

Introduced by: Borough Manager
Requested by: GIS Analyst
Drafted by: GIS Analyst
Introduced: 05/19/2015
Public Hearing: 06/02/2016
Adopted: 06/02/2016

**KODIAK ISLAND BOROUGH
ORDINANCE NO. FY2016-20**

**AN ORDINANCE OF THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH
AMENDING KIBC TITLE 12 *NAMING BUILDINGS, PUBLIC FACILITIES,
STREETS AND SIDEWALKS* CHAPTER 12.10 *CHANGES TO EXISTING
STREET NAMES; AND TITLE 15 BUILDING AND CONSTRUCTION
CHAPTER 15.40 BUILDING NUMBERING***

WHEREAS, to supplement existing Borough code in order to clarify procedures and ensure proper data management operations and documentation; and

WHEREAS, in order to provide clear, standardized guidelines regarding E911 building numbers and street naming; and

WHEREAS, in order to assist E911 emergency services and to follow best practices regarding E911 addressing; and

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH THAT:

Section 1: This ordinance is of a general and permanent nature and shall become a part of the Kodiak Island Borough Code of Ordinances.

Section 2: Title 12 *Naming Buildings, Public Facilities, Streets and Sidewalks* Chapter 12.10 *Changes to Existing Street Names* is hereby amended as follows:

Chapter 12.10
CHANGES TO EXISTING STREET NAMES

- Sections:
- 12.10.010 Purpose and intent.
 - 12.10.020 Definitions.
 - 12.10.030 Manner of initiation.
 - 12.10.040 Hearing on name change.
 - 12.10.050 Procedure.
 - 12.10.080 Appeals.

12.10.010 Purpose and intent.

46 The purpose of this chapter is to provide for a consistent process by which the name of a street,
47 road, way, avenue, etc., can be changed. The process established by this chapter is intended to
48 be used when property owners on an existing platted street desire to change the name of that
49 street without going through the platting process in KIBC Title 16, Subdivisions. This process
50 can be used when the change will not result in a change to any of the boundaries of the street
51 or any of the adjacent lots. This process does not apply to state roads or highways.

52
53 **12.10.20 Definitions.**

54 **A. For purposes of this chapter, the word “street” will be used to describe all road types.**

55 **B. When changing street names, the following road types shall be considered:**

- 56 • **Avenue. Roads generally running perpendicular to main thoroughfares.**
- 57 • **Circle. Short road that returns to itself; circular or semi-circular roads.**
- 58 • **Court. Permanently closed road such as a cul-de-sac; dead-end road, usually**
59 **under 1,000 feet in length; or horseshoe-shaped road.**
- 60 • **Lane. Fire road or private road.**
- 61 • **Loop. Short drive that begins and ends on the same road.**
- 62 • **Road. Most common designation for a secondary thoroughfare; generally**
63 **indicates a heavily traveled route.**
- 64 • **Street. Roads generally running perpendicular to Avenues.**
- 65 • **Drive. Roads which do not have a directional course.**

66 **Additional road types may be considered.**

67
68 **12.10.030 Manner of initiation.**

69 Changing the name of a street may be initiated as follows:

- 70 A. By the planning and zoning commission upon its own motion; or
- 71 B. By petition of owners of at least 50 percent of the lots on that street.

72
73 **12.10.040 Hearing on name change.**

74 The planning and zoning commission shall review and approve or deny all requests for a street
75 name change. Notice of Name Change shall be sent to all property owners of lots adjacent to
76 that street and to local emergency response authorities.

77
78 **12.10.050 Procedure.**

79 A. Property owners and emergency response authorities have 30 days to review and comment
80 to Notice of Name Change.

81 B. Within 30 days after comment period closes, planning and zoning commission shall review
82 name change request according to the following standards:

- 83 1. The proposed name shall be appropriate and shall not duplicate existing street names in
84 spelling or sound, which could result in confusion.
- 85 2. To the extent possible, names should be consistent with other street names previously
86 established in the area.
- 87 3. If an individual's name is proposed, it is recommended that it be a surname of historical
88 significance, or in memorial of an individual.
- 89 4. The proposed name shall not be offensive or derogatory.
- 90 5. No objection is expressed by local emergency response authorities and the support of a
91 majority of street property owners is provided.

