



Los Alamos County  
Community Development Department  
**PLANNING & ZONING COMMISSION STAFF REPORT**

**Public Hearing Date: September 26, 2018**

**Case No. ZCA-2018-005:** Ordinance No. 02-287, A Text Amendment to the Los Alamos County Code of Ordinances, 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.

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**Motion Option 1:**

I move the Planning and Zoning Commission recommend that the Los Alamos County Council **approve** Case No. ZCA-2018-005, Text Amendment to the Los Alamos County Code of Ordinances, Chapter 34 – Streets, Sidewalks, and other Public Places, to be designated Article IV, and entitled, “Addressing and Road Naming,” with the proposed Amendments, amending other provisions of the Code to be consistent therewith, and authorizing the Community Development Director to make any minor formatting or editing changes that may be necessary for final presentation to County Council.

**Motion Option 2:**

I move the Planning and Zoning Commission recommend that the Los Alamos County Council **deny** Case No. ZCA-2018-005, Text Amendment to the Los Alamos County Code of Ordinances, 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, for the following reason(s):

**Alternate Motion 3:**

**SUMMARY**

This new section of County Code establishes and formalizes a process for creating new addresses, new road names, and for changing existing addresses or road names.

The primary purpose of the ordinance is to ensure public safety by facilitating the easy and rapid location of properties by Emergency Services. Additional purposes include: the coordination of orderly growth, development approval and construction-permitting services; accurate property taxation and utility billing; and facilitation of postal service, parcel delivery, and other such private and public services.

Addressing, as proposed in the ordinance, only applies at the time of construction of new structures, combining or creating additional units or suites, locating or relocating manufactured homes, and division or consolidation of land.

Existing addresses are governed under Chapter 18, Article II, Section 18-53 of County Code:

***Sec. 18-53. - Premises identification.***

*Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).*

*(Ord. No. 02-238, § 2, 1-7-2014)*

Nothing in the current code confers road-naming authority, which has typically been handled through the plat/subdivision approval process for both private and public roads.

**PUBLIC HEARING**

The proposed ordinance, attached to this report as Exhibit 1, was introduced for Council consideration on August 7, 2018, and scheduled for public hearing at Council on August 28, 2018. On the latter date, and in part due to concerns raised by members of the public, Council remanded the matter to the Planning and Zoning Commission for their consideration and recommendation following a public hearing by the Commission.

Specific concerns raised by the public and published in the form of a letter appeared in the Los Alamos Daily Post on August 8, 2018. That letter is attached to this report as Exhibit 3. The stated concerns pertained to a number of issues, which are addressed below. There may be other matters of concern and this is part of the reason for the public hearing – so that all matters of concern can be heard and addressed.

The first concern raised in the letter pertains to County authority to enter onto a private property to inspect an address label. See Sec. 34-104. (e). This provision originates in the County Charter, Article IX. – General Provisions, Section 912.- Authority to Enter, and is provided below in its entirety:

**912. - Authority to Enter.**

All laws governing the County, for the purpose of public safety, health and welfare, and pertaining to the inspections and investigations required thereunder, shall in their adopting ordinances and in codes adopted by reference thereby, have an "Authority to Enter" section. Such action shall state the purpose of entry and direct that County inspectors may enter all buildings at any reasonable time for inspections, and shall further state:

"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."

The ordinance requires that address numbers "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**" (Sec. 34-104 (d)(1)) and, "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." (Sec. 34-104 (d)(2).) The third part of the same section (Sec. 34-104 (d)(3)) again requires that "the number is readily **visible from the Street**." In all cases, the code requires that the address number be visible from the street. In the case of a single-family home, there is no need to enter onto the property to determine address visibility. [Emphasis added above.]

The Addressing ordinance includes the 'Authority to Enter' section because it is a requirement of the Charter. And, that authority already exists.

To the further objection that the CDD Department, under this ordinance, grants itself the right to enter private premises, it is noted that the ordinance states that the Addresser, or designee, is authorized to inspect the visibility of the address. This is separate from the code enforcement functions under Chapter 18. The Addresser will be within the Planning Division, separate from Building or Code Enforcement.

