

AGENDA

Clallam County Planning Commission

Planning Commission Meeting of Wednesday, September 6, 2023, 6:00 p.m.

The Planning Commission will conduct a regularly scheduled meeting in Room 160 of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, WA 98362 and by Zoom, meeting number 857 7304 5582 with passcode 12345. Materials regarding past and upcoming meetings are available at: <https://wa-clallamcounty.civicplus.com/669/Live-Archived-Meetings-Online>

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. WELCOME**
- E. APPROVAL OF MINUTES:** July 19, 2023
- F. ANNOUNCEMENTS:** BOCC passed the landscaping ordinance on August 29, 2023, Sign Ordinance BOCC hearing to be held September 12th
(<https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>), Park Model Placement Permit Planning Commission Hearing coming November
- G. PUBLIC COMMENT on AGENDA ITEMS** – Please Limit Comments to Three Minutes
- H. UNFINISHED BUSINESS:** Proposed amendments to Bylaws
- I. PUBLIC HEARING:** None
- J. WORK SESSION ITEMS:** Staff is working with various agencies to update the County's Addressing Ordinance. Staff would like the opinions of the Planning Commission on the proposed ordinance and talk about scheduling a public hearing.
- K. PUBLIC COMMENT** – Please Limit Comments to Three Minutes
- L. GOOD OF THE ORDER**
- M. ADJOURNMENT**

Members:

Chair, Steve Gale & Vice-Chair, Ron Long
Robert Miller; N. Bonnie Booth; Jeff Carter; Thomas Butler; Kenneth Reandeau; Jane Hielman
Vacancy District 2

Department of Community Development Staff:

Donella Clark, Principal Planner; Bruce Emery, DCD Director

MINUTES

Clallam County Planning Commission

Meeting of July 19, 2023, 6:00 PM

- A. CALL TO ORDER: The meeting was called to order at 6:00 p.m.
- B. PLEDGE OF ALLEGIANCE.
- C. ROLL CALL: Members present were Chair Steve Gale, Vice Chair Ron Long, Ken Reandeau, Jane Hielman, and Jeff Carter. Bruce Emery, Director, Donella Clark, Principal Planner, and Katherine Connors, Associate Planner, represented staff from the Department of Community Development.
- D. WELCOME: Chair Gale welcomed all in attendance.
- E. APPROVAL OF MINUTES: July 5, 2023 minutes passed without objection or amendment.
- F. ANNOUNCEMENTS: Request for an amendment to the Bylaws provided in writing. The intent of the amendment is to clarify deliberation and action by the Commission regarding proposals being heard for a public hearing. Also discussed adding a new agenda item "Commission and Administration Response to Public Comments" to better define the appropriate time for the Commission and Staff to discuss comments that have come up during the meeting. A vote will occur at the next meeting.
- G. PUBLIC COMMENT PERIOD: None.
- H. UNFINISHED BUSINESS: None
- I. PUBLIC HEARING ITEM: Staff provided information regarding the Current Use Assessment program and the 4 applications. All 4 were being removed from existing Agricultural or Designated Forest taxation classifications. No members of the public were present for the public hearing. Commissioner Reandeau moved to approve the applications and forward the decision document (referenced as Page 4 in the packet) to the County Commissioners. Jeff Carter seconded. Motion passed 5-0.
- J. WORK SESSION ITEMS: None
- K. PUBLIC COMMENT PERIOD: None
- L. GOOD OF THE ORDER: Jeff Carter discussed the public comment periods provided at the Planning Commission meetings and how to reduce repetition of the comments. Also would like to see about purchasing a timer for the podium. Wanted to discuss the process for appeal of Hearing Examiner decisions and if this needed to be changed. Commissioner Carter also brought up safety of the room and the process, if there was a panic button in the room and if we should shut the door. Director Emery said he would follow up with the Sheriff's Department and Human Resources. Commissioner Reandeau expressed his concern over the Board of Commissioner's lack of action regarding the Sign Ordinance since it is a less contentious ordinance than things like Climate Change that will need to be addressed in the future.
- M. ADJOURNMENT: The meeting adjourned at ___6:50___ p.m.

