



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: May 3, 2018

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: To approve the renumbering of the existing buildings and units for the Bella Lago Apartments at 1600 Airport Road. (Dan Stucky; DStucky@carson.org, Dave Ruben; DRuben@carson.org, Ken Sandage; KSandage@carson.org)

Staff Summary: The Bella Lago Apartment complex, located at 1600 Airport Road, currently contains an inadequate addressing scheme that creates confusion and limits the effectiveness of emergency response to the apartment complex. The Addressing Official (City Engineer) has proposed the renumbering of the buildings and unit numbers in order to adhere to the standard addressing requirements listed under Division 22.6.1 of the Carson City Municipal Code Title 18 Appendix – Carson City Development Standards. This modification will allow for the best possible response time for fire and life safety personnel from the Carson City Sheriff's Office and Fire Department and ultimately improve public safety for the residents of the apartment complex. The residents and owner of the Bella Lago Apartments have appealed this addressing change and, per Division 22.3.3 of the municipal code, may appeal the decision to the Board of Supervisors.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

Move to direct staff to advance the process of renumbering the buildings/unit numbers and changing the associated addresses of the impacted units of the Bella Lago Apartments.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

In the summer of 2017, the Bella Lago Apartment complex was expanded with the construction of nine new buildings, one of which was a clubhouse. During the permitting/review process, the nine new buildings were assigned proper numbering and contain adequate monument signs that satisfy the addressing for Multi-Family Residential Addressing per Division 22.6.1 of the Carson City Municipal Code Title 18 Appendix – Carson City Development Standards. However, the nine buildings that existed prior to the expansion, contain no posted building numbers. Carson City addressing records show building numbers; however, it appears that the building numbers are not used for addressing purposes nor is there any monument signage on the buildings. The entire site was addressed 1600 Airport Road. The older units are numbered from 1-170 in consecutive order by building starting at Building 1 in the northwest corner of the site and continuing clockwise. There is no numbering distinction between the first floor or second floor (i.e., unit 2001 on second floor above unit 1001). The current numbering of the nine buildings and associated units that existed before the expansion project, in

combination with the numbering of the new buildings, creates confusion, increases emergency response times, and jeopardizes the safety of the residents of the apartment building.

On November 11, 2016, the City met with the owner of the Bella Lago apartments to discuss the readdressing decision. As a follow-up to the meeting, the City issued a letter on December 5, 2016 that officially notified the owner of the decision to renumber and readdress the existing buildings/units of the apartment complex.

In subsequent communication, the owner requested that the City send an additional letter, addressed from the Carson City Fire Chief and Sheriff, that could be distributed to the residents of the Bella Lago Apartments and explain the reasoning behind the decision.

On January 19, 2018, the City Engineer issued a new letter to the owner of the property accompanied by the requested letter form the Fire Chief and Sheriff. This letter explains the decision process, including an exhibit that shows the proposed renumbering of the buildings in the apartment complex. This letter is included with this staff report and shows exhibits that show the layout and numbering of the nine older buildings. An additional exhibit shows the addressing of the new buildings/units constructed in the summer of 2017, as well as the proposed numbering of the building/units that existed prior to the 2017 expansion project.

The Bella Lago residents, through the owner and owner's attorney, officially appealed the decision to the City Engineer on February 2, 2018. A letter summarizing the reasons for the appeal is included with this staff report.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Do not accept the proposed renumbering of the buildings/unit numbers of the Bella Lago Apartments and keep the numbering and addressing the same.

Do not accept the proposed renumbering of the buildings/unit numbers of the Bella Lago Apartments and propose a new alternative.

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

BELLA LAGO LLC

3652 S. Virginia St., Unit C7
Reno, NV 89502
Tel:775-825-3355 • Fax:775-825-9928

April 19, 2018

Carson City Nevada
Consolidated Municipality and State Capital
Public Works
Dan Stucky, P.E.
City Engineer
3505 Butti Way
Carson City, NV 89701

RE: 1600 Airport Road Carson City, NV 89701, Building and Unit Number Address Assignment

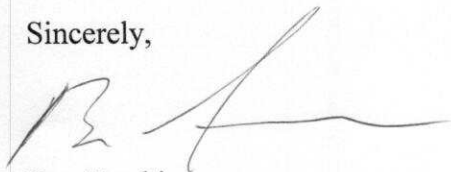
Dear Mr. Stucky:

We decided to appeal the decision of Carson City because it requires substantial effort by our residents to comply. Attached is a summary of some of the comments we have received from our residents. The majority of our residents are not in favor of the decision made by Carson City.

This decision would also require a substantial effort by the property to change all of its records.

I am frankly dumbfounded to understand this condemnation of our numbering system and the taking by the City when it seems that given the technology available today, there are much simpler ways to address the safety concerns.

