

**SANTA CRUZ COUNTY
BOARD OF SUPERVISORS INDEX SHEET**

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INVENUM: 57118

Resolution(s):

Ordinance(s):

Contract(s):

ContinueDate(s): [1] 1/24/06

Index: --Letter of the Emergency Services Administrator of December 6, 2005
--Draft Ordinance
--Ordinance
--Draft Procedures Manual Section
--Procedure Manual Section

Item: 68. APPROVED "in concept" ordinance amending Sections 12.16.010 and 12.16.020 and adding Section 16.10.021 of the Santa Cruz County Code relating to the Assignment of Street Names and Building Numbers to return on January 24, 2006 for final adoption and approval of the revised Procedures Manual

COUNTY OF SANTA CRUZ
STATE OF CALIFORNIA



AT THE BOARD OF SUPERVISORS MEETING

On the Date of December 13,2005

REGULAR AGENDA Item No. 68

Upon the motion of Supervisor Pirie, duly Seconded by Supervisor Wormhoudt, the Board, by unanimous vote, approved "in concept" ordinance amending Sections 12.16.010 and 12.16.020 and adding Section 16.10.021 of the Santa Cruz County Code relating to the Assignment of Street Names and Building Numbers to return on January 24, 2006 for final adoption and approval of the revised Procedures Manual

cc:

CAO

Fire Department Advisory Commission

Chief John Ferreira, CDF

State of California, County of Santa Cruz-ss.

I, Susan A. Mauriello, Ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing is a true and correct copy of the order made and entered in the Minutes of said Board of Supervisors. In witness thereof I have hereunto set my hand and affixed the seal of said Board of Supervisors.

by _____, Deputy Clerk ON December 15, 2005



COUNTY OF SANTA CRUZ

0000655

OFFICE OF EMERGENCY SERVICES
495 UPPER PARK DRIVE, SANTA CRUZ, CA 95060
(831) 458-7150 FAX: (831) 458-7139
MICHAEL J. DEVER, C.E.M., ADMINISTRATOR

December 6, 2005

AGENDA: DECEMBER 13, 2005

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: STREET NAMING AND ADDRESSING

Members of the Board:

On November 22, 2005 your Board considered our report on the Street Naming and Addressing program and, after providing us with your comments and concerns, continued the matter to today's agenda. As a result of our follow up on these concerns we have made the following revisions to the recommended actions:

- Deleted the requirement for appellants to provide grounds for appeal of an addressing decision,
- Deleted the requirement for the hearing official to determine whether the grounds for appeal had been met,
- Amended various parts of the ordinance and procedure manual to clarify that addressing and street naming changes are;
 1. Made for the preservation of public safety, and
 2. Considered by the Office of Emergency Services upon the written recommendation of a public safety agency
- Amended other text to provide grammatical or procedural consistency.

As a result of these changes, the attached ordinance and procedures supercede those previously provided to your Board.

We have included in the attached ordinance and procedural standards a provision for a "neutral third party" (Administrative Hearing Officer) to handle appeals where the initial recommendation to rename a street or change an address was made by the Office of Emergency Services or County Fire Department. The Administrative Hearing Officer will be an individual not directly involved in the recommended change, such as the County Administrator, General Services Director, or a contracted hearing officer.

It is therefore RECOMMENDED that your Board:

1. Adopt the attached ordinance amending Sections 12.16.010 and 12.16.020 and adding Section 12.16.021 of the Santa Cruz County Code relating to the Assignment of Street Names and Building Numbers in concept, and place the ordinance on the January 10, 2006 agenda for final action.

Title VIISECTION 303 - STREET NAMING AND ADDRESSING STANDARDS AND PROCEDURESSTREET ADDRESSES

Purpose: The intent of this standard is to provide the requirements necessary for naming roads, numbering structures and posting of building addresses as is required to promote the health and safety of those who live and work in the county. Such a system will enhance the ability of emergency vehicles to respond rapidly to calls, avoid delays in response, and reduce confusion and error in locating business places and residences.

Intent: The intent of this standard is to establish minimum street signing and building numbering requirements to enable emergency responders to locate homes, businesses, and properties, avoid response delays and to facilitate responding emergency equipment.