CCC 21.06 Recreational Park Trailer Placement

- (1) Placement of a Recreational Park Trailer (including Park Models and Tiny Home on Wheels) within Clallam County requires approval of a placement permit issued by the Clallam County Department of Community Development (DCD).
- (2) A Recreational Park Trailer *may not* be occupied until a Placement Permit has been issued and a final inspection performed and approved by the Clallam County Department of Community Development.
- (3) Only one Recreational Park Trailer may be placed on a legal lot zoned for residential purposes, unless located within an approved binding site plan established for the purpose of placing multiple park models.
- (4) Recreational Park Trailers are designed for temporary, recreational, camping, or seasonal use as identified by Labor & Industries A119.5 and shall bare the L&I Recreational Park Trailer insignia through its lifetime.
- (5) A Recreational Park Trailer placed on property with a single-family residence will disqualify the property for an accessory dwelling unit while the park model is present. Likewise, a property containing an accessory dwelling unit is not eligible for the placement of a park model.
- (6) Placement of a Recreational Park Trailer shall comply with all use and dimensional requirements of the County Code, including setbacks established in the Zoning Code, requirements of the Shoreline Master Program, Critical Areas Code, drainage requirements, and environmental health regulations.
- (7) Improvements to a site for the placement of a Recreational Park Trailer shall not disturb the native vegetation within a critical area, shoreline, or their associated buffers without compliance with Shoreline and Critical Area regulations. Recreational Park Trailers shall not be placed in a designated floodplain.
- (8) Recreational Park Trailer shall be secured with a system that meets the requirements per the manufacturer's installation instructions or, by engineered design, and shall be installed to prevent overturning and roof uplift.
- (9) Placement of Recreational Park Trailers shall require service connection to an approved means of sewage disposal, potable water supply, and electrical service.
- (10) Recreational Park Trailer may have skirting and detached decks, but shall have nothing structurally connected or adjacent to the park model. Such accessory improvements shall be included and reviewed during the placement permit process.
- (11) An application shall be submitted to DCD Building Division on the appropriate forms and shall include the following:
 - (a) Site Plan showing the location of the park model, other structures, distances from property lines, distances from critical areas and/or shorelines.
 - (b) Means of managing stormwater runoff if the area of the park model and other impervious surfaces (e.g. decks, patios, driveways) of the site exceed 400 square feet.
 - (c) Source of approved water connection.
 - (d) Approved sewage disposal (ie. Sewer connection, approved septic system)
 - (e) Accessory improvements, such as decks, skirting, parking, access, etc.
 - (f) Means of securing the unit to prevent overturning or roof uplift.

Definition:

“Park Model, Recreational Park Trailer, or Tiny Home on Wheels” means a trailer-type unit primarily designed to provide temporary living quarter for recreational, camping or seasonal use complying with American National Standards Institute A119.5 standard for park trailers as defined by WAC 296-150P-0020.

Bylaws of the Clallam County Planning Commission
Adopted February 7, 1996
Revised July 7, 1999
Revised March 7, 2012
Revised February 5, 2014
Revised January 17, 2018
Revised February 7, 2018
Revised February 15, 2023
Revised September 6, 2023

BYLAWS OF THE CLALLAM COUNTY PLANNING COMMISSION

ARTICLE I - NAME

Section 1. Name

The official name of the organization shall be "Clallam County Planning Commission".

ARTICLE II - OFFICIAL SEAT

Section 1. Official Seat

The official seat of the Planning Commission shall be in the Clallam County Courthouse, 223 East 4th Street, Port Angeles, Washington, and meetings shall be held there except on such occasions and at such times as the Planning Commission may, by a majority vote of those present at any regular, recessed or special meeting, otherwise direct.