Another issue the letter raises is the question of non-compliant addresses on older properties. Again, this ordinance only applies to new construction or newly created units. It is not retroactive.

In addition to the concerns expressed in the letter, a further concern was voiced by a member of the public at the Council meeting on August 28, 2018. That concern pertained to the potential for additional costs to the County through the adoption of the addressing ordinance and the possible need for additional staff. The County anticipates that the added duties are entirely minor and can easily be assumed by current staff in the Planning Division. In the past, the role and duties of the "Addresser" have been performed by the County Surveyor. Since Planning Division staff already review applications for new construction and process applications for lot splits, lot consolidations and subdivisions, all actions that would trigger the need for new addresses, and new road names in the case of new subdivisions or larger developments, it is both practical and reasonable to incorporate the Addresser functions into Planning.

## HISTORY

Previous efforts to develop an Addressing and Road-Naming ordinance were undertaken in 2013, but no official action ensued. This most recent iteration of an Addressing and Road-Naming ordinance originated at an Interdepartmental Review Committee (IDRC) meeting in 2017 pertinent to a discussion of a Waiver request for a sign that would have exceeded a "façade segment" into a then vacant -and un-addressed-tenant space. That discussion expanded into a broader consideration of how and when addresses are assigned, by whom, and by what authority. It quickly became evident that County addresses had previously been assigned in a somewhat informal manner, and not always a consistent one. Road-naming was typically done as part of a subdivision plat approval process, but again, through no explicit or formal authority. It was pointed out that for the purposes of emergency response, accurate and clear locating of properties was critical to swift and accurate response.

A number of recent addressing problems were discussed and pointed to the need to establish a formal and consistent methodology for assigning and approving addresses and road names. One example was an owner designated and inconsistent use of different letters of the alphabet for various tenant spaces at 35 Rover in White Rock. The assigned letters did not follow in alphabetic order and therefore made it difficult

for emergency responders to know where to go upon receiving a call for help. Another example of a property owner assigning his own addresses to tenant spaces occurred at 1350 Central where a recent remodel had the architect reassigning Suite numbers, which then appeared on the Building Permit with no knowledge of or coordination with the County. This presents a problem not only for emergency responders, but also for deliveries, assessor records, and potentially utility billing. The recently approved Mirador Subdivision illustrates a road naming issue. In that case the developer proposed changing the name of two new loop roads in the middle of the loop, such that each loop road would have two different names. Staff requested that each loop road have only a single name. The developer was cooperative and understanding and agreed to simplify those road names. But this was done informally and without dispute. Upon adoption of the ordinance, and going forward, IDRC, the Addresser, and the Planning and Zoning Commission would have official oversight on road names. New road names appear on a subdivision plat and are adopted with plat approval.

Subsequent to identifying the existence of the problem, and potential future problems, an informal committee was formed and convened to review and consider provisions for a proposed ordinance. The committee consisted of representatives from the following County departments:

- Public Works
- Community Development
- Fire
- Police (Dispatch)
- Public Utilities (Engineering and Customer Care)
- Information Management (GIS Coordinator)
- County Assessor's Office
- County Attorney's Office

The United States Postal Service was also invited to attend and copied on correspondence. The committee met over several months resulting in the proposed ordinance presented herein. The ordinance will formally establish a County Addresser, responsible for carrying out and supporting the provisions of the ordinance. This responsibility, previously and unofficially performed by the County Surveyor, will transfer to existing staff within the Planning Division, who also serve as liaison to the Planning and Zoning Commission, which this ordinance references.

Staff has proposed a number of refinements to the ordinance as originally presented, and these are shown as Amendments immediately following the ordinance. See Exhibit 2. If the Planning and Zoning Commission recommends approval of the ordinance with the proposed amendments, a clean copy incorporating those changes will then be presented to Council.

