

# CITY OF BLACK DIAMOND WASHINGTON

ORDINANCE NO. 11-960

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**AN ORDINANCE OF THE CITY OF BLACK  
DIAMOND, WASHINGTON, RELATING TO  
ASSIGNMENT OF STREET NAMES AND  
BUILDING ADDRESSES; REPEALING AND RE-  
ENACTING CHAPTER 12.08 OF THE BLACK  
DIAMOND MUNICIPAL CODE; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE**

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WHEREAS, the City has previously adopted provisions for assignment of street names and building addresses which provisions have been codified at Chapter 12.08 of the Black Diamond Municipal Code; and

WHEREAS, since the last amendment to BDMC Ch. 12.08 in 1992, the City has re-organized its departments and therefore needs to update and amend BDMC Ch. 12.08 to conform to such re-organization; and

WHEREAS, the City further desires to delegate the process for assignment of street names and building addresses to administrative regulations approved by the Mayor; and

WHEREAS, the City anticipates there will be significant subdivision activity in the upcoming years that will result in numerous new streets and lots that will require naming and lot addressing per a consistent system; and

WHEREAS, the City further desires to establish a formal process for changing street names and building addresses; and

WHEREAS, the City Council finds that it is in the best interest of the public health, safety and welfare to repeal and readopt BDMC Ch. 12.08 as set forth herein;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Repeal of BDMC Chapter 12.08 (Street Names and Building Addresses). Chapter 12.08 of the Black Diamond Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

**12.08.010 Purpose.**

The purpose of this chapter is to establish basic rules for the assignment of way-of-travel names and building addresses within the city and to grant the mayor or his/her designee the authority to develop a system and assign way-of-travel names and building addresses for new development within the city. Furthermore, this chapter contains provisions for changing the name of an existing way-of-travel or building number and placement of address numbers.

**12.08.020 Applicability.**

All ways-of-travel within the city, whether public or private, shall be named and addressed in accordance with this chapter.

**12.08.025 Establish addressing guidelines.**

- A. For the purposes of this chapter "department" shall mean the Community Development Department.
- B. The department shall maintain an addressing policy guide which shall contain administrative procedures and policies for the assignment of way-of-travel names and building addresses within the city.

**12.08.030 Changing a way-of-travel name- Council authority.**

- A. Notwithstanding any other provision herein, the city council reserves the option to change way-of-travel names and change numbered ways-of-travel to named ways-of-travel. Only entire ways-of-travel lengths or distinct major portions of ways-of-travel are eligible for renaming.
- B. Applications to the city council for redesignation shall contain the signatures of the majority of persons having ownership in properties addressed on the way-of-travel. Applications for redesignation shall be filed on forms provided by the department and shall be accompanied by the adopted application fee.
- C. At a minimum, mailed and posted notice shall be provided at least 20 days prior to council consideration of a requested renaming. At a minimum, notice shall be provided to persons having ownership in properties addressed on the way-of-travel, the U.S. Postal Service and emergency services.
- D. In its deliberations, the city council shall consider technical information provided by the department, location and development characteristics relative to the way-of-travel, the impact of the change on existing businesses and residences, and emergency vehicle responsiveness.
- E. Any redesignation shall be accomplished by the adoption of an ordinance directing the change.

**12.08.040 Way-of-travel signs.**

Way-of-travel signs shall be erected in accordance with the City of Black Diamond Engineering Design and Construction Standards.

**12.08.050 Determination of way-of-travel designations or addresses.**

Whenever there is doubt or difference of opinion as to the correct way-of-travel designation or correct address, the way-of-travel designation or address shall be determined by the department and shall be guided by the specific provisions of this chapter to carry out the intent of this chapter.

**12.08.060 Placement of address numbers.**

A. The owner, occupant or renter of any addressed building, structure or premises shall conspicuously display the address of each building or each front entrance immediately above, on or at the side of the proper door so the number can be plainly seen from the adjacent way-of-travel. Properties with alley access shall also display the building address where it is plainly visible from the alley.

B. Each figure of the building number shall be a minimum of four (4) inches in height for single family residential occupancies. Individual suite numbers on commercial occupancies and individual multifamily unit numbers shall be a minimum of two (2) inches in height. Numbers shall be of a color that will contrast with the structure's background color and shall either be illuminated during periods of darkness, or be reflective, so the address numbers are easily seen at night.

C. Buildings shall have the building address numerals located in the upper 25 percent (25%) of the building face fronting the way-of-travel. This requirement may be reduced in situations where buildings are located no greater than ten (10) feet from the edge of right-of-way.

D. In situations where buildings are located further than ten (10) feet from the edge of the right-of-way, numeral size shall be as follows:

<b>Land use or signage type</b>	<b>Less than 75 ft. setback from edge of right-of-way</b>	<b>Greater than 75 ft. setback from edge of right-of-way</b>
Multifamily	12" high	18" high
Small commercial	12" high	18" high
Large commercial	18" high	24" high
Monument sign	8" high	

E. If the addressed building or structure cannot be seen or is greater than 50 feet from the nearest adjoining street, the address numbers shall be placed on a portion of the site that is clearly visible and no greater than 20 feet from the street.

F. Should the department find that any building, structure or premises is not provided with an address, is not correctly addressed, or is not using the assigned address, it shall notify the owner, agent or renter of the correct address. The address number shall be properly placed in accordance with the provisions of this chapter, by the effective date shown upon the notice. It shall be unlawful for any owner, agent or renter to display, advertise or use the wrong address after notification by the department.

G. Upon the completion of a building or buildings, or any alteration thereof which changes the entrances, it is unlawful for the owners, agents, occupants, tenants or lessees to assign or place any building number thereon unless it has been officially designated and approved by the department.

**12.08.070 Changing a building number-Council authority.**

A. An assigned building number may be changed by action of the city council upon petition for such change by the building owner, by petition by an outside service agency such as the U.S. Postal Service, or by petition of the department.

B. Prior to acting on any proposal to change a building number, the city council shall conduct at least one public hearing; provided, that if the building owner is the petitioner, a public hearing shall not be required.

C. Notice of the public hearing shall be provided to all potentially affected building owners, utility providers, the U.S. Postal Service, and any other appropriate outside service agencies as determined by the department, at least 10 calendar days prior to the public hearing.

D. In its deliberations, the city council shall consider technical information provided by the department, the impact of the change on the existing business or residence, and emergency vehicle responsiveness.

E. Any redesignation shall be accomplished by the adoption of an ordinance directing the change.

**12.08.080 Records of current addresses.**

The department shall maintain the official record of current addresses.

**12.08.090 Enforcement authority.**

Any addition, to any other penalties or enforcement action authorized herein, violations of this Chapter may be enforced by the City pursuant to BDMC 8.02.

**12.08.100 Severability.**

Should any section, subsection, paragraph, sentence, clause or phrase of this chapter be declared unconstitutional or invalid for any reason, such


decision shall not affect the validity of the remaining portions of this chapter.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

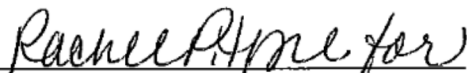
Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force at 12:01 a.m. on July 1, 2010 or five (5) days after the date of publication, whichever is the later.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 7TH DAY OF APRIL, 2011.**

CITY OF BLACK DIAMOND

  
Rebecca Olness, Mayor

ATTEST/AUTHENTICATED:

  
Brenda L. Martinez, City Clerk

Approved as to form:

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Chris D. Bacha,  
Kenyon Disend, PLLC  
City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Ordinance No. 11-XXX  
Date of Publication:  
Effective Date: