

**CITY OF CHENEY, WASHINGTON
ORDINANCE NO. X-42**

AN ORDINANCE ADDING A NEW CHAPTER 19.08 TO THE CHENEY MUNICIPAL CODE ENTITLED "REAL PROPERTY IDENTIFICATION - STREET NAMES AND ADDRESS STANDARDS" AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, it is a common and recognized practice that streets and buildings have names and addresses based upon criteria that organizes a jurisdiction in a uniform manner;

WHEREAS, the International Fire Code provides that new and existing buildings shall have address numbers, building numbers or an identification placed in a position so it is plainly legible and visible from the public right of way and that streets be identified with approved names and signs.

WHEREAS, to properly organize and identify streets and buildings within the City, it is reasonable and necessary to adopt a street naming and building addressing ordinance as set forth herein.

NOW, THEREFORE, the City Council of the City of Cheney, Washington, do ordain as follows:

Section 1. **New Chapter.** A new Chapter 19.08 entitled **Property Identification - Street Names and Address Standards** is added to the Cheney Municipal Code.

Section 2. A new Section 19.08.010 entitled "Purpose" is added to the Cheney Municipal Code as follows:

19.08.010 - Purpose.

(a) The purpose of this chapter is to establish a uniform method for naming streets and assigning addresses for real property and buildings within the City of Cheney.

(b) The goals of this chapter are as follows:

- (1) Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and other emergency services.
- (2) Regulate the display of property address numbers and provide for the naming of streets and the installation and maintenance there.
- (3) Provide property owners, the general public, emergency responders, and government agencies with an accurate and systematic means of identifying and locating real property and/or buildings.

Section 3. A new Section 19.08.012 entitled "Applicability" is added to the Cheney Municipal Code as follows:

19.08.012 - Applicability

- (a) This chapter applies to all public and private streets, addresses for real property, and buildings situated within the City of Cheney.
- (b) The provisions herein shall apply to the assignment of addresses to all new or existing buildings or properties.
- (c) The Public Works Director has the authority to name or rename street and assign or reassign addresses as necessary to correct non-conforming addresses to further the purposes of this chapter. The exercise of authority herein is declared to be a public purpose necessary to protect the health and safety of residents, property owners and persons who enter and remain in the City of Cheney. The City, its agents, officials and employees shall not be liable to nor pay damages, expenses or fees to any real property or building owner as a result of discretionary acts taken in furtherance of this Ordinance.

Section 4. A new Section 19.08.014 entitled "Change in Street or Address Status" is added to the Cheney Municipal Code as follows:

19.08.014 - Change in Street or Address Status

If a public or private street is altered, the Public Works Director shall review the alteration and may assign a corrected street name and/or address(es) consistent with the provisions of this Chapter. If the means of access to a building or real property is altered, the City may assign a corrected address consistent with the provisions of this Chapter. For example, the owners of 200 W Cherry Ln. change the location of their driveway from Cherry Ln. to Spruce Ln. would require an address change to Spruce Ln..

Section 5. A new Section 19.08.016 entitled "Administration" is added to the Cheney Municipal Code as follows:

19.08.016 – Administration

The Building, Planning, and Public Works Department, under the direction of the Public Works Director, or designee, shall administer the provisions of this chapter, unless otherwise provided for herein. The Public Works Director or their designee shall be responsible for assigning and approval of all public street naming.

Section 6. A new Section 19.08.018 entitled "Appeal" is added to the Cheney Municipal Code as follows:

19.08.018 - Appeal

(a) The property owner (or agent) may seek review of the Public Works Director's decision on matters that arise under this Chapter. The review shall be conducted by the City Hearing Examiner.

(b) Within fourteen (14) days of a decision by the Public Works Director, a request for review (on a form provided by the City) shall be submitted to the City Clerk. Within fourteen (14) days of receiving the request for review or as soon thereafter as practicable, the Hearing Examiner shall review the request by applying the standards and criteria herein.

(c) The applicant seeking review shall provide the City Clerk with information concerning the disputed issue, relevant supporting documents and a statement concerning the requested remedy.

(d) The Hearing Examiner's decision shall be the final action of the City.

Section 7. A new Section 19.08.020 entitled "Definitions" is added to the Cheney Municipal Code as follows:

19.08.020 – Definitions

For the purpose of this chapter, certain words used herein are defined as follows:

Address means a property location identification with the following format: address number, directional prefix, street name, street type, building designator, and secondary address (e.g., “123 W Main St., Apt. 456”). The following elements are required: address number, street name, and street type. The following elements may be optional: directional prefix, building designator, and secondary address.