It is also noted that in June 2017, the Fire Department, in cooperation with the Police Department, issued a public service announcement (PSA) titled, "Public Addressing: Can Emergency Responders Find You in an Emergency?" It included the following statement: "It is important that emergency services can find your location. If Police or Fire/EMS are responding to your home, visible address numbers will save precious time and can save lives." This PSA is included as Exhibit 4.



## CRITERIA FOR APPROVAL

Chapter 16, Development Code, of the Los Alamos County Code of Ordinances provides review criteria for text amendments, which are specific to the Development Code and do not apply to this case as the proposed ordinance is an amendment to Chapter 34 – Streets, Sidewalks and Other Public Places. The Chapter 16 review criteria are included here for clarity and reference.

### *Sec. 16-158. - Amendment to text.*

*During the course of the review of any request for amendment to the text of this chapter, [Emphasis added] including determination of uses and addition, deletion or change in the Use Index, the IDRC shall utilize the following criteria in formulating a recommendation to the planning and zoning commission; and the planning and zoning commission shall utilize the following criteria in making its recommendation to the county council. The county council shall utilize the following criteria in making its determination of approval or denial:*

- (1) The request substantially conforms to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the county;*
- (2) A request for amendment to the comprehensive plan shall, if necessary, be submitted concurrently with the request for amendment to the text of this chapter.*
- (3) The proposed change will not result in land use inconsistent with the purpose of the district or incompatible with a use allowed in the district.*
- (4) The proposed change will clarify existing language, remove redundant or inconsistent language or will simplify the understanding and implementation of the Code.*

The final section of the proposed ordinance does amend a portion of Chapter 16, Sec. 16-153. – Subdivision review criteria. This section provides a cross reference to the Addressing and Road-Naming ordinance and clarifies that addresses and road names shall appear on subdivision plats, which are reviewed by IDRC and approved by the Planning and Zoning Commission. It has been Planning Division and IDRC practice to include addresses and road names on plats, and this provision formalizes that practice. (Examples include the recently approved Mirador Subdivision and anticipated apartment complexes on DP Road and off Trinity.)

## CONCLUSION

The proposed code amendment and ordinance establish a clear and simple methodology for creating new addresses and new road names in Los Alamos County, and for changing existing addresses or road names. The ordinance was developed and reviewed through numerous iterations by the committee established through IDRC, as discussed in the 'History' section of this report, and was developed in consultation with and reviewed by the County Attorney's Office.

## **EXHIBITS**

Exhibit 1: Proposed Ordinance No. 02-287 as Introduced at Council on 8/7/18 and published in the Council packet for 8/28/18

Exhibit 2: Staff Recommended Modifications to the Ordinance

Exhibit 3: Letter from Brady Burke and Helen Milenski, published in the Los Alamos Daily Post on 8/8/18

Exhibit 4: Public Service Announcement from LAC Fire Department 6/21/17

Exhibit 5: Proposed Ordinance No. 02-287 with Staff Modifications – Clean Copy

**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 private and public services.

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

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

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

(b) Any person constructing new residential or non-residential structures, combining or creating additional units or suites, locating or relocating mobile or manufactured homes 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 been issued 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 service.

(d) No building permit shall be applied for until an Address or Addresses have been assigned by the Addresser.

(e) The division or consolidation of land, shall necessitate the assignment of a new Address or Addresses or changes in Address.

**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.

Property means real and personal property located with the County.

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

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:

Incorporated County of Los Alamos Code Ordinance 02-287



(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 a Property during reasonable times and manners for the inspection of the placement, location, or other compliance

with this Article, Section, or Code. The 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 permission of the occupant thereof, or permission of the party responsible therefor in the event the premises are unoccupied.

(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 consisting of a name and a type.

(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 28<sup>th</sup> day of August, 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**



## **Exhibit 2: Staff Recommended Modifications to Ordinance 02-287, Addressing and Road-Naming**

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**Case No. ZCA-2018-005:** A request for approval of Ordinance No. 02-287, Text Amendment to the Los Alamos County Code of Ordinances, 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.

The attached clarifications and modifications are recommended to the Addressing and Road-Naming ordinance originally included in the August 29, 2018 Council packet. These are summarized as follows:

### **34-102. Applicability.**

(a) and (e): Re-order items to put Addressing (a) before Road-Naming (e) for consistency with remainder of ordinance.

