

RESOLUTION 2021 - 63

**A RESOLUTION CREATING REGULATIONS FOR THE NAMING AND RENAMING OF
ROADS WITHIN THE JURISDICTION OF LEWIS AND CLARK COUNTY PURSUANT TO
MONT. CODE ANN. § 7-14-2101(3)**

WHEREAS, the Lewis and Clark County Board of County Commissioners currently review and approve the naming and renaming of roads as referenced in Section 4.13 of the Lewis and Clark County Public Works Manual (Manual); and,

WHEREAS, the purpose of this Resolution is to facilitate a more efficient process for naming and renaming of roads by authorizing the Lewis and Clark County Addressing Office to name and rename roads within Lewis and Clark County, and,

NOW, THEREFORE, BE IT RESOLVED by the Lewis and Clark County Board of County Commissioners:

- 1: This Resolution shall be known and may be cited as the Lewis and Clark County Road Naming Regulations for Lewis and Clark County; and,
- 2: The Lewis and Clark County Addressing Office shall administer the following Regulations as shown on Exhibit A; and,
- 3: This Resolution and the following Regulations supersede the existing Section 4.13 of the Manual.

DATED this 27 day of July, 2021.



LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS


Andy Hunthausen, Chair

ATTEST:


Amy Reeves, Clerk of the Board

Attachments:

Exhibit "A"



EXHIBIT A

Road Naming and Addressing Standards

1. Road Naming Conventions

The following are the general conventions for road naming for all unincorporated areas within the County.

- a. Every road with three (3) or more structures shall be given a separate, unique name. For addressing purposes, a structure is defined as a building for occupancy as a residential unit or commercial unit, excluding garages, barns, and sheds.
- b. Each road shall have only one-word names or two-word short names.
- c. A named road shall be essentially continuous, without gaps.
- d. Directional prefixes (north, east, etc.) will only be used when necessary to distinguish the road location relative to the address grid.
- e. All roadways created through subdivision review shall be named by the Developer in accordance with road naming conventions.
- f. All roadways created through certificates of survey shall be named by the landowner in accordance with road naming conventions, with approval of the City-County Address Coordinator (Address Coordinator).
- g. All prospective road names shall be submitted to the Address Coordinator to be checked against existing names. The Address Coordinator shall coordinate with emergency services dispatch with regard to clarity of proposed road names.
- h. No roadway shall be given a name that is currently in use elsewhere in the County. However, some duplication may occur between addressing areas (defined by zip codes, telephone exchanges, planning areas, special districts, etc.) where historical naming conventions have been accepted and provide for facilitated emergency response.
- i. No roadway shall be given a name that sounds the same as another road name currently in use elsewhere in the County, e.g., Diehl and Deal.
- j. Full name street names (e.g., Meriwether Lewis Road) are not allowed. However, upon request, the Commission may consider waiving this requirement for historical reasons.
- k. When renaming roads, the following shall be considered:
 - i. The name of a road or street that has an historical reason for having its name should retain its name.

- ii. The road with the most properties on it, and thus would require the most effort to coordinate with residents, should retain its name.
 - iii. The road that has retained its name for the longest time or has been consistently signed for the longest time should retain its name. The same would be true for a road with the more descriptive name.
- l. All roadways running generally east and west shall use the term road, e.g., Sierra Road.
- m. Roads running generally north and south shall use the term drive, e.g., Green Meadow Drive.
- n. A road running diagonally will be given the term road or drive depending on its general direction.
- o. Additional provisions for naming other types of roads are as follows:
 - i. Way: A north/south road less than one thousand (1,000') feet in length
 - ii. Place: An east/west road less than one thousand (1,000') feet in length
 - iii. Court: Any cul-de-sac with a circle at one end, and less than one thousand three hundred (1,300') feet in length
 - iv. Lane: A meandering roadway less than two thousand five hundred (2,500') feet in length
 - v. Loop: A generally curved road that has an origin and terminus on the same roadway, and which does not contain significant intersections along its route
 - vi. Street: For urban areas, roads running generally north/south
 - vii. Avenue: For urban areas, roads running generally east/west
 - viii. Trail: An existing path or road that was historically named as such
- p. Types of roadways, e.g., road, court, shall not be used to distinguish road names, e.g., Forest Road, Forest Court.
- q. Whenever possible, extensions of roadways crossing jurisdictional boundaries shall use the same name on either side of the boundary, e.g., Montana Avenue in the City and the County.
- r. Extensions of roadways shall be named the same as the road from which they extend.
- s. In some circumstances, roads that are designated State or Federal Highways may be named by that designation, e.g., US Highway 12 West or MT Highway 21.
- t. Otherwise unnamed roads crossing national forests within the County will defer to the designated U.S. Forest Service road name.

2. Address Numbers & Plaques

It is important that address numbers are clearly visible for the efficient provision of delivery and emergency services. The installation and maintenance of address numbers shall be the responsibility of the landowner. Address Numbers and Plaques shall meet the following requirements:

- a. Address plaques shall be installed prior to final plat, or bonded for through a subdivision improvements agreement.
- b. Address plaques shall be posted at the entrance to a property when the structure's address number is not visible from the road.
- c. Address plaques shall conform to the design standards for street identification signs except for color (blue background, white reflective letters).
- d. Address plaques shall be installed in a horizontal or vertical orientation. If installed vertically, the address numbering sequence shall begin at the top.
- e. Procurement of address plaques shall be made through the Community Development and Planning Department.
- f. Lots within a subdivision that are two (2) acres or larger shall be required to have an address plaque.