Address Number means the numeric designation for an addressable structure or unit.

Addressable means a property required to be assigned an address under this chapter.

Addressable Property, Addressable Buildings, Addressable Sites or Addressable Units means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other buildings or sites.

Addressing Database means the electronic format for tracking assigned street names and addresses within all of the City of Cheney. This system is maintained by the City of Cheney.

Addressing Grid System is the address number and directional system in a particular area such as a grid system or block system.

Administrator means the Public Works Director or designee.

Building Designator means a single character alphabetic descriptor for a single building within a multiple unit complex (e.g., “123 W Main St., Bldg. A”).

Department means the Building, Planning and/or the Public Works Department.

Directional Prefix means a single or double character alphabetic descriptor within a street name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific street naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).

E911 Director means the manager of the local 911 service.

GIS Director means the manager of the City of Cheney GIS system.

Inconsistent Address or Street Name means an address or street name that is not in compliance with this chapter.

Multiple Units means the presence of two or more Addressable Buildings, Addressable Sites or Addressable Units on a single Spokane County tax parcel or group of undivided interest parcels.

Multiple Unit Complex means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.

Multiple Unit Structure means a single structure which contains two or more units. Townhouses are not multiple unit buildings as each townhouse is considered a separate building.

Non-conforming Street Name Sign means a street name sign that is not in compliance with this chapter.

Regional Public Safety Spatial Database means the spatial format for tracking all assigned street names and addresses within City of Cheney. This system is maintained by the Regional Public Safety Geographic Information Systems Committee for use in countywide Public Safety-related applications.

Street(s) Means public or private ways on which vehicles travel.

Street Name means the word or words either existing, or in the case of new or renamed streets, which are approved by the Public Works Director, used in conjunction with a directional prefix, and/or a street type to identify a public or private street.

Street Type means an abbreviated word used in conjunction with a street name to describe the character of the street and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable street types:

Alley (Aly): A narrow service streetway that serves rear lots and where platted width is less than twenty feet.

Avenue (Ave): A through local, collector or arterial streetway generally running east-west.

Boulevard (Blvd): Streetway with exceptional width, length and scenic value, typically with a landscaped median dividing the streetway; or an arterial or major collector streetway that lies diagonally to the east-west, north-south grid system.

Circle (Cir): A local or collector streetway having ingress and egress from the same streetway. See also "Loop."

Court (Ct): A dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future streetway; no longer than six hundred feet in length.

Drive (Dr): A lengthy collector or arterial that does not have a definite directional course.

Highway (Hwy): Used to designate state or federal streetways only.

Lane (Ln): Streetway used as a private local access within a development.

Loop (Loop): A local or collector streetway having ingress and egress from the same streetway. See also "Circle."

Parkway (Pkw): A thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.

Place (Pl): Permanently dead-end streetway, terminating in a cul-de-sac, or short through streetway, not longer than six hundred fifty feet in length.

Street (Rd): This type is typically reserved for streetways located outside the boundary of a city or town. This type may be found within city/town limits due to past annexations

or when a new streetway is in alignment with or within one hundred twenty five feet of an existing county street.

Street (St): A through local, collector or arterial streetway generally running north-south.

Way (Way): A curvilinear streetway.

Secondary Address means an additional address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A secondary address at a minimum shall consist of a unit designator and a numeric identifier (e.g., 10126 W Rutter Pkwy, Apt. 2. See also: "Multiple Units", "Multiple Unit Complex", Multiple Unit Structure.

Temporary Address means an address assigned for the purpose of installing phone/electrical service or other utility on a parcel of land prior to an application for a building permit. Temporary addresses are subject to change at the time of building permit application.

Unit means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).

Unit Designator means an abbreviated word used in conjunction with a secondary address to describe the character of the unit and will be in accordance with current USPS Published Standards. The following are allowable unit designators:

- "Apt" for Apartment,
- "Bsmt" for Basement,
- "Bldg" for Building,
- "Dept" for Department,
- "Dorm" for Dormitory,
- "Fl" for Floor,
- "Frnt" for Front,
- "Hngr" for Hanger,
- "Lbby" for Lobby,
- "Lot" for Lot,
- "Lowr" for Lower Level,
- "Ofc" for Office,
- "Pier" for Pier,
- "Rear" for Rear,
- "Rm" for Room,
- "Slip" for Slip,
- "Spc" for Space,
- "Stop" for Stop,
- "Ste" for Suite,
- "Trlr" for Trailer,