(d) Change timing requirement to obtain address for Building Permit purposes to time of issuance of permit, not at time of application, allowing permit review and address assignment to proceed concurrently.

New (a): Clarify applicability by separating platting and designation of new units from new construction and relocation actions, now (b).

### **34-103. Definitions.**

Replace generic definition of “property” to one for “real property” as it pertains to this ordinance.

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

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**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

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##### 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~~ and public services.

##### Sec. 34-102. Applicability.

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

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

(a) Any person constructing new residential or non-residential structures, dividing or consolidating land, or combining or creating additional units or suites, locating or relocating mobile or manufactured homes 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.

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(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 ~~been issued~~ 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 ~~applied for~~ issued until an Address or Addresses have been assigned by the Addresser, ~~if a property does not have a valid address.~~

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~~(e) The division or consolidation of land, shall necessitate the assignment of a new Address or Addresses or changes in Address. Any person proposing a new road or roads, or requesting renaming an existing road shall make such request pursuant to this Article.~~

Commented [ME1]: Moved this from (a) for consistency with following the sequence of "addressing" then "road naming" throughout the ordinance.

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~~(e)~~

#### **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.

~~Property means real and personal property located within the County.~~

Commented [ME2]: Kevin, Tamara suggests changing the definition to: "Real Property" added below.

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.

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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"

Incorporated County of Los Alamos Code Ordinance 02-287

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 a Property during reasonable times and manners for the inspection of the placement, location, or other compliance with this Article, Section, or Code. The 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 permission of the occupant thereof, or permission of the party responsible therefor in the event the premises are unoccupied.

(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 consisting of a name and a type.

(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

Incorporated County of Los Alamos Code Ordinance 02-287

- (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.

Incorporated County of Los Alamos Code Ordinance 02-287

6

- (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 \_\_\_\_ day of \_\_\_\_\_, 2018.

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

\_\_\_\_\_  
David Izraelevitz  
Council Chair

ATTEST: (Seal)

\_\_\_\_\_  
Naomi D. Maestas  
Los Alamos County Clerk

## Letter To The Editor: Code Enforcement: Level 2

August 8, 2018



By **BRADY BURKE** and **HELEN MILENSKI**  
Candidates for Los Alamos County Council

With all the negative publicity that the County Council and County government have subjected themselves to over the past few years, we were surprised to see the County's recent attempt to grant themselves access onto your property in the name of code enforcement.

At the Aug. 7, 2018 regular session of County Council, an ordinance was proposed under the misdirecting title 'Addressing and Road Naming'. As one reads through it, it sounds like it mostly deals with how the County wants to name and number roads. According to the ordinance, houses less than 50 feet from the street may affix number to their house. Those more than 50 feet need to have the numbers painted on the curb. The rationale is that it helps Emergency Services (police, fire) find your home in the event of an emergency.

It all sounds well and good, until you get into the specifics. That is where you find that the County grants itself access onto your private property under the guise of checking your house numbering. Who performs this 'checking'? The same folks who enforce the Nuisance Ordinance, the Community Development Department, or the CDD. Isn't it convenient that the same folks that cite you for chipping paint, cardboard and 18-inch grass, now want an ordinance that allows them close access to the front of your house, in the name of measuring the size of your house numbers? Not the police. Not the Fire Department. Not someone who is going to objectively tell you how you can help them, but a department that wants to cite and fine you for non-compliance.

In order to do that, they've included paragraph E, under section 34-104, Authority to Enter. This gives the County Code Enforcers the authority to come onto your property and measure the numbers used to identify your house on a street. Believe us, if they can't see the numbers from the street, they don't need to be on your front porch measuring the numbers to know that they are too small. Perhaps not seeing numbers is enough cause to come to your front door and look for them. And now that they are on your porch, maybe they can look more closely for Nuisance violations. Maybe they can look in your windows for hoarding.