3. Procedures for Naming or Renaming Roads

- a. Persons wishing to name an unnamed road must present a petition signed by a simple majority of abutting landowners who are in agreement with the prospective name. The petitioner must adhere to the following process:
 - i. Petitioner must present a proof of easement or access via Certificate of Survey to the Development and Planning Department for review and approval.
 - ii. Once approved by Community Development and Planning Department, the petitioner must provide plans and road name to Address Coordinator for review. The proposed road name will be reviewed in accordance with subsection 4.13.1 g.
 - iii. After the Address Coordinator approves the road name, notification letters with petition forms are sent to all adjacent landowners for review. A simple majority of landowners must sign and agree to the prospective name. Within four (4) weeks of road name approval, petitions may be sent or presented to the Address Coordinator.
 - iv. If a simple majority of landowners have signed the petition, the new road can be named. The petitioner must contact the Public Works Department to purchase a road sign and schedule installation. Upon confirmation of payment and installation schedule from the Public Works Department, the Address Coordinator will issue new addresses and notify service providers.

- v. If participation by the property owners is not forthcoming or a majority has not been met, within four (4) weeks, the road will be named at the Address Coordinator's discretion.
 - vi. Once named, the petitioner must contact the Public Works Department to purchase a road sign and schedule installation. Upon confirmation of payment and installation schedule from the Public Works Department, the Address Coordinator will issue updated addresses and notify service providers.
- b. Persons wishing to rename an already-named road must present a petition signed by a simple majority of abutting landowners who are in agreement with the proposed road name change. The petitioner must adhere to the following process:
- i. Obtain petition from the Community Development and Planning Department or Address Coordinator.
 - ii. The proposed road name shall be reviewed in accordance with subsection 4.13.1 g.
 - iii. After the Address Coordinator approves the name and has verified that a simple majority of landowners have signed the petition, the Address Coordinator shall rename the road.
 - iv. Once named, the petitioner and/or property owners must contact the Public Works Department to purchase a road sign and schedule installation. Upon confirmation of payment and installation schedule from the Public Works Department, the Address Coordinator will issue updated addresses and notify service providers.
- c. The Address Coordinator may name or rename road names to promote an orderly road naming system, and may charge appropriate fees for such services.
- d. The Address Coordinator will notify the following service providers of new addresses: sheriff, fire department, post office, ambulance service, the Department of Revenue, utility companies, and city/county departments.
- e. Upon finalizing the process of naming or renaming a road, the Address Coordinator shall complete a "Determination of Road Name" document and file with the Lewis and Clark County Clerk and Recorder.
- f. Appeals
- i. Only road naming or renaming decisions of the Address Coordinator may be appealed by the affected property owner, property owners as a group, or homeowners association to the Board of County Commissioners (BoCC). Appeals must be received within 30 days of the date of the new site address notification letter. All appeals must be submitted in writing to the Address Coordinator and BoCC within 30 days of the date of the determination letter.
 - i. All appeals must provide specific details as to the nature of the appeal request.

If necessary and instructed by the BoCC, a public hearing will be scheduled, and all affected landowners will be notified of the time and location of the public hearing by mail. The Address Coordinator's decision shall be upheld by the BoCC unless it is shown by a preponderance of the evidence the decision is inconsistent with or does not promote the intent and purpose of these Regulations.

- ii. In the event the Address Coordinator's decision is overruled by the BoCC and the road is named or renamed, the BoCC shall state findings of consistency with the intent and purpose of these Regulations. In the event the Address Coordinator's decision is overruled by the BoCC and the road is not named, or properties are not renumbered, the BoCC shall make written findings of consistency with the intent and purpose of these Regulations.

EXAMPLE OF DETERMINATION OF ROAD NAME DOCUMENT

**DETERMINATION OF ROAD NAME
BY LEWIS AND CLARK COUNTY ADDRESSING OFFICE**

SLOAN LN

WHEREAS, the Lewis and Clark County Addressing Office has proposed to name a road located in the SW ¼ of Section 18, T14N, R08W, traveling east from Sucker Creek Rd approximately 900'; and,

WHEREAS, on July 27, 2021, the Board of County Commissioners of Lewis and Clark County, Montana, adopted Resolution 2021-63 authorizing the Addressing Office to name and rename road names pursuant to procedures contained in the Lewis and Clark County Road Naming Regulations; and,

NOW, THEREFORE, IT IS HEREBY DETERMINED by the Addressing Office, pursuant to said procedures, that the road located in the SW ¼ of Section 18, T14N, R08W, traveling east from Sucker Creek Rd approximately 900', Lewis and Clark County, Montana, should be, and hereby is, named **Sloan Ln** as shown on attached Exhibit 'A'.

DATED: July 27, 2021

By

Jason Danielson, Address Coordinator