Applicability: These addressing requirements are applicable throughout the unincorporated area of the county and apply to both public and private roads.

Nothing contained herein shall prevent the County from numbering, or renumbering addresses on a road, public or private, when it is deemed in the public's safety to do so.

Changes to existing numbers may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc).

House Numbering Sequence:

Addresses shall be assigned to reflect the road from which the primary driveway originates. Where possible, the numbering should be as follows:

1. Properties within a numbering area shall be numbered consecutively throughout the entire length of a street bearing one name, disregarding intersections or changes of direction. Unimproved but proposed sections shall be included in the numbering.
2. Properties shall be assigned numbers for each structure that would be allowed to be built, based on the maximum potential use as determined by the parcel's current zone district.
3. Even numbers shall be assigned to the right side and the corresponding odd numbers to the left side of the street in the direction of progression. Peculiar street layout or topography, such as hairpin turns, may require minor variance to this procedure.

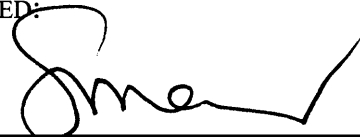
2. Approve the attached County Procedures Manual language specifying standards for Street Naming and Addressing.

Sincerely,



Michael J. Dever
Emergency Services Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Attachments:

1. Draft Proposed Ordinance (strikeout and underline)
2. Proposed Ordinance
3. Draft County Procedure Manual Section (strikeout and underline)
4. Proposed County Procedure Manual Section

cc: Fire Department Advisory Commission
Chief John Ferreira, CDF

4. More than one number shall be reserved for parcels where more than one unit is allowed by zoning, but only one number and street name shall be assigned to each building or separate main entrance of the parcel.
5. The county shall assign the number closest to the main entrance (door or driveway).
6. When, on a single parcel, there is more than one building or one main entrance, such as housing projects and shopping centers, letters or suite numbers shall be used after the number for further identification.
 - a. Apartment. Designation for individual units within an apartment complex.
 - b. Unit. Designation for individual units within a residential or commercial condominium complex or business complex.
 - c. Space. Designation for individual units within a mobile home, recreational vehicle, cabin or moorage development.
 - d. Accessory structures. Accessory structures (as defined in the Zoning Ordinance) shall not be assigned an address.
7. Display. Visible addresses are required by the Uniform Fire Code, Section 901.4.4. Approved numbers or addresses shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Addresses shall comply with this standard, unless an alternate means or method has been approved by the authority having jurisdiction. The display of the assigned number shall meet the following standards:
 - a. All address numbers shall be a minimum height of four (4) inches with a minimum one-half inch stroke, constructed of a durable material, and of a color that is contrasting to the background color. EXAMPLE: White trim with black numbers.
 - b. Numbers shall be permanently affixed on a structure in clear view, unobstructed by trees or shrubs.
 - c. Address numbers shall be displayed at each driveway entrance, and visible from both directions of travel along the road (either displayed on the adjacent mailbox or posted on a marker). The numbers may also be located in areas that are easily visible from the road such as above or adjacent to the front door or garage door.
 - d. All multi-family, multi-industrial, and multi-commercial occupancies shall identify individual units with numbers that are a minimum height of six (6) inches, affixed to the unit's front entrance door or immediately adjacent to it. All buildings with rear-door access shall identify that unit as stated above.
 - e. Where multiple addresses are required at a single driveway, all the addresses shall be shown on a single post.
 - f. All buildings with two or more units shall identify utility meters according to the unit being served. Numbers shall be a minimum of one (1) inch in height and be permanently affixed.
 - g. Mailbox. Individual mailboxes at the site shall be marked with the address using minimum one (1) inch high numbers and letters.
 - h. Maintenance. The owner shall maintain the displayed address to continue compliance with the above sections.

ROAD NAMES.

Purpose: This section established standards for the naming/renaming of roads and the location of required signage. All roads shall have an official road name as set forth in this title for public health and safety. Driveways or courts giving access to three or more buildings must be given a separate street name.