“Unit” for Unit,
“Uppr” for Upper,

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

Section 8. A new Section 19.08.030 entitled "Streets to Which Naming Requirements Apply" is added to the Cheney Municipal Code as follows:

19.08.030 - Streets to Which Naming Requirements Apply

- (a) New or unnamed existing streets providing access to four (4) or more addressable parcels, buildings, or units shall be named.
- (b) Existing streets for which renaming has been authorized by the Public Works Director to promote the purpose of this chapter.
- (c) Preapproved street names shall be identified on plat documents at the time of Final Plat submittal.
- (d) Only traveled ways that qualify as streets may be named. Private driveways and alleys shall not be named for the purpose of the addressing standards.
- (e) Driveways, access to parking areas and other traveled surfaces that are not considered streets may not be named, but may have directions identified with the following method:
 - (1) Arrow signs indicating building or address ranges within an apartment complex or campus may be placed at the entrances and along the non-streetway traveled surface to locate buildings.

Section 9. A new Section 19.08.031 entitled "Street Naming Standards" is added to the Cheney Municipal Code as follows:

19.08.031 - Street Naming Standards

All new, unnamed, or renamed streets within the City of Cheney shall be named pursuant to this article and the following criteria:

- (a) Street names shall be easy to read and pronounce.
- (b) Street names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.

- (c) Street names shall not sound similar to other street names within the City of Cheney whether existing or currently proposed. (e.g., Links, Lynx)
- (d) Duplicate street names will not be allowed.
- (e) Street names shall conform to the most current MUTCD, and City of Cheney Engineering Design Standards for maximum letter usage, and characters including spaces.
- (f) Street names shall be based on the Modern English alphabet and shall not contain special characters (periods, dashes, underscores, apostrophes, quotes, diacritic, etc...) or have frivolous, complicated, or unconventional spellings. Street names may contain a single space to separate two words (e.g. "Mount Spokane Dr.").
- (g) Street names shall not include abbreviations (e.g., "St Charles" vs "Saint Charles"), with the exception of numbered streets, which may be written in their abbreviated format (e.g., "1st" for "First", etc.).
- (h) Articles (e.g., "The", "A", or "An") shall not be used to begin street names.
- (i) Street names duplicating commercial or private facilities shall not to be used (e.g., "Bowling Alley", "Tennis Court")
- (j) Numbered or alphabetical street names shall continue in sequence (e.g., 1st adjacent to 2nd, and not adjacent to 3rd).
- (k) A proposed street which is a continuation of, or in alignment with an existing street, shall continue the street prefix direction, street name, and street type of the existing street whenever possible. If the proposed street will terminate at a cul-de-sac, the street type for the block containing the cul-de-sac may be Court (Ct).
- (l) Street name integrity should be maintained for the entire length of the street whenever possible. Generally continuous streets shall not be subdivided into segments with different names.
- (m) Street names shall not include a directional prefix (e.g., "W West Washington Rd.").
- (n) Driveways serving 4 or more addressable parcels, buildings, or units shall be designated and named as a private street (e.g., "E Elk Ln.").

- (o) Street names shall not include words used as street types (e.g., “Circle St.” or “Avenue Way.”).
- (p) Street names shall not include the word highway (e.g., “Highway 2” or “Old Sunset Highway”).
- (q) Alleys shall not be named or assigned addresses.
- (r) Streets which meander or change abruptly from one predominant direction to another shall be assigned a directional prefix in one direction throughout the street length according to which general direction of such street is the predominant direction of travel.
- (s) All proposed new or renamed street names which deviate from this document shall be subject to a review by the Public Works Director, for ease of use within E911 computer-aided dispatch systems, and verified against the Regional Public Safety Spatial Database.

Section 10. A new Section 19.08.040 entitled "Street Name Signs Required" is added to the Cheney Municipal Code as follows:

19.08.040 - Street Name Signs Required

All public and private streets shall have approved street name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Street name signs shall be made and installed pursuant to this chapter.

Section 11. A new Section 19.08.041 entitled "Standards for Signage for Streets and Streets " is added to the Cheney Municipal Code as follows:

19.08.041 - Standards for Signage for Streets

- (a) General. All public and private streets and buildings shall be designated by names or numbers on signs clearly visible and legible from the streetway. All street signs, both public and private, shall be constructed, located and maintained in accordance with the City of Cheney Engineering Design Standards.