- 92 C. Upon reaching a determination, the commission shall adopt a resolution changing the name
93 of the street.
94 D. Upon adoption of a resolution and completion of the appeal period, owners of the lots
95 affected by the decision, as well as proper emergency response agencies and utilities, shall
96 be mailed official notification by the community development department.
97 E. Upon adoption of a resolution and completion of the appeal period, the resolution shall be
98 filed at the recorder's office to provide legal documentation of the street name change.
99

100 **12.10.080 Appeals.**

101 Appeals may be taken from a decision of the planning and zoning commission as provided in
102 Chapter 16.90 KIBC.
103
104

105 **Section 3:** Title 15 *Building and Construction* Chapter 15.40 *Building Numbering* is hereby
106 amended as follows:

107 **Chapter 15.40**
108 **BUILDING AND LOT NUMBERING**

109 Sections:

- 110 15.40.010 Compliance required.
111 15.40.020 Baselines established.
112 15.40.030 Streets classified by points of the compass.
113 15.40.040 Progression of numbers.
114 15.40.050 Location of odd and even numbers.
115 15.40.055 Numbering
116 15.40.060 Duties of the manager.
117 15.40.070 Compliance with regulations of borough – Size of numbers – Duty to erect.
118 15.40.075 Procedure
119

120 **15.40.010 Compliance required.**

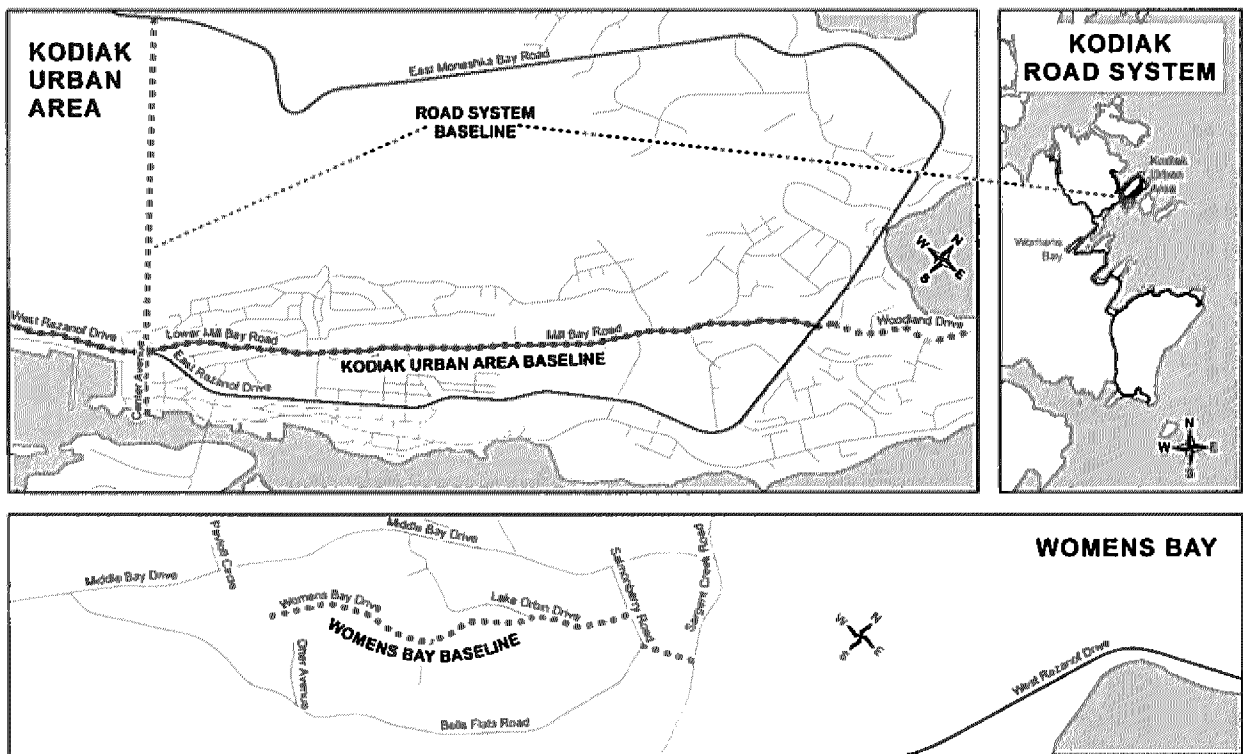
121 The numbering of all buildings and lots fronting public streets within and around Kodiak Island
122 Borough and all incorporated municipalities shall conform to the system of rules set forth in
123 this chapter.
124

125 **15.40.020 Baselines.**

126 Numbering buildings and lots on all public streets shall begin at the baselines established for the
127 geographic areas defined in this section. Map image provided for reference at the end of this
128 section.
129

- 130 A. Road System Baseline: The baseline for numbering all public or private streets that are
131 generally oriented northeast and southwest shall be based on a line (trending southeast to
132 northwest) that parallels Center Avenue or the alignment of Center Avenue extended from
133 its intersection with of East Rezanof Drive and West Rezanof Drive. This line serves as the
134 baseline for Kodiak Urban Area, Womens Bay (Bells Flats) and the Kodiak Island Road
135 System.