Sincerely,



Ben Farahi
Managing Member

Issues with changing address**April 19, 2018****Main Concerns:**

- Many Residents have years of current address establishment
- Costs money to redo all personal and business documents and licenses
- Must take time off work
- Some people do not own a computer or have internet access to inform upwards of 100 contacts
- All utility companies will have lag time before utilities can be established at new address

- **Address Updates**
 - All business contacts – shows instability when trying to get new clients
 - All personal contacts – some may not have phone numbers and will need to be updated differently
 - Banks, credit cards, loan payments, mortgage payments
 - Bill collectors – If Resident cannot be found, owing Residents may be sent to collections
 - Medical – Doctors, Specialists, pharmacies

- **Utility Interruptions (May cost money for transferring services to new address)**
 - Landline phone
 - Cell phone
 - TV/Cable/Dish/Internet
 - Electrical
 - Gas

- **Income Interruptions**
 - Unemployment Benefits
 - Social Security Payments
 - Employment – W4s, Paychecks, Direct deposits, Benefits may be affected

- **Money-Costing Changes**
 - DMV – Driver license/Real ID cards
 - Vehicle registration & titles
 - Business licenses
 - Passports
 - Wills & legal documents
 - Personal checks, ink stamps, etc.

- **Mail Delivery**
 - Post Office will have to update their mailing system, which will take time; mail carriers will be unfamiliar with the change and will misdeliver mail and packages; Residents will have to submit change of address – waiting period



CARSON CITY NEVADA

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January 19, 2018

Via E-Mail and U.S. Mail

Mr. Ben Farahi
Bella Lago, LLC
3702 S. Virginia St., Suite G2
Reno, NV 89502
benfarahi@biggestlittle.com

Mr. Frank Gilmore
Robison, Simons, Sharp and Brust Law
71 Washington Street
Reno, NV 89503
fgilmore@rssblaw.com

RE: 1600 Airport Road Carson City, NV 89701, Building and Unit Number Address Assignment

Dear Mr. Farahi and Mr. Gilmore

I would like to provide you with the City's decision regarding the incorrect addressing at Bella Lago Apartments at 1600 Airport Road. This notification is being provided pursuant to [Carson City Municipal Code Title 18 Appendix – Carson City Development Standards Division 22.3](#) as the final decision by the Addressing Official (which is the City Engineer as defined under section 22.2). If you feel the addressing has been unreasonably changed and would like to appeal this decision to the Board of Supervisors, please provide your written appeal to dstucky@carson.org and I will bring the matter to the next available meeting. The 30 days under the code will expire at 5 pm on 2/19/18. Please keep in mind Board items are submitted 2 weeks prior to the meeting date, and time will be needed to prepare the staff report paired with the appeal.

My goal is to provide an adequate addressing scheme at the site for emergency response that 1) takes into consideration meshing the new buildings into the old without conflict and 2) adheres to as many of the standard requirements in code (See 22.6.1.C.4) as possible to allow for consistent training in public safety responses to the City and this site. This will allow for the best possible response time for fire and life safety purposes including Carson City Sheriff's Office and Fire Department responses to the property. Enclosed with this letter is a letter from the Carson City Fire Chief and Carson City Sheriff addressed to the residents of the Bella Lago Apartments that explains the reasoning behind this decision. Please distribute this letter to your residents as needed.

Existing Condition

Prior to the construction of the new apartment buildings, 9 buildings existed on site with no building numbers posted. Carson City addressing records show building numbers as well as the attached exhibit; however, it appears that the building numbers are not used for addressing purposes nor is there any monumentation signage on the buildings. The entire site was addressed 1600 Airport Road. The units



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are numbered from 1-170 in consecutive order by building starting at Building 1 in the Northwest corner of the site and continuing clockwise.

Development Expansion

The expansion project included nine new buildings, one of which is a clubhouse. The project moved forward after approval of a special use permit and variance at the April 27th, 2016 Planning Commission meeting (SUP 16-021 & VAR 16-021) and was constructed this past summer.

The clubhouse has been issued a separate address of 1602 Airport Road.

Addressing Decision

The following options were reviewed in coming to a decision for addressing the remaining buildings on site.

Option 1: Follow 22.6.1.B and assign each individual building a separate address (IE 1604 Airport Road, 1606 Airport Road, etc.). Follow 22.6.1.C.3 and number each unit accordingly as shown as an example in Figure 8 of the Division. IE unit 2001 on second floor above unit 1001.

Option 2: Continue the existing addressing scheme where the numbering would start at 171 and continue sequentially for each building. IE the first new building would contain units 171-178 with 171-174 on the first floor and 175-178 on the second.

Option 3: Utilize section 22.6.1.C.4 and determine that the project is complex enough to warrant an addressing system on a case by case basis while holding to as many established standards as possible.

My decision is to utilize Option 3. The existing buildings shall be renumbered starting with the building that contains the office as Building 1 and following counterclockwise to be compliant as possible with 22.6.1.C.3. The units shall be numbered according to 22.6.1.C.3 because there are more than 100 units per story in the project. See attached figure for clarification.

Each building shall have installed building numbers and unit numbers that comply with 22.7.1. The existing structures/units shall come into compliance by July 19, 2018 pursuant to section 22.3.3.D. Please contact me to coordinate your plans of renumbering the units, so the City can perform the items listed under section 22.3.3.C concurrently and allow for a smooth transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Stucky".

