

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-287**

**AN ORDINANCE ADOPTING A NEW ARTICLE TO BE ADDED TO CHAPTER 34, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, TO BE DESIGNATED ARTICLE IV AND ENTITLED "ADDRESSING AND ROAD NAMING," AND AMENDING OTHER PROVISIONS OF THE CODE TO BE CONSISTENT THEREWITH**

**WHEREAS**, the Incorporated County of Los Alamos ("County") is a municipal corporation organized under the laws and constitution of the State of New Mexico; and

**WHEREAS**, County operates as both a municipal and county government; and

**WHEREAS**, County is responsible for and has enacted ordinances regulating the uses, planning, and zoning of public and private property within the County; and

**WHEREAS**, the Community Development Department and the County's Planning and Zoning Commission oversee the development and subdivision of new and existing lands; and

**WHEREAS**, County provides public police, fire and emergency medical services within the County ("Emergency Services"); and

**WHEREAS**, it is critical that County Emergency Services and other County public services have correct and accurate property addresses in order to respond to emergency situations; and

**WHEREAS**, it is crucial for preservation of life and property that those seeking Emergency Services be able to identify and provide addresses to 911; and

**WHEREAS**, no County codes or ordinances prescribe the method and process for assigning and reassigning property addresses and road names; and

**WHEREAS**, the County utilizes addressing as a means of identifying property for property taxation purposes; and

**WHEREAS**, County data is shared with internal and external government bodies; and

**WHEREAS**, the County wishes to establish a clear and consistent means of assigning and tracking road names and addresses.

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS**, as follows:

**Section 1.** Chapter 34 of the Code of the Incorporated County of Los Alamos is amended by adding a new Article IV, Addressing and Road Naming, to read as follows:

**ARTICLE IV. LOS ALAMOS COUNTY ADDRESSING AND ROAD NAMING**

**Sec. 34-100. Title.**

This Article may be cited as the “Los Alamos County Addressing and Road Naming Ordinance.”

**Sec. 34-101. Purpose.**

The purpose of this Article is to provide a consistent methodology for assigning physical addresses and naming roads in the County in order to facilitate the easy and rapid location of properties by Emergency Services; to coordinate orderly growth, development approval and construction-permitting services; for property taxation; for utility services and billing; and to facilitate postal service, parcel delivery, and other such public and private services.

**Sec. 34-102. Applicability.**

This Article shall apply to all areas, real property, and roads within the County’s jurisdiction.

(a) Any person dividing or consolidating land, or combining or creating additional units or suites shall request an Address or change of Address from the Addresser and shall provide the information required by this Article and the guidelines established by the Addresser.

(b) Any person constructing new residential or non-residential structures, or locating or relocating mobile or manufactured homes on properties without a valid address shall request an Address or change of Address from the Addresser and shall provide the information required by this Article and the guidelines established by the Addresser.

(c) No Utility service shall be offered to any new structure, mobile or manufactured home, including a mobile/manufactured home that is moved from one location to another, until it has a valid Address. For the purposes of this Section, the term “new structure” means a newly constructed residential or non-residential building or unit, occupied for the first time by the applicant or other persons, and that will require an installation visit to obtain utility service.

(d) No building permit(s) shall be issued until an Address or Addresses have been assigned by the Addresser if a property does not have a valid address.

(e) Any person proposing a new road or roads, or requesting renaming an existing road shall make such request pursuant to this Article.

**Sec. 34-103. Definitions.**

The following terms as used in this Article have the following meaning unless otherwise indicated:

Address means the identification of a property for purposes of this chapter and article, and generally consists of a road name and assigned property number.

Addresser means the person or his or her designee assigned by the County Manager who is responsible for implementation of this Article. The Addresser shall have authority to develop

and promulgate additional guidelines and rules pertaining to addressing and road naming and shall have the authority to assign Addresses to new and/or existing locations.

*Distribution List* means the Interdepartmental Review Committee (IDRC) established by County, the M.S.A.G. Coordinator/PSAP, the Emergency Services Coordinator, and such other agencies as deemed appropriate by the Addresser.

*Driveway* means the path of vehicular access from a road to an Addressed property.

*Emergency Services* means the County's 911 dispatch, fire, emergency medical services, law enforcement, and such other similar services as County may designate from time to time.

*M.S.A.G.* means the Master Street Addressing Guide, as administered by the PSAP.

*NENA* means National Emergency Number Association. NENA serves the public safety community as the only professional organization solely focused on 911 policy, technology, operations, and education issues.

*P.S.A.P* means the Public Safety Answering Point as the emergency call/911 center.

*Real Property* means land and any property directly attached to it.