Section 12. A new Section 19.08.050 entitled "Addressing Grid Systems" is added to the Cheney Municipal Code as follows:

19.08.050 - Addressing Grid Systems

The Cheney GIS system shall define the addressing grid system.

Section 13. A new Section 19.08.060 entitled "Addressing Standards" is added to the Cheney Municipal Code as follows:

19.08.060 - Addressing Standards

- (a) Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Public Works Director for a physical address.
- (b) The numbering of addressable properties or buildings along each street shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
- (c) Each block along a street may have up to one hundred address numbers. The hundred series shall change upon crossing a street intersection or in best possible alignment with the established address grid if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public street shall not change upon crossing a private street, unless deemed necessary by the Public Works Director. Private streets wholly contained within plats shall be assigned hundred series as if they were Public streets.
- (d) Two uniquely named streets should not intersect more than once (e.g., Main St should not intersect Pine Ln at 200 W Main St., and also intersect Pine Ln at 400 W Main St.),
Exception: Loops and Circles will be reviewed on an individual basis and require approval by the administrator or designee.
- (e) Addresses along a street shall have even numbers on one side of the street and odd numbers on the other side as defined in the appropriate addressing grid.
- (f) Individual address numbers shall be assigned to fit within the block range of the street segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St, must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same N-S or E-W orientation.
- (g) Addresses accessed via a shared driveway shall be assigned based on the point of origin of the driveway from the connecting street and shall be sequential.
- (h) Addressable property or buildings shall be assigned an address based upon the street from which vehicular access to the property or structure is obtained, with the following exceptions:

(1) Commercial and Public Facility buildings may be assigned an address based upon the street the main entrance faces and not necessarily the access street.

(2) Residential buildings on corner lots may be assigned an address based upon the street the main entrance faces and not necessarily the access street; to be determined by the administrator.

(i) Fractional addresses shall not be used (e.g., “100 ½ W Main St.”).

(j) Address numbers shall not contain any non-numeric characters (e.g., “118a” or “118b”).

Section 14. A new Section 19.08.061 entitled "Multiple Units" is added to the Cheney Municipal Code as follows:

19.08.061 - Multiple Units

(a) Duplex units shall be assigned one address for each unit when possible. Individual duplex units on corner lots may be assigned an address based upon the street the main entrance faces and not necessarily the access street; to be determined by the Public Works Director.

(b) Where a structure consists of townhouses with main entrances that do not face the street from which vehicular access to the structure is obtained, the structure shall be assigned one address and the townhouses shall be assigned secondary addresses identified by the building designator “Unit” (e.g.; 123 W. Main St., Unit 1).

(c) Accessory dwellings (ADU)/dependent relative units (DRU) whether attached or detached, shall be assigned a secondary address from the primary dwelling unit. ADU/DRU shall be identified by the building designator “Unit” (e.g.; 123 W. Main St., Unit 1).

(d) Manufactured Home Parks which contain dwelling units fronting on a public or private street(s) shall be assigned one address for each dwelling unit. Manufactured home parks which contain dwelling units fronting on a unnamed private access street(s) shall be assigned one address for the entire property, and a secondary address assigned for individual spaces by the Manufactured Home Park owner subject to approval by the Public Works Director (e.g.; “11520 W Richland Rd., Spc 1”).

(e) Multiple unit complexes shall be assigned one address for the property based upon the street from which vehicular access to the buildings is obtained whenever possible. If necessary, the Public Works Director may assign an address based upon the street the main entrance faces (e.g., “1642 N. Sherman Rd., Spc. 10).

- (f) Buildings within multiple unit complexes shall be assigned a building designator for each structure as opposed to a unique address (e.g., “123 W Main St., Bldg. A”) unless an exception is granted by the Public Works Director.
- (g) When secondary addresses are assigned to multiple unit buildings with individual building designations, the unit designator shall include the building designation (e.g., 123 W Main St., Apt. A200 or 123 W Main St., Bldg. A, Apt. 200).
- (h) When secondary addresses are assigned to buildings with multiple floors, all above-ground units shall be assigned a three-digit number (or higher) where the beginning number shall represent the floor upon which the unit is located (e.g., first floor units would be assigned three digit numbers beginning with 1, “Apt. 101”, fifteenth floor units would be assigned four digit numbers beginning with 15, “Apt. 1501”).
- (i) Units within below grade stories shall: include the alpha characters Lowr to indicate lower level and then be assigned a three digit number where the beginning number shall represent the floor upon which the unit is located (e.g. all units in the first level below grade would be assigned three digit numbers beginning with 1, “Apt. LL101”, units on the second level below grade would be assigned three digit numbers beginning with 2, “Apt. Lowr 201”).
- (j) Should a remodel of a multiple-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
- (k) Should a remodel of a single-unit structure create a multiple-unit structure, the addresses units within said structure shall be updated to remain in compliance with this section.
- (l) When secondary addresses are assigned to individual multifamily dwellings (including apartments and condominiums) the units shall use the unit designator for apartment: “Apt” or unit: “Unit”.
- (m) When secondary addresses are assigned to individual dwellings/spaces in manufactured home parks, the units shall use the unit designator for space: “Spc”.
- (n) When secondary addresses are assigned to individual commercial suites or tenant spaces within a commercial structure(s), the units shall use the unit designator for suite: “Ste”.
- (o) All other multiple unit buildings not previously described shall contain a unit designator which most closely identifies the unit’s use and which is in accordance with current USPS Published Standards.