Dan Stucky, P.E.
City Engineer

CC: Dave Ruben, Fire Marshall
Sean Slamon, Fire Chief
Kenny Furlong, Sheriff
Darren Schulz, Public Works Director



CARSON CITY FIRE DEPARTMENT

"Service with Pride, Commitment, Compassion"

Bella Lago Apartment Residents
1600 Airport Road
Carson City Nevada

January 4, 2018

Dear Bella Lago residents,

With the construction of the eight new apartment buildings in 2017, the existing eight buildings were required to be renumbered under the Carson City Municipal Code Title 18 to avoid having two different numbering systems in place. The updated numbering system will avoid confusion when firefighters from the Carson City Fire Department or deputies from the Carson City Sheriff's Office have to respond to emergency situations in your apartment complex.

While we know this may cause some initial inconvenience, ensuring that our citizens have efficient emergency response is our highest priority.

Sincerely,

Sean Slamon
Fire Chief

Kenny Furlong
Sheriff

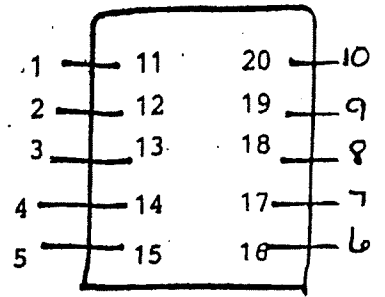
Upstairs Apts are shown
inside of each box.

Bella Lago Village
1600 Airport Road
Carson City, Nevada 89701
883-3056

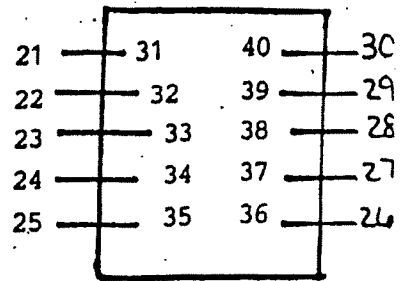
1600 Airport Rd.
Carson City, NV 89701

(702) 883-3056
(702) 883-0446 FAX

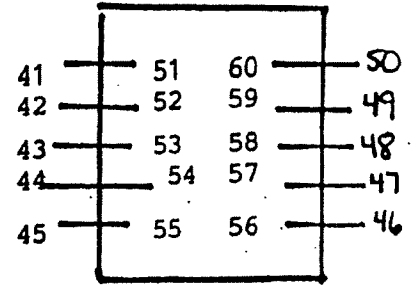
BLDG. # 1



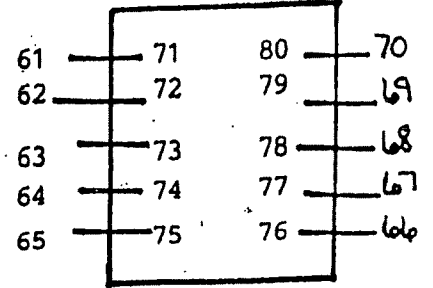
BLDG. # 2



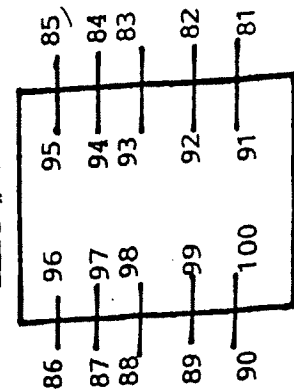
BLDG. # 3



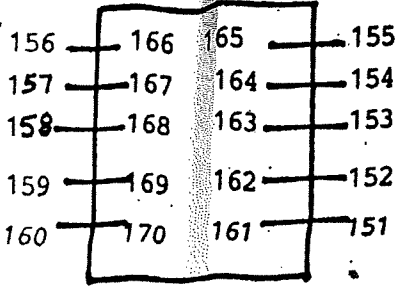
BLDG. # 4



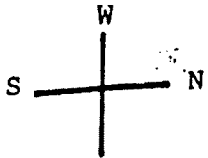
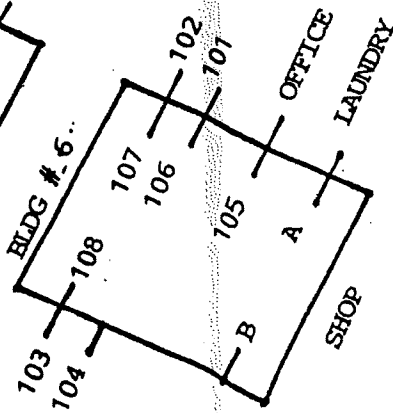
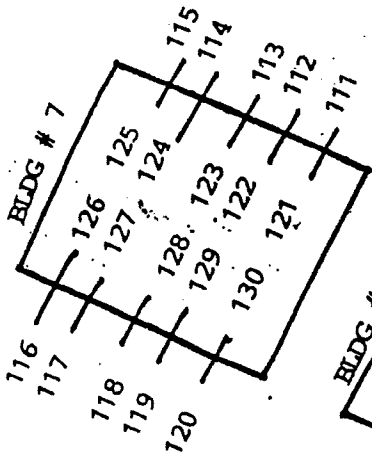
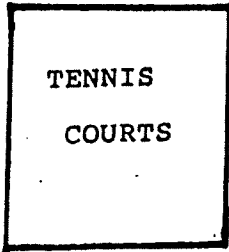
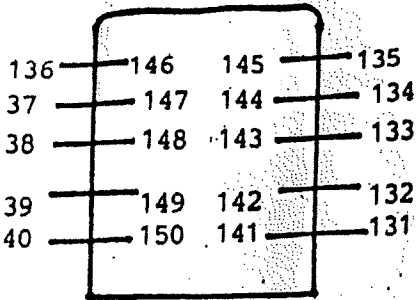
BLDG # 5