Road Name Index: The Office of Emergency Services (OES) shall maintain a Road Name Index to identify all official road names within the unincorporated portions of the county

Road Names Required: A road name shall be required for all unnamed roads that provide vehicular access to more than one lot of record or to one lot of record with more than two buildings or three or more dwelling units. Road naming shall occur either prior to a land division map being recorded, prior to issuance of a building permit, or in conjunction with an application and petition from property owners located on the road.

Road Names shall be based on the following criteria:

1. Duplicate Road Names. Road names shall not duplicate another road name used elsewhere in the unincorporated areas of the county or in an incorporated city. Similar sounding names are considered duplicate regardless of spelling.
2. Language. Road names in either English or a foreign language shall be grammatically correct and easy to pronounce and spell and shall not include the use of slang or profanity. The translations of non-English street names should be reviewed to ensure that offensive or derogatory names are avoided.
3. Road Name Length. Road names shall not be greater than 18 characters in length, to fit on a 36 inch sign blade.
4. Road names shall not cause confusion with existing road names.
5. Road names that are geographically misleading shall be avoided.
6. Continuity. A road having a continuous alignment shall bear the same name, except in the following situations:
 - a. If an otherwise continuous road is interrupted by a drainage channel, freeway, railroad or other major physical obstruction with no planned connection, the segments should have different names.
 - b. Roads intersecting one another, or forming a deflection angle of greater than ninety degrees, should have different names.

7. Extensions. Road extensions shall bear the same name as the existing road.
8. Future Connections. Roads or portions of roads to be connected in the future into a continuous alignment shall bear the same name.
9. Prefixes. Prefixes such as north and south, east and west, upper and lower, etc., should be avoided.
10. Loop Streets. Loop streets will usually be called "Circle".
11. Cul-de-sacs. A cul-de-sac road having a maximum length of five hundred feet (500') may use "court" as a suffix. Roads exceeding five hundred feet (500') in length shall use a different suffix. Further, a cul-de-sac street may bear the same name as the street it intersects, providing that the suffix is "court" (usual) or "place" (e.g. a cul-de-sac opening on Oak Street may be called Oak Court or Oak Place).

Renaming of Roads: Whenever it is determined that the existing name of any county highway should be changed, the Emergency Services Administrator shall hold a public hearing on the proposed name consistent with the provisions of § 971 of the California Streets and Highways Code. For these purposes, a "county highway" is a road that has been adopted into the County road network pursuant to law, or a private road open to public travel or made available for access by public safety personnel.

1. Nothing contained herein shall prevent the County from renaming a road, public or private, when it is deemed in the public's safety to do so.
2. Changes to existing names may be initiated when a public safety agency finds there is a threat to public safety and transmits written documentation to the Office of Emergency Services (e.g. unable to locate in an actual emergency, likely to be unable to locate, inconsistent or duplicative naming or numbering, etc).
3. Owners of developed property affected by a proposed street name change will be given 30 days to suggest up to five (5) alternate names for the street. If there is a consensus among property owners, and the name is otherwise consistent with these guidelines, the street shall be so named. In the absence of a consensus, or if the selected name(s) are inconsistent with these guidelines, then the Office of Emergency Services shall select a new street name.
4. Street addresses will be assigned for a newly named road. Street addresses may be revised after a road name change to correct sequential or even/odd inconsistencies.

5. For roads requiring a road name change where existing addresses do not conform to the provisions of this section, such addresses may be accepted if the sequence is in logical order and the addresses are approved by OES.

Appeals: The Office of Emergency Services (OES) shall appropriately coordinate resolution of disputes related to any procedure set forth in this section. Decisions made by the Office of Emergency Services may be appealed to the County Fire Marshal. If the street naming/address change was initiated by the Office of Emergency Services, County Fire, or the County Fire Marshal, the appeal will be heard by an Administrative Hearing Officer.

General Provisions: The following provisions shall apply:

1. For the purpose of naming and addressing, private roads subject to public travel are included under the jurisdiction of the County.
2. The Office of Emergency Services has final authority to change addresses in the interest of public safety subject to the appeal provisions contained herein.

Title VII

SECTION 303 - STREET NAMING AND ADDRESSING STANDARDS AND PROCEDURES

STREET ADDRESSES

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