*Road or Roadway* means a public or private thoroughfare for vehicles, also called a "Street." All roads have a start and an end, with the start generally being the origin of the road where there is a greater population, and end being the terminus with either a physical ending of the road or a location with lesser population. A road may circle and intersect with itself, or may form a loop with both the start and the end located on the same cross-street.

*Road Name* means a unique descriptor for a road or portion of a road.

*Street* means a public or private thoroughfare for vehicles, bicycles and pedestrians, also called a "Road," or "Roadway," and may be further classified as "arterial," "collector" or "local" street, shall have such meaning and identification as applied according to industry standards as adopted and modified from time to time by County's Department of Public Works.

*Utility* means County or privately-owned electric, gas, water, sewer, cable, telephone, and other telecommunication services.

#### **Sec. 34-104. Addressing.**

(a) Addressing shall provide a uniform property-numbering system to facilitate a simple and logical method for meeting the purposes of this Article and to accommodate growth by allowing adequate spacing between property numbers.

(b) The Addresser shall assign or approve Addresses for all Property according to this Article, Code, and guidelines and policies enacted by the authority granted herein.

(c) The following addressing guidelines will be followed by the Addresser in assigning property addresses as provided by NENA:

(1) Addresses shall be assigned in numerical order beginning at the start of the road and increasing based on distance, platting, density or other standard as deemed appropriate by the Addresser.

(2) In order to accommodate infill, lot splits, apartment to fee-simple or condominium conversions, and other such modifications, Addresses shall increase in such numerical increments as are deemed appropriate by the Addressor.

(3) Even and odd numbered Addresses shall be located on opposite sides of the Street. The Addresser shall develop guidelines, such as geographical direction, for ensuring consistency of the even-odd system on all streets.

(4) Multiple ownership or occupancy of units on a single lot, such as condominiums, offices or apartments, shall be assigned separate unit designations following a single Street Address, e.g., 100 Central Avenue, Apartment 101.

(d) Display Numbers:

(1) Address numbers shall be posted in a conspicuous manner on the Structure, Property or Driveway entrance so that Emergency Services can easily determine the Address of the property from the Street.

(2) Number on the structure. If the front door of the structure, whether home, business, or multiunit, is within fifty (50) feet of the edge of the Road right-of-way and is visible from the Street, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry such that the number can be readily visible from the Street to the driver of emergency vehicles. The Address shall be a minimum of four (4) inches high, numbers/letters in English/Standard form, with a one-half inch minimum stroke/width of line, and in contrasting color of the affixed background.

(3) Number at the Street line. In all other cases, the assigned number shall be displayed on a post, fence, wall, mail box, or some similar item at the property line adjacent to the walk or access drive to the numbered structure so that the number is readily visible from the Street to the driver of emergency vehicles. The Address shall be a minimum of four (4) inches high, numbers/letters in English/Standard form, with a one-half inch minimum stroke/width of line, and in contrasting color of the affixed background.

(4) Conflicting numbers. Each Property required to display the assigned number in conformance with this ordinance shall remove any different number which might be in conflict for the number assigned.

(e) Authority to Enter. The Addresser, or designee, may enter private land during reasonable times and manners for the inspection of the placement, location, or

other compliance with this Article, Section, or Code. This authority to enter shall not include the interiors of private parties, dwellings or living quarters, or the portions of commercial premises used as dwellings, or the non-public portions of commercial premises, except upon obtaining a search warrant, or permission of the occupant thereof, or permission of the party responsible therefor in the event the premises are unoccupied. The provisions of this section do not apply in the event of explosion, fire, or like emergency.

(f) Penalty. Any person violating this Article shall be subject to the general penalty provisions of the Code as contained in Section 1-8.

#### **Sec. 34-105. Road Naming.**

(a) In order to avoid duplication of Addresses and confusion for Emergency Services, Roads shall have unique names.

(b) Roads may have alternate or alias names, such as a numeric federal or state highway designation, but the name for Addressing shall follow that name assigned or approved by the Addresser, e.g., 101 Trinity Drive, not 101 State Highway 502.

(c) Roads shall generally be identified by type, including, but not limited to, the following: Street, Road, Avenue, Drive, Boulevard, Lane, Court, Way, Circle and Loop.

(d) Road types and their abbreviations shall adhere to the suffix abbreviations of the United States Postal Service standards, such as "ST" for "Street," and "RD" for "Road."

(e) The County shall consider the following criteria when approving road names:

- (1) avoid or minimize duplicate or similar-sounding road names;
- (2) the appropriateness or rationale for changing of names on through streets;
- (3) avoid excessively long or offensive names; and/or
- (4) otherwise avoid creating confusing names, numbers or directional indications.