- 136 B. Kodiak Urban Area Baseline: The baseline for numbering all public or private streets that are
 137 generally oriented northwest and southeast shall be based on a line (trending southwest to
 138 northeast) that parallels West Rezanof Drive (from Deadman's Curve to Center Avenue),
 139 Lower Mill Bay Road, and Mill Bay Road (extending to the intersection of Mill Bay Road and
 140 East Rezanof Drive), then running through the intersection of Mill Bay Road and East
 141 Rezanof Drive and along Woodland Drive to its terminus.
- 142 C. Womens Bay Baseline: The baseline for numbering all public or private streets that are
 143 generally oriented northwest and southeast shall be based on a line (trending southwest to
 144 northeast) that parallels Womens Bay Drive, Lake Orbin Drive, running through the center of
 145 the intersection of Salmonberry Creek Road, Lake Orbin Drive and Bells Flats Road to the
 146 west of that intersection.
- 147 D. Remote municipality Baselines
- 148 1. Identify two lines that will represent the baseline for numbering all public streets.



- 149 **15.40.030 Streets classified by points of the compass.**
- 150 A. All public streets running generally northwest and southeast and lying northwest of the
 151 baseline shall be designated by the prefix "North," and all public streets running generally
 152 northwest and southeast and being southeast of the baseline shall be designated by the
 153 prefix "South."
- 154 B. All public streets running generally northeast and southwest and lying northeast of the
 155 baseline shall be designated by the prefix "East," and all public streets running generally
 156 northeast and southwest and being southwest of the baseline shall be designated by the
 157 prefix "West."

160 **15.40.040 Progression of numbers.**

- 161 **A. General guidelines:**

- 162 1. From the baseline, the first number of all streets shall be 100. Numbers shall
163 progress at the rate of 1,000 numbers of each 5,280 feet from the baseline.
- 164 2. Where streets change general direction, numbering shall progress at the rate of
165 1,000 numbers per 5,280 feet of centerline length.
- 166 3. Where street numbers already exist, new numbers will generally be assigned
167 based on the difference between two existing numbers and the distance between
168 them.

169
170 **15.40.050 Location of odd and even numbers.**

- 171 A. Odd numbers shall be assigned to the left side of each public street, proceeding away from
172 the baseline.
- 173 B. Even numbers shall be assigned to the right side of each public street, proceeding away from
174 the baseline.

175
176 **15.40.55 Numbering**

- 177 A. The number assigned to each structure shall be that of the numbered interval falling
178 closest to the front door or the driveway of said structure if the front door cannot be
179 seen from the main road.
- 180 B. Every structure with more than one principal use or occupancy shall have a separate
181 number for each use or occupancy, i.e. duplexes will have two separate numbers;
182 apartments will have one road number with an apartment number, such as 235 Maple
183 Road, Apt 2.
- 184 C. When a road can be accessed by two different adjoining roads, numbering should
185 begin at that entrance which emergency responders are most likely to enter.
186 Numbers will then ascend as responders search for a location.
- 187 D. The general logical order of address elements should follow Postal Service
188 conventions: road number, predirectional (if any), primary road name, suffix, post-
189 directional (if any), and secondary number (if any), e.g., 100 W. Main St, Apt 201.
 - 190 1. Multi-family Housing: Assign a primary road address, with numbers (not letters)
191 as secondary location indicators, e.g., 111 Main St, Apt 1. Use apartment numbers
192 to indicate the floor location, e.g., Apt 303 (or 3C) is the third apartment on the
193 third floor.
 - 194 2. Circular roads: Numbering should begin at the point where emergency
195 responders are most likely to enter the road, so numbers will ascend as
196 responders search for a location. Where there is no obvious end with greater
197 traffic flow, it is recommended that the starting point be selected at the end closer
198 to the designated numbering origin. Whatever method is selected, apply it
199 consistently within the community.
 - 200 3. Corner lots: Assign a number according to where the front door faces the road.
201 There may be instances, however, when a corner lot might be numbered based on
202 its driveway, if it made more sense from an emergency responder perspective.
 - 203 4. Cul-de-sacs: Those without buildings in the center portion should be numbered
204 as if the center line of the street bisects the cul-de-sac with odd numbers on the
205 right and even numbers on the left. The numbers meet at the far end of the center