Section 15. A new Section 19.08.062 entitled "Final Plat Addresses" is added to the Cheney Municipal Code as follows:

19.08.062 - Final Plat Addresses

Prior to the filing of a residential final plat, all lot access plans must be submitted and approved as required by CMC 22.12 and the City of Cheney Engineering Design Standards and the full physical addresses for all lots within or served by the development must be indicated on the final plat. Physical addresses will not be issued without an approved preliminary plat map.

Section 16. A new Section 19.08.063 entitled "Display of Address" is added to the Cheney Municipal Code as follows:

19.08.063 - Display of address

- (a) On buildings now existing or hereafter erected the owner of the property or structure shall conspicuously place the correct address, as required by this chapter.
- (b) Addresses shall be displayed on all new and existing buildings. Letters, numbers or symbols shall meet the following standards:

- (1) The numbering/lettering size shall be no less than either: four inches in height with at least a one-half inch in stroke width, or as follows:

- (A) The height of any numeral or letter must be 2 inches taller than 1/10 of the setback distance measured in feet, expressed in inches.

- (B) The width of any figure must be 1/2 its height.

- (C) The width or stroke of any portion of a numeral or letter must be 1/10 of its height.

- (D) In cases where conditions (shadows, overgrown vegetation, building location, etc.) adversely affect the legibility of numbers, the Department has the authority to prescribe larger numbers.

- (3) The posted address shall be metal or other durable material.

- (4) The posted address shall contrast with its background. Where the posted against glass or transparent material, numbering/lettering shall be white.

- (5) The address shall be placed on the structure plainly legible and visible from the street or street from which vehicular access is provided to the property or structure.

- (6) Address is visible from all directions of travel.

- (c) Buildings in excess of 100 feet from the street fronting the property shall display the address on a sign, monument, or post not less than three feet, nor more than six feet above the ground

and located at the entrance to the property from the nearest street. The structure shall display additional posting at the structure location.

- (d) If two or more addressable buildings share a common primary access and any one of the addressable buildings is located more than 100 feet from the street designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named street on a sign or post not less than three feet nor more than six feet above the ground, and each structure shall display additional posting at the structure location.
- (e) Address numbers, signage, location, sizing shall be maintained in manner consistent with the provisions, purpose and intent of this addressing standard by the responsible property owner, including all other local, state, and federal laws.

Section 17. A new Section 19.08.070 entitled "List of Established Street Names, Assigned Addressing, and Mapping" is added to the Cheney Municipal Code as follows:

19.08.070 - List of Established Street Names, Assigned Addressing, and Mapping

The GIS Director shall create and maintain a list of established street names and addressing within the City of Cheney on the GIS system which may be referenced to further the goals of this chapter.

Section 18. A new Section 19.08.080 entitled "Deviations from literal compliance" is added to the Cheney Municipal Code as follows:

19.08.080 - Deviations from literal compliance

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by emergency service providers and to promote the other purposes of this chapter.

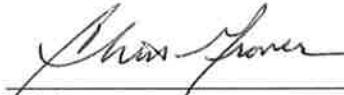
Section 19. If any section, subsection, sentence, clause or phrase of this title is for any reason, held to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

Section 20. **Effective Date.** This ordinance shall become effective thirty (30) days after its passage, approval, and publication.

Introduced this 14 day of August, 2018.

Passed by the City Council this 22 day of January, 2019.

Approved by the Mayor this 22 day of January, 2019.



Chris Grover, Mayor

ATTEST:



Cynthia L. Niemeier, City Clerk

APPROVED AS TO FORM:



Stanley M. Schwartz, City Attorney