

## Council Meeting Staff Report

November 27, 2018

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<b>Agenda No.:</b>	B.
<b>Indexes (Council Goals):</b>	2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting
<b>Presenters:</b>	Eric Martinez; Tamara Baer
<b>Legislative File:</b>	OR0828-18b

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### **.Title**

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.

### **.Recommended Action**

**I move that Council Adopt Incorporated County of Los Alamos 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 and ask staff to assure that it is published as provided in the County Charter.**

### **.County Manager's Recommendation**

The County Manager recommends that Council adopt Incorporated County of Los Alamos Ordinance No. 02-287.

### **.Board, Commission or Committee Recommendation**

On September 26, 2018, the Planning & Zoning Commission discussed the ordinance and conducted a public hearing. The Commission unanimously recommended County Council approve the ordinance with staff recommended modifications (Attachment C - P&Z Commission Staff Report, Exhibits 2 and 5) and the following revisions:

1. Sec. 34-104 (e) to include the full language of ‘Section 912 - Authority to Enter’ of the County Charter, as a few words were inadvertently omitted, and
2. Sec. 34-105 (a) to delete the words “...consisting of a name and type” so that the sentence reads as follows: “In order to avoid duplication of addresses and confusion for Emergency Services, Roads shall have unique names.

### **.Body**

On August 9, 2019, the proposed ordinance was introduced by Council. At the August 28, 2018 Council Meeting, a public hearing was scheduled. However, under the Approval of the Agenda, Council postponed the consideration of the ordinance and assigned the Planning & Zoning Commission to review the proposed ordinance and provide recommendations regarding its adoption before rescheduling its consideration by Council.

The purpose of the proposed ordinance is to establish 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.

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Council should note that the proposed ordinance would only apply to new actions as stated in Section 34-102 of the ordinance, i.e. new structures, combining or creating additional units or suites, locating or relocating mobile/manufactured homes, and consolidation or division of land. Existing addresses are currently governed under Chapter 18, Article II, Section 18-53 of County Code.

Previous efforts to develop an ordinance were undertaken in 2013, but no official action ensued. The issue was taken up again in 2017 as a result of efforts to clarify addressing for emergency services. Subsequently, 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 more appropriately be performed by existing staff within the Planning Division, who also serve as liaisons to the Planning and Zoning Commission to which this ordinance references.

The County Attorney's Office has determined the proposed ordinance with the modifications noted does not need to be reintroduced and may resume to a public hearing.

#### **.Alternatives**

Council could choose not to adopt this ordinance.

#### **.Fiscal and Staff Impact/Planned Item**

There is minimal staff and fiscal impact.

#### **...Attachments**

A - Incorporated County of Los Alamos Code Ordinance No. 02-287

B - Publication Notice

C - September 26, 2018 P&Z Commission Staff Report