But wait. What if an older home has one of those historic house number signs made by the Zia Company that shows house and street on it? Those numbers are 3 inches high. It does not meet the requirements of the new ordinance, 4 inches tall. But it would be grandfathered in, right? Not the way the ordinance is written. Section 34-102, Applicability, says that 'This Article shall apply to all roads, areas, and real property within the County's jurisdiction'. There were no exclusions that we saw.

Another disturbing part of the ordinance is in the definitions. There is a definition of the Addresser (Boss Code Enforcer), whereby '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.' If we're reading this correctly, the County Government wants the County Council to allow them to create a code enforcer that can make up enforceable rules without ever having to get Council's approval on them. That is the definition of Out of Control.

Ironically, this is the same session where they selected the board for the newly created Community Development Advisory Board. You know. The one where appointed members can listen to their fellow citizens complain about being unfairly cited by the County's Nuisance Ordinance Code Enforcers.

Get ready for the next level of code enforcement, if your County Council passes this one.

**EXHIBIT 3**



## NEWS RELEASE



Ramon Garcia,  
Division Chief Wildland & Public Education  
505.662.8301  
rf.garcia@lacnm.us

## LOS ALAMOS

Los Alamos County Fire Department

999 Central Avenue, Suite 200  
Los Alamos, NM 87544  
P 505.662.8301 F 505.662.8302  
losalamosnm.us

*Date: June 21, 2017*

*FOR IMMEDIATE RELEASE*

# Public Addressing: Can Emergency Responders Find You in an Emergency?

**Los Alamos, New Mexico—** It's a serious matter facing communities across the country - and Los Alamos is no different: numerous homes and businesses are poorly marked or not marked at all with their street address, making it a real challenge for emergency services to answer a call for assistance. The Los Alamos Fire and Police Departments are working together to provide the community with education that can help remedy the situation this summer, while the weather is nice and property owners are making outdoor improvements.

Think your home is already marked adequately? Try this simple test:

Stand at the curb in front of your home or business and answer the following questions:

- Is your approved address number posted on your home or business?
- Are the numbers Arabic numerals or alphabet letters and no less than 4" in height and at least 0.5" wide?
- Do these numbers contrast with their background?
- Are numbers plainly legible and visible from the street or road fronting the property?
- For duplex or quad owners: do you have lettering clearly visible after the address number with a space between?
- Do you live on a private road where the address cannot be viewed from the public right of way? If so, do you have a way to identify the structure?

Did you answer "NO" to any of these questions? Every second counts. It is important that emergency services can find your location. If Police or Fire/EMS are responding to your home; visible address numbers will save precious time and can save lives. Take time to inspect your address markings and make sure that they can find your home in an emergency. Keep the following in mind as you inspect your home's markings or make improvements:

- Numbers should be posted on your home or business; Arabic numerals and alphabet letters numbers should be no less than 4" in height and at least 0.5" wide;
- Numbers should greatly contrast their background; all landscaping and shrubbery should be trimmed around markings to allow clear visibility;

**EXHIBIT 4**

- If the premises are a quad or duplex, the structure should have a letter clearly visible after the address number with a space between.
- When access is by private road and building, and the address cannot be viewed from the public right of way, a monument, pole or other sign should be used to identify the building; and
- Numbers should have an unobstructed view from the street, and should be plainly legible and visible from the street or road fronting your property.

The above points make homes and businesses easier to find in an emergency. Do your part to ensure that valuable time is not lost - make it easier for emergency responders to locate you in the event of an emergency.

-30-

**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.

Commented [ME1]:

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

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

Incorporated County of Los Alamos Code Ordinance 02-287

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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.

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#### **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.

Incorporated County of Los Alamos Code Ordinance 02-287

(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 Addresser.

(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 a Property during reasonable times and manners for the inspection of the placement, location, or other compliance with this Article, Section, or Code. The 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 permission of the occupant thereof, or permission of the party responsible therefor in the event the premises are unoccupied.

(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 consisting of a name and a type.

(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:

Incorporated County of Los Alamos Code Ordinance 02-287

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**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 \_\_\_\_ day of \_\_\_\_\_, 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