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**KODIAK ISLAND BOROUGH
ORDINANCE NO. FY2023-12**

**AN ORDINANCE OF THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH AMENDING
KODIAK ISLAND BOROUGH TITLE 15 BUILDINGS AND CONSTRUCTION, CHAPTER 40
BUILDING AND LOT NUMBERING, SECTION 15.40.080 PROCEDURE FOR ADDRESSING
NEWLY CREATED LOTS**

WHEREAS, Kodiak Island Borough Code section 15.40.080 prescribes the procedure for assigning addresses to lots; and

WHEREAS, the current Kodiak Island Borough procedure for assigning addresses calls for assigning addresses at the preliminary plat stage, which may result in assignment of addresses to lots which may be further subdivided or not developed for some time and may create confusion if addresses change upon further subdivision or development; and

WHEREAS, this Ordinance will amend KIBC 15.40.080 to modify the procedure to have addresses assigned upon the earlier of site development or construction on a lot or the request of the owner.

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 Code of Ordinances of the Kodiak Island Borough.

Section 2: Kodiak Island Borough Code section 15.40.080, Procedure, is amended to read as follows:

15.40.080 Procedure

- A. Kodiak Island Borough GIS is responsible for assigning addresses and maintaining address information.
- B. Addresses will be implemented within 30 days upon receipt of an E911 address application, along with any other required or relevant information.
- C. E911 address application shall be made available on the borough website and/or in borough offices.
- D. Addresses for newly created lots will be assigned ~~during the preliminary plat review process~~ at the earliest to occur of: issuance of a driveway permit; issuance of a building permit, or other permit for construction on the lot; initiation of construction of structures on the lot; or upon a request by the owner.
- E. Address notifications will be sent to relevant parties, including, but not limited to:
 - 1. Kodiak police public safety answering point (PSAP).

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2. U.S.P.S.
3. Assessing department.
4. Community development department.
5. City of Kodiak.
6. Fire departments.
7. Communication companies.
8. Kodiak police department.
9. Emergency operations center (EOC).
10. Property owner

Effective Date: This ordinance takes effect at midnight upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH
THIS FIFTH DAY OF JANUARY, 2023**

KODIAK ISLAND BOROUGH


Aimee Williams, Borough Mayor

ATTEST:

Nova Javier, MMC, Borough Clerk

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Introduced by: Borough Manager

First reading: 12/01/2022

Second reading/public hearing: 01/05/2022

VOTES:

Ayes: Arndt, Delgado, Griffin, LeDoux, Smiley, Smith, and Turner

Noes: None