#### **Sec. 34-106. Application and Approval Process for Addresses and Road Names.**

(a) Address Numbers:

(1) New Address Numbers. The Addresser shall be responsible for assigning Address numbers prior to or within a reasonable time following approval of the subdivision plat, and prior to any grading, grubbing, excavation, construction, or meter installation request.

(2) Changes to Existing Address Numbers. The Addresser shall accept completed applications by interested parties for change of existing Address numbers, and

shall approve or deny said applications according to the Addressing criteria contained herein.

(3) Upon assigning Address numbers, the Addresser shall keep an official record of the Address numbers and provide copies to all interested agencies, including the County Clerk, the County Assessor, the County Community Development Department, all utilities serving the Address, the PSAP, the United States Postal Service, Emergency Services, and such other agencies or parties as the Addresser deems necessary or appropriate.

(b) New Roads.

(1) Any person wishing to create a new Road shall submit the necessary information on the proposed subdivision plat, and in compliance with this article.

(2) The Addresser shall obtain comments from those County departments and individuals on the Distribution List and shall submit a recommendation to the County Community Development Department responsible for review and final approval of any proposed subdivision pursuant to Chapter 16 of the Code. The planning authority shall treat the Road name as an essential component of the subdivision plat, and shall approve or disapprove the plat according to the standards for subdivision approval contained in the Development Code. Any party, including the Addresser, may appeal the decision of the planning authority according to the subdivision appellate provisions contained in Chapter 16 or as otherwise provided.

(c) Renaming Existing Roads.

(1) Where renaming of an existing road is proposed in recognition of persons or historical events, then Chapter 2, Article V, Section 2-423, "Renaming of roads and streets," will apply.

(2) All other proposed changes to existing road names shall follow the procedures for final subdivision plat approval in accordance with Chapter 16, Article II, Section 16-53, "Final action" by the Planning and Zoning Commission. The County Council, in the case of an appeal, shall make a final determination of the application.

**Section 2.** Chapter 16, Article IV, Section 16-153. – Subdivision Review Criteria is hereby amended by adding a new subsection (i) as follows:

**Sec. 16-153. - Subdivision review criteria.**

During the course of its review of any subdivision, the IDRC shall utilize the following criteria in formulating a recommendation to the decision-making authority; and the decision-making authority shall utilize the following criteria in making a determination of approval, conditional approval or denial:

(a) The development of the property shall substantially conform to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the County.

(b) Except for the R-E and R-A zoning districts and developed areas where it is determined by the utilities manager that it is economically unfeasible to extend sewer lines, all subdivisions must be served or be capable of being served by all public utilities.

(c) Provisions shall be made for the safe ingress, egress and circulation of vehicles, bicyclists and pedestrians.

(d) Adequate provisions shall be made for accepting expected drainage from other properties, for controlling drainage on the site and for directing it to the storm sewer or drainage system, including considerations for impact on downstream properties. The County engineer shall approve, disapprove or recommend modifications to the storm drainage plans.

(e) The necessary easements shall be provided for both existing and proposed utilities in an acceptable manner to the County engineer and utilities manager. Development of the property shall be in accordance with adopted utilities department plans and specifications.

(f) Outdoor activity areas, parking lots, outside storage areas, outdoor lighting, or other features or uses of the site or structures shall be adequately screened or otherwise controlled to effectively mitigate conflict with existing or potential adjacent land uses.

(g) The capacity of those public services and facilities required to serve the proposed development (including but not limited to water, sanitary sewer, electricity, gas, storm sewer, streets, etc.) shall be adequate, or made to be adequate if improvements are required.

(h) The subdivision is planned to retain as much as possible, all natural features such as watercourses, natural vegetation, terrain, existing structures, historic sites, archaeological sites, and other community assets, which if preserved, will contribute to the overall appearance and quality of life in the County of Los Alamos. If the property is designated on the County zoning map as a hillside area, the subdivision shall comply with the hillside development standards (section 16-576).

(i) Addresses and Road names shall be in compliance with the standards as described in Chapter 34, Article IV, and shall be included on the original submission of the plat application.

**Section 3. Effective Date.** This Ordinance shall become effective thirty (30) days after notice is published following its adoption.

**Section 4. Severability.** Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

**Section 5. Repealer.** All ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this 27<sup>th</sup> day of November, 2018.

**COUNCIL OF THE INCORPORATED COUNTY  
OF LOS ALAMOS**

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**David Izraelevitz  
Council Chair**

**ATTEST: (Seal)**

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**Naomi D. Maestas  
Los Alamos County Clerk**