BLDG # 9



BLDG. # 8



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N
1 Inch = 80 Feet

**BELLA LAGO 1600 AIRPORT RD.
PARCEL 008-321-02**

Carson City
Assessor's Office
201 N Carson St. Suite 6
Carson City, NV 89701
(775) 887-2130



CARSON CITY, NEVADA
THIS MAP IS PREPARED FOR THE CITY
OF CARSON CITY FOR ILLUSTRATIVE
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REPRESENT A SURVEY. NO LIABILITY
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DELIMITED HEREON.

Division 22 - STREET NAMING AND ADDRESS ASSIGNMENT REGULATION

Sections:

22.1 - Purpose.

These regulations have been prepared by the Carson City Fire Department in order to set forth the requirements for naming streets and assigning addresses within Carson City.

(Ord. No. 2012-18, § I, 12-6-2012)

22.2 - Definitions.

Access is a way or means by which a vehicle enters a lot or parcel or a person enters a building.

Address is a number, directional prefix, primary street name, and suffix. The property address is also called the site or general address.

Addressing official is the City Engineer or his designee who is charged with the administration of these standards.

Alignment is the continuation or adjournment of a street or streets.

Assessor's parcel number is a number assigned to a lot or parcel for tax assessment identification.

Baseline is a north-south or east-west line used as a zero starting point for address numbers.

Bubble street is a type of cul-de-sac which measures less than 100 feet from the point of radius of the turnaround to the centerline of the connecting street.

Block interval is a numerical grid by which each block is addressed.

Building is a structure designed for human occupancy or use.

Commercial development is a building constructed for commercial (profit making) purposes.

Cul-de-sac is a street ending in a dead-end, not being an extension of another street, having no other street intersections, and not having the capability of connecting or intersecting with another street in the future. A Cul-de-Sac is considered a "Bubble Street" if it meets the definitions for such a street.

Directory is an address information map or model located at an access point detailing building suite and/or unit location(s). See also "Monument Sign."

Floor - See Story.

General address - See Address.

Hundred block is an incremental number breakdown of a section of land. It has a hundred numbers, 0 through 99.

Hundred block indicator is a number and has either a direction prefix or prefix indicating the perpendicular distance of a street from its parallel baseline.

Legal address is the address that has been officially assigned by the City.

Major arterial is a street falling on a Township or Range line, a section line, a quarter section line, or another alignment that is 80 feet in width or greater, which is designed to accommodate through-traffic with comparatively long vehicle trip lengths.

Major division occurs in a nonresidential and/or mixed-use building(s) with a minimum of one structural/load bearing or 4-hour fire wall separating a minimum of two suites and/or buildings.

Master site address is an address assigned for the management of records and permits pertaining to the total development or complex.

Mixed-use is the vertical integration of residential uses and commercial or civic uses within a single building or a single development, where pedestrian access, vehicular access and/or parking functions for the uses are shared.

Monument sign is a sign placed in a conspicuous location to indicate the address range of a group of buildings when such building addresses are not readily visible from the main access street.

Municipal pertains to Carson City, but may also pertain to other government buildings.

Non-residential complex is a commercial or industrial development having three or more buildings.

Number is part of an address based on the numerical distance from an appropriate baseline. Numbers used for addressing purposes shall be whole numbers only.

Prefix is a directional identifier (North, South, East, West, etc.) that precedes the street name and is not a suffix. A prefix is also known as a directional prefix.

Person refers to any individual, firm, corporation, partnership or other legal entity or their authorized agent.

Plat is a scaled map of a town or a section of land that has been subdivided into lots showing the location and boundaries of the individual parcel with the streets, alleys, easements, and rights of use over the land of another.

Point-of-origin is the intersection of the north-south and east-west baselines establishing zero at the intersection. (See Figure 1)

Primary street name is the portion of a street name which is neither a directional prefix nor a suffix. Example: West Telegraph St., where "Telegraph" is the primary street name.

Residential development is a development intended for human habitation.

Residential complex is a development having three or more buildings.

Site plan is a map showing property boundaries with dimensional ties to section, township and range monuments, building locations, dimensions of property, buildings and setback distances to property lines, primary access points for property and buildings, dimensional ties of tenant improvements to a building shell, access from closest public street for non-subdivided parcels, with a north arrow.