- 206 area. When a structure occurs in the middle of the circle, number that structure in
 207 a way that best fits, such as according to where the front door faces.
- 208 5. Duplexes: Assign a primary road address.
- 209 6. Islands and Peninsulas: On river, lake, or coastal islands with roads, properties
 210 should be numbered as any area with roads. On islands without roads, properties
 211 can be numbered as follows: Pick a compass point on the island, 0 degrees North,
 212 for example. Assign odd addresses to lots on the west side of the island, with
 213 numbers ascending towards the south. Assign even numbers to lots on the east
 214 side, with numbers also ascending towards the south. Use the minimum water
 215 frontage requirement for lots on the island as a numbering interval to leave room
 216 for additional structures to be built on vacant lots. The road name will be that of
 217 the island, resulting in an address such as "4 Goat Island." If an island does not
 218 have a name, consider naming it as a formerly unnamed road might be.
- 219 7. Mobile home parks: A mobile home park can be assigned one address on the
 220 main road, followed by a numeric unit or lot number for the individual homes,
 221 such as an apartment building would be numbered.
- 222 8. Office suites: Numbers should be assigned with a primary road address, followed
 223 by a numbered (not lettered) secondary location indicator, e.g., 325 Memorial
 224 Drive, Suite 312. Suite numbers should also be used to indicate which floor
 225 location.
- 226 9. Shopping center: Numbers can be assigned to businesses within the range
 227 available to the property.
- 228 10. Historical addresses: Addresses for Akhiok, Old Harbor, Ouzinkie, Port Lions,
 229 Larsen Bay, and Karluk are based on historical addressing maps maintained by
 230 the Kodiak Island Borough.
- 231 11. Remote areas: Properties in remote and unincorporated areas will be assigned a
 232 geaddress, based on the United States National Grid (USNG). Example:
 233 AFOGNAK WILDERNESS LODGE
 234 USNG: 5VNE4444070833
 235 SEAL BAY, AFOGNAK ISLAND
 236 KODIAK, AK 99615

237 **15.40.060 Duties of the manager.**

238 It is the duty of the manager, or designee, to establish and assign all building numbers on the
 239 public streets within the borough. He shall prepare the necessary records of the numbers so
 240 assigned by him, and such records shall be evidence of all building numbers so assigned. He
 241 shall, on demand, furnish to each owner or occupant of a building, or such person as may be
 242 employed in numbering the buildings, with all necessary information relevant to the number
 243 belonging to each building.

245 **15.40.070 Compliance with regulations of borough – Size of numbers – Duty to erect.**

246 All numbering shall conform strictly with the directions and regulations of the borough. The size
 247 of numbers on all buildings shall be not less than four inches in height and shall be clearly
 248 visible from the public street fronting the property containing the building. All owners or
 249 occupants of buildings now erected, or which may hereafter be erected, within the borough are

250 required to number their buildings to conform with the provisions of this section and with the
251 regulations of the borough established to ensure compliance with this chapter.


252
253 **15.40.80 Procedure**

- 254 A. Kodiak Island Borough GIS is responsible for assigning addresses and maintaining
- 255 address information.
- 256 B. Addresses will be implemented within 30 days upon receipt of an E911 Address
- 257 Application, along with any other required or relevant information.
- 258 C. E911 Address Application shall be made available on the Borough website and/or in
- 259 Borough offices.
- 260 D. Addresses for newly created lots will be assigned during the preliminary plat review
- 261 process.
- 262 E. Address notifications will be sent to relevant parties, including, but not limited to:
 - 263 a. Kodiak Police Public Safety Answering Point (PSAP)
 - 264 b. U.S.P.S.
 - 265 c. Assessing Department
 - 266 d. Community Development Department
 - 267 e. City of Kodiak
 - 268 f. Fire Departments
 - 269 g. Communication companies
 - 270 h. Kodiak Police Department
 - 271 i. Emergency Operations Center (EOC)
 - 272 j. Property owner

273
274 **Section 4:** This ordinance will become effective upon adoption.

275
276 **ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH**
277 **THIS SECOND DAY OF JUNE, 2016**

278
279 KODIAK ISLAND BOROUGH

280
281 
282 _____
283 Jerrol Friend, Borough Mayor

283 ATTEST:

284 
285 _____
286 Nova M. Javier, MMC, Borough Clerk
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