home/Tipanuk grid shall consist of sixteen (16) grid blocks for each linear mile section, with approximately 330 feet between grid lines.
  2. A standard of one hundred (100) numbers per grid is hereby established.
  3. Each city (Mountain Home and Glenns Ferry) will assign their own addresses and provide the Commission a monthly updated Official Address Number Grid Map by the fifth (5) day of each month, said map replacing the prior month's map.
  4. The ECECB will purchase the street numbers for all existing dwellings at the time the district grid is completed and approved by the appropriate planning and zoning commission.
- B. All address numbers shall be assigned according to the grid system by the County Growth and

Development Commission or the City staff, during preliminary plat approval or at the time of issuance of a building permit on unplatted land. No address shall be issued prior to a zoning permit on unplatted land or a power release form submitted to the Growth and Development Office with the address application. No other person or organization, public or private, shall assign any address number to any residence, business, industry or other use. Addresses inside the city limits of incorporated cities shall be issued by the appropriate city designee.

The following shall be used as a guide in assigning address numbers:

1. Only one number shall be assigned to each business, dwelling unit or other uses.
  2. Numbers shall be assigned to vacant lots within platted subdivisions and shall be assigned in such a manner that adequate numbers are reserved for possible future development or re-subdivision of such land.
  3. All address numbers shall be assigned on the street upon which the dwelling fronts, except as required in Section 4, Part B. 13 of this Ordinance.
  4. All addresses located on the north or east side of the street shall be even numbers. All addresses on the south or west side of the street shall be odd numbers. These requirements may be varied in the case of meandering streets or private roads. When a street or private road runs in one general direction, the numbers shall not be changed if there is a slight change in direction.
- C. Address house numbers shall be posted in such a manner as to be clearly visible from the street. The numbers shall be at least three and one-half inches (3 ½") in height. Address numbers shall be permanently affixed to the structure at a location close to the front door where they are readily visible from the street, day or night. If this is not possible, they should be affixed to a permanent post, which is readily visible from the street, as near as feasible to the location of the driveway or entryway to the property. The house numbers must be posted within twenty-one (21) days of receiving the house numbers.
- D. Elmore County shall consist of seven (7) grid addressing districts: Atlanta, Mayfield, Pine/Featherville, Prairie, Chattin Flats, Glenns Ferry/Hammitt/King Hill, and Mt. Home/Tipanuk. Unincorporated areas are included in these districts.
1. Each address district shall have an initial point where all addresses begin. That point shall be zero.
  2. Each initial point will be the point where north, south, east and west designations are established for that addressing system.
- E. Existing address numbers not in conformance with the Official Address Grid System Map may be changed by the Board, giving official written notice at least ninety (90) days in advance of the effective date of such change to property owners and those local agencies affected by such changes.

**Section 9: VARIANCES AND APPEALS:**

- A. The standards and requirements of these regulations may be modified or varied by the Board where the enforcement of the rules will result in extraordinary individual hardship, provided that the public interest is served. An applicant must specifically state the extraordinary hardship caused by the regulations and prove said variance will not cause an adverse effect to the health, safety and welfare of the community. The application shall be made to the Street Name Committee or its subcommittee, which shall forward a recommendation to the ECECB within thirty (30) days of receiving a variance request. The ECECB shall forward its recommendation to the Board within thirty (30) days of receiving a recommendation from the Street Name Committee or its subcommittee. Within sixty (60) days of the submission of the application to the Street Name Committee, the Board shall hold one public hearing for a public name change on the application for name change. Hearing shall be held after notice according to IC § 67-6509. For good cause, the time requirement in this section of the ordinance to hold a public hearing may be extended an additional thirty (30) days. Any aggrieved party may appeal an adverse final decision to the District Court. In granting any such variance or modification, the Board may impose any conditions necessary to secure substantial compliance with the general principles of this Chapter. Any aggrieved party may appeal an adverse final decision to the District Court.
- B. No change shall become effective for at least twenty-eight (28) days after official action by the Board. All



residents and affected property owners shall be mailed notification of the Board's final decision.

- C. The Street Name Committee, or its subcommittee, the ECECB, and the Board of County Commissioners in considering a request for variance, shall take into consideration the intent and purpose of this ordinance, the possible effect of the requested variance on public safety and the integrity and application of the numbering system.

**Section 10: FEES:**

Fees shall be required to be paid by the applicant at the time the application is submitted as listed below. If the application is made to correct an error or omission of the Committee, no fee shall be required. When the Committee proposes a name change of a private road, no fee will be required for a name change application made by a servient landowner of the private road if the application is made within ninety (90) days of notification by the Committee.

Street Name changes . . . . . \$200.00  
 Variances . . . . . \$375.00

**Section 11: VIOLATIONS AND PENALTIES**

**A. Violations:**

- 1. No person shall erect or install a street name sign that does not comply with this Chapter or that has not been approved by the committee.
- 2. No person shall remove, alter, change or otherwise deface a street name sign that exists in accord with the Official Street and Private Road Name Map(s) and this Chapter.

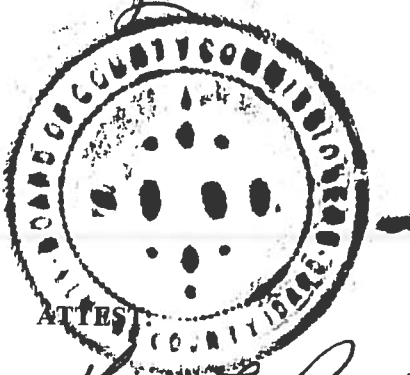
**B. Penalty:** Each violation of these regulations shall be a misdemeanor, and for each day that continues, each violation shall constitute a separate offense. Each violation shall be punishable as provided in Section 18-113, Idaho Code.

**Civil Enforcement:** In addition, this Ordinance is also enforceable by instituting a civil action in district court to enjoin violations or seek any other applicable civil remedy.

This Ordinance is to assure the proper administration and enforcement of the uniform street name and addressing grid system to aid local emergency vehicles in the Countywide Enhanced 9-1-1 Program.

This ordinance hereby revokes in full any previous Street Naming Ordinance and is in full force and effect upon the date of signing.

Passed and approved by the Board of County Commissioners of Elmore County, Idaho, on this 23rd day of July, 2003.



Larry E. Rose  
LARRY E. ROSE, Commissioner

Calvin Ireland  
CALVIN IRELAND, Chairman

Mary Egusquiza Stanek  
Mary Egusquiza-Stanek, Commissioner

Gail L. Best  
GAIL L. BEST, Clerk