Site is the address of a lot, parcel or building; also called the "property address".

Street is any public or private thoroughfare or easement reserved for vehicle travel and access unless the context requires a different meaning.

Street name is the primary street name and suffix. It shall not include the directional prefix.

Street sign displays the primary name, suffix, direction from a baseline and the north, south, east or west hundred block indicator of each street name.

Story is the vertical distance from top to top of two successive finished floor surfaces; and for the topmost story, from the floor finish to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters.

Suite number - See unit number for definition.

Structure is any fence, tower, edifice, or building of any kind, or any piece of work artificially built up or composed of parts joined together in some temporary or definite manner which requires location on the ground or is attached to something having a location on the ground which extends more than 36 inches above grade.

Suffix is a word in a street name used to indicate a type of street. That portion of a street name which indicates that it is a right-of-way, such as "Street," "Avenue," "Lane," "Road," "Circle," "Way," etc.

Tenant improvement is an improved space within a building, which is under separate control, has primary access to exterior or interior public spaces, and is used for residential or nonresidential activity.

Unit address is a specific number delineating individual unit locations within a single site. A unit address may share a common entrance, so long as there is a dividing wall and separate business licenses in the case of a commercial or industrial use.

(Ord. No. 2012-18, §1, 12-6-2012)

22.3 - Standard Addressing Regulations.

22.3.1 Address Assignments.

- a. All addresses shall be assigned by the Addressing Official or designee.
- b. All addresses are to be unique and will not be duplicated.
- c. Addresses shall be assigned in such a way that each separate building will be assigned a unique address number.
 - (1) Buildings with multiple occupancies will be assigned suite numbers in accordance with the regulations in this document.
 - (2) Buildings with major divisions may be assigned unique address numbers.
 - (3) Building addresses shall be assigned to the primary street from which the major ingress and egress occurs.
- d. It shall be the property owners' and/or the developer's responsibility to obtain a legal address for new development.
- e. All local utility companies shall receive proof of a legal address prior to any utility service being connected. (See Section 22.8.6).

22.3.2 Address Numbering.

- a. An address shall be assigned within the appropriate addressing range in accordance with the provisions of this document.
- b. The number assigned shall be within the address range available within the appropriate hundred block.
- c. Address assignments shall be maintained on street address maps maintained in the Assessor's Office as well as in the office of the Addressing Official.
- d. For the purpose of address assignment, curved streets shall be treated as if they were straight.

- e. All addresses on the east and south side of a street shall be given an odd number except on a looped street
- f. All addresses on the west and north sides of a street shall be given an even number except on a looped street.
- g. A looped street shall be addressed from the appropriate hundred block of the primary direction of the loop.
 - (1) Addresses shall be assigned starting at the entrance of a looped street and continue counterclockwise around the outside with even numbers to the outside and odd numbers to the inside of the loop.

22.3.3 Address Changes and Vested Rights.

- a. Street names and/or address numbers may be changed or altered, depending upon need as determined by the Addressing Official. Streets that have had any structures erected upon them, must have Board of Supervisor approval prior to any changes being made.
- b. When there is knowledge of an incorrect address, and/or a duplicate street name and/or address, the affected property owners shall be promptly notified that a change of street name and/or address number may occur. Property owners do not have vested rights to street names and/or address numbers, even if a street name and/or address has been used for many years.
- c. If a change or correction is deemed necessary by the Addressing Official the procedure shall be as follows:
 - (1) The Assessor's Office shall correct the address on the street address maps, charts and/or automated mapping system.
 - (2) The affected property owners will receive notice of the new street name or address number.
 - (3) The City shall notify the affected government agencies and utility companies that a change has occurred.
- d. Any property owners of residential or non-residential structures affected by the provisions of this subsection shall, upon proper notice, bring such structures into conformance with this Ordinance within six months.
- e. If the affected property owners or their designated representatives perceive that an address was unreasonably changed, then the affected property owners or their designated representatives may file an appeal to the Addressing Official within 30 days from the date that proper notification was sent.
- f. The decision of the Addressing Official may be appealed to The Board of Supervisors.

(Ord. No. 2012-18, §I, 12-6-2012)

22.4 - Street Naming Guidelines.

22.4.1 Use of Street Names.

- a. A primary street name shall be used only once and shall not be used in any other alignment. The same primary street name cannot be repeated with a different suffix nor may a name be separated and used again (e.g. Bitterroot St. - Bitter Root St.).
- b. Once a primary street name is assigned to any alignment it shall not change anywhere along the extension of that alignment unless the subject primary street name does not and cannot in the future connect to the existing public right-of-way.
- c. Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g., Ellis: Alice, Allen: Alan, Hinson: Henson.

- d. Only the common or correct spelling of street names will be accepted. E.g. Jane not Jayne, or Frederick not F
- e. Street names in a foreign language will not be considered unless accompanied by a common English translation and their meaning is inoffensive and/or reasonable.
- f. Foreign language suffixes (e.g. Via, Camino, Rua, Chemin, Rue, etc.) shall not be used in any part of a street.
- g. Names that tend to be slurred or difficult to pronounce by emergency response services shall not be used.
- h. Street names are restricted to a maximum of 20 characters (includes street name, space, prefix, and suffix).
- i. Directional prefixes and suffices are not permitted as primary street names (e.g. Northgate Rd.).
- j. No street names can be a stand-alone preposition, conjunction, numbers or letters.
- k. Driveways shall not be named.
- l. The Carson City Board of Supervisors may waive these street naming provisions as they deem necessary to accommodate special circumstances.

22.4.2 Use of Suffixes.

- a. "Avenue" shall represent any right of way lying in an east-west direction, not ending in a cul-de-sac and with sidewalk improvements.
- b. "Boulevard" or "Parkway" shall represent streets ranging from 80 feet to 120 feet wide with at least a portion of the street being separated by a planter or median.
- c. "Circle" or "Loop" shall represent a street starting and ending on the same street or itself, e. g., a horseshoe shaped street.
- d. "Court" shall represent a cul-de-sac with no side streets.
- e. "Drive" shall represent any right of way lying in a northeast-southwest direction, not ending in a cul-de-sac and with sidewalk improvements.
- f. "Highway" shall represent a road with a minimum of a 150-foot wide right-of-way, have controlled access, and a high-speed road with grade separation at interchanges.
- g. "Lane" shall represent any right of way lying in a north-south direction, not ending in a cul-de-sac and in a rural section of the City or any area without sidewalk improvements.
- h. "Place" shall represent any right of way that makes multiple directional changes which make other designations inappropriate.
- i. "Road" shall represent any right of way lying in an east-west direction, not ending in a cul-de-sac and in a rural section of the City or any area without sidewalk improvements.
- j. "Street" shall represent any right of way lying in a north-south direction, not ending in a cul-de-sac and with sidewalk improvements.
- k. "Trail" shall represent a meandering road in a rural mountainous area.
- l. "Walk" shall represent a non-motorized path or track made across a wild region or rough country for the passage of humans or animals.
- m. "Way" shall represent any right of way lying in a northwest-southeast direction, not ending in a cul-de-sac and with sidewalk improvements.

(Ord. No. 2012-18, §1, 12-6-2012)

22.5 - Configuration for Street Naming.

22.5.1 Offset Street Alignments.

- a. When a street changes its alignment at an intersection by a distance equal to or less than two times the width of the right-of-way, it shall retain the name of the original alignment to provide traffic and addressing continuity. See Figure 2A.
- b. When a street changes its alignment at an intersection by a distance greater than two times the width of the right-of-way, it shall be assigned a new street name. See Figure 2A.
- c. Curvilinear streets shall maintain the same street name. See Figure 2B.
- d. When a street shifts its alignment (north/south on an east/west alignment or east/ west on a north/south alignment), it shall be assigned a new street name. See Figure 2C.

22.5.2 Straight Streets.

- a. A newly developed street shall assume the name of the street with which it aligns if such alignment exists. See Figure 3A.
- b. When a street is not in alignment with, nor an extension of any existing street, a new street name shall be assigned to the street. See Figure 3B.
- c. Once a street name is assigned to an alignment, it may not be assigned to any other alignment or be assigned if it will not connect in the future. See Figure 3C.

22.5.3 Cul-de-sac and Bubble Streets.

- a. When a cul-de-sac is located at the end of an existing street right-of-way or alignment, it shall be given the same primary name and suffix of that street, whether the cul-de-sac is straight, curves or meanders. See Figure 4A.
- b. When cul-de-sacs are located in such a manner as to be connected to each other by a straight or arcing street which is more or less perpendicular to an adjoining street alignment forming a "T" intersection, said cul-de-sacs and the connecting street shall be given the same primary street name, which must be a different name than the street it connects to. See Figure 4B.
- c. When cul-de-sacs approach each other from opposite directions and are on the same alignment but do not join in any manner, they shall be assigned different street names. See Figure 4C.
- d. When two cul-de-sacs are in direct alignment, bisected perpendicularly by a street, the cul-de-sac shall be assigned the same street name. See Figure 4D.
- e. When a bubble street less than 100 feet in length is located perpendicular to the primary street, the bubble street shall assume the primary name and address numbering of the street which it adjoins. See Figure 4E.

22.5.4 Circle, Horseshoe, and Loop Streets.

- a. A circular or horseshoe shaped street shall not be assigned the same primary street name as that of the principal street it intersects. See Figure 5A.
- b. A circular or horseshoe shaped street may carry the same primary street name throughout, or a new primary street name may occur at natural breaking points such as intersections and knuckles. See Figure 5A and 5B.
- c. In the case of loop streets having only one access, each segment of the loop will bear the same primary street name. See Figure 5C.
- d. When circular streets are segmented into halves or quarters by intersecting streets, the following shall apply:
 - (1) No two streets terminating on the same circle shall have the same name. See Figure 6A.

- (2) If the intersecting streets maintain the same primary street name on both sides of the intersected circle be built along the circular street, then each resulting segment of the circular street shall be assigned a See Figure 6B.
- (3) If the intersecting streets maintain the same primary street name on both sides of the intersected circle and no buildings are to be built along the circular street, then the circular street may maintain the same primary street name. See Figure 6C.

22.5.5 Curvilinear Streets.

- a. A street which leaves its alignment by not more than 150 feet may retain the name of the original alignment. See Figure 7A.
- b. A street which leaves its alignment by more than 150 feet but returns to its original section alignment, shall use the primary street name of the original alignment. See Figure 7B.
- c. A curvilinear street which changes direction but doesn't terminate at an intersection may maintain its primary street name throughout. See Figure 7C.

22.6 - Address Assignments for Manufactured Home Parks and Residential and Non-Residential Complexes.

22.6.1 Multi-Family Residential Addressing. (See Figure 8)

- a. All multi-family residential developments shall be assigned an address (street number, direction, street name) corresponding to the appropriate hundred block. The development address shall be called the "Master Site Address." The Master Site Address shall be used for all common areas and may also serve as the address of the office/clubhouse etc., provided it is a standalone building.
- b. All individual buildings within the development shall be assigned an address corresponding to the appropriate hundred block.
- c. All units of all buildings shall be provided with a unique unit number.
 - (1) If single story, the units shall be numbered in numeric sequence, beginning with number one and continuing in a counterclockwise direction from the primary entrance.
 - (2) If multi-story, with less than 100 total units per story for the entire development, a three digit number shall be assigned to each unit starting at the primary entrance and continuing counterclockwise as follows:
 - B100—B199 for the first level below grade
 - 100—199 for first floor units
 - 200—299 for second floor units
 - 300—399 for third floor units, etc.

NOTE: The corresponding unit numbers shall "line-up", one above/below the other when possible.
 - (3) If multi-story, with more than 100 or more total units per story for the entire development, four digit numbers shall be assigned to each unit starting at the primary entrance and continuing counterclockwise as follows:
 - 1000—B1099 for the first level below grade
 - 1000—1999 for the first floor units
 - 2000—2999 for the second floor units

3000—3999 for the third units, etc.

NOTE: The corresponding unit numbers shall "line-up", one above/below the other when possible.

- (4) Projects which are large or complex enough to create address requirements that cannot conform to the unit addressing system shall have addresses assigned on a case-by-case basis while holding to as many established standards as possible.

22.6.2 Manufactured Home Parks. (See Figure 9)

- a. A Master Site Address shall be assigned to the primary dedicated street from which the major ingress and egress occurs. The Master Site Address shall be assigned in accordance with the appropriate street name, number and direction of appropriate hundred block range. The Master Site Address shall be used for all common areas and may also serve as the address of the office/clubhouse etc., provided it is a standalone building.
- b. Each street within the park will be assigned a unique street name that conforms to these standards.
- c. Individual space numbers will be assigned addresses corresponding to the appropriate hundred block and in conformance with these standards.

22.6.3 Non-Residential/Mixed-Use Addressing. (See Figure 10)

- a. All separate and distinct non-residential and mixed-use developments having multiple tenant accommodations shall be assigned an address for each development corresponding to the appropriate hundred block. This address shall be called the "Master Site Address". The Master Site Address shall be used for all common areas.
- b. All individual buildings and/or major divisions within a development shall have an address assigned to the appropriate hundred block. The addition of any other buildings to the development shall require separate building addresses.
- c. The building address shall be assigned to the primary street from which the major ingress and egress occurs. Suite numbers shall start at a minimum of 100 if less than 100 suites per floor or 1000 if there are more than 100 suites per floor. When possible, suite numbers shall increase by increments of 10. If suite assignments in increments of ten are not feasible then use increments of five. In the case of a development that includes one or more private drives, or on corner lots with a secondary entrance and if all address numbers within the address range for primary access street have been assigned, then addresses shall be assigned, in accordance with Section 22.4, to the public street or private drive which is named in accordance with these regulations.
- d. All units or suites within any building or major division shall be assigned a unique number which represents the level or story of each unit. The first digit, or in the case of an underground unit the first two digits, of a suite shall represent the floor on which the suite is situated. On multi-story buildings, unit numbers shall line up with the unit above and below it. Most in-line retail and warehouse buildings are single story and have less than 100 suites. The address shall be referred to as the "Suite or Unit Address". It shall not be acceptable to use an alphabetic suffix for unit or suite addresses except for the letter B. The letter B shall be used to indicate below grade units (i.e. basement level).

- (1) Basement-level addressing shall be assigned in the following manner.

B100—B199 for the first underground level

B200—B299 for the second underground level

B300—B399 for the third underground level, etc.

1000—1999 for the first floor units

2000—2999 for the second floor units

3000—3999 for the third units, etc.

NOTE: The corresponding unit numbers shall "line up" with one above/below when possible.

22.6.4 Monument/Directional Signs.

- a. The City may require the placement of monument/directional signs on development sites where buildings and/or parking placement is obscure from the primary street the building is addressed. Directional signs shall conform to applicable sign regulations.
- b. Display requirements.
 - (1) If required, a directional sign shall be placed at each primary entry to the obscured building.
 - (2) If required, each directional sign shall carry the appropriate addresses or range of addresses and a directional arrow or location instructions as minimal direction information.
 - (3) During new construction, the assigned address for all residential and commercial development shall be displayed and will be setback 10 feet from the front property line adjacent to the primary entrance. This display shall contain both the street name and assigned addresses.

22.7 - Address Display Requirements.

22.7.1 Size and Placement (See Figures 11 through 14 for illustrations/additional requirements).

- a. Single family and two-family residential properties shall attach addresses numbers a minimum of three inches in height. Individual apartment numbers and unit or suite numbers shall also be three inches in height. Accessory structures (i.e, sheds, garages, and similar structures) shall be exempted from this requirement.
- b. All structures (except those described in 1 above) shall have address numbers five inches in height. Individual Unit or Suite numbers must be a minimum of three inches in height.
- c. All address numbers for any structure shall be conspicuously displayed in a contrasting color with the background of the structure.
- d. All address numbers for any structure must be clearly visible from the street or private drive to which each building and/or structure is oriented.
- e. Address numbers that are not visible from the public street or roadway may require the addition of a monument sign, to be erected at the entrance that will display the address or range of addresses.
- f. General address displays or signs for residential and non-residential complexes shall be in accordance with applicable state and municipal sign regulations.
- g. Manufactured Home Parks shall have a free-standing sign or monument sign with the general/master site.
- h. The placement of building numbers for residential and non-residential complexes shall be clear of all visual obstacles such as awnings, trees, covered parking areas or similar sight obstructions.
- i. Unit address numbers for residential and non-residential complexes shall be placed near or on the front door.
- j. Final approval of any building or unit/suite may be withheld until all required street address numbers

have been permanently displayed and a Certificate of Occupancy has been issued.

22.7.2 Street Sign Requirements.

- a. Developers shall be responsible for providing and installing street signs in accordance with applicable municipal requirements.
- b. Directional signs shall have numbers of not less than six inches in height in accordance with the municipal sign requirements.
- c. All street signs, including illuminated street signs, shall contain the appropriate hundred block range. In the case of cul-de-sacs, the address range shall be identified.

22.7.3 Identification Directory.

- a. Non-residential and residential complexes may be required to display a permanent Identification Directory reflecting a scaled replica of the site in accordance with NFPA 1, Section 10.13 and the provisions of this document.
- b. The directory shall be located on the right side of any entrance driveway, not more than 100 feet from the entrance, but not beyond any diverging drives.
- c. The Identification Directory shall indicate the locations of all buildings, amenities, structures and fire hydrants in relation to all streets, driveways and sidewalks located within the complex.
- d. The Identification Directory shall be of adequate size so that letters, numbers and similar attributes are easily identifiable. In addition, all directories are to be illuminated at night.
- e. The property owner and/or developer shall submit five 8.5 inch x 11 inch copies of the site plan showing all applicable information to the Fire Department for approval prior to construction of the Identification Directory.

22.8 - New Development.

22.8.1 Tentative Map Review.

- a. All proposed street names must be submitted by the developer on a separate alphabetical listing and be indicated on the Tentative Map.
- b. Street names will be checked for acceptability by the Addressing Official to ensure compliance with this document.
- c. The proposed street names shall be reserved as long as a Tentative Map has not expired.

22.8.2 Final Map Review.

- a. Street names are to be confirmed and are to be placed on the Final Map, including all private street names.
- b. The developer must specify any unusual addressing requirements. Street addresses shall not be issued until recordation of the plat.

22.8.3 Post-Recording Procedure.

- a. The property owner and/or developer shall furnish copies of the recorded plats to the appropriate government entities.
- b. A master subdivision/site address shall be assigned to all subdivisions. This address shall be unique and will not be duplicated.
- c. Address numbers shall be assigned by the Addressing Official on a copy of the recorded plat and provided to the developer.
- d. When the Street Address Maps are updated, the Addressing Official will prepare and send new address

updates to all related utility companies and government entities.

- e. New street names and address ranges will be entered into a street directory that will be maintained by the Addressing Official.

22.8.4 Non-Subdivision Developments.

- a. Address numbers will be assigned through the building permit review process in accordance with these regulations.
- b. The property owners and/or developers of residential and non-residential complexes which are not from a recorded plat shall submit site plans indicating the location of all buildings, structures, amenities, units, lease spaces, future building sites or any other similar attributes.
- c. The Addressing Official will prepare and send new address updates to all related utility companies and government.

22.8.5 Permit Approval.

- a. Assigned address numbers are required on all new building permits and utility connection applications.

22.8.6 Address for Utility Services.

- a. In order to apply for any utility service for a construction office, sales office or other structure at the time of construction, the property owner or developer must demonstrate evidence of a correct legal address.