ARTICLE III - OFFICERS

Section 1. Officers

The elective officers of the Planning Commission shall consist of a Chair and Vice-Chair. The Executive Secretary of the Planning Commission shall be the Planning Division Manager or designee.

Section 2. Nomination and Election of Officers

Nomination of elective officers shall be made from the floor at the annual election meeting, which shall be held on the first regular meeting of January of each year. The election shall follow immediately thereafter. Officers shall be nominated and elected from the appointed members only. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

Section 3. Terms of Officers

The elective officers shall take office at the first regular meeting in February and shall serve for a term of one year.

Section 4. Vacancies in Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 5. Duties of Officers

- a. Chair. The Chair shall preside at all meetings and public hearings of the Planning Commission and shall call special meetings when necessary or required. The Chair shall appoint all committees, shall be an ex-officio member of each, without power to vote. The Chair shall sign all official papers and plans involving the authority of the Planning Commission which are

transmitted to the County Commissioners. The Chair shall have the privilege of discussing all matters before the Planning Commission and voting thereon. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be conferred by the Planning Commission except as otherwise provided in these Bylaws, in other Planning Commission regulations, or in County ordinances.

- b. Vice-Chair. The Vice-Chair shall assume the duties and powers of the Chair in the Chair's absence. If the Chair and Vice-Chair are both absent, the Planning Commission members may elect a temporary chair by a majority vote of those present at the regular, recessed or special meeting, who shall assume the duties and powers of the Chair and Vice-Chair during their absence.
- c. Executive Secretary. The Executive Secretary or designee shall keep the minutes of all regular, recessed, and special meetings of the Planning Commission; such minutes shall be approved by the Planning Commission. The Executive Secretary or designee shall give notice of all regular and special meetings to Planning Commission members, shall prepare the agenda of regular and special meetings, shall serve proper and legal notice of all public hearings, and shall draft and sign the routine correspondence of the Planning Commission. The Executive Secretary or designee shall maintain a file of all studies, plans, reports, recommendations, and official records of the Planning Commission, and perform such other duties as the Planning Commission may request.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings; Time and Place

The regular meetings of the Planning Commission shall be held on the first and third Wednesday of each month commencing at 6:00 p.m. in the Commissioners' Meeting Room #160, Clallam County Courthouse, 223 East 4th Street, Port Angeles, except as otherwise designated by the Planning Commission. The meeting will adjourn no later than 8:30 p.m., unless extended by majority vote of the Planning Commission. Any change in the hour, date and place of regular meetings shall be given wide publicity for the convenience of persons having business before the Planning Commission. When the regular meeting day falls on a legal holiday, the meeting shall be held the next day unless otherwise determined.

Section 2. Recessed Meetings

Any regular meeting may be recessed to a definite time and place by a majority vote of the Planning Commission members present at the meeting.

Section 3. Special Meetings

Special meetings may be called by the Chair. Special meetings may also be called upon the written request of any three members of the Planning Commission, or by majority vote of the Planning Commission at a regular, special, or recessed meeting.

Section 4. Notice of Meetings

Notice of all regular and special meetings shall be given by the Executive Secretary to each local newspaper of general circulation in Clallam County and to each radio station and television located in Clallam County. Notice of meeting cancellations shall be provided to the media as soon as possible after a meeting is canceled.

Section 5. Order of Business - Regular and Special Meetings

- A. Call to order by Chair
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Welcome
 - E. Approval of minutes of preceding meeting
 - F. Announcements
 - G. Public Comment on Agenda Items (Not subject of Public Hearing)
 - H. Unfinished Business
 - I. Public Hearing and Commission Action
 - J. Work session items
 - K. Public Comment
 - L. Commission and Administration Response to Public Comments
 - M. Good of the Order
 - N. Adjournment
-

See Attachment 1 for standard welcome format.

Each speaker will be limited to 3 minutes at the Chair's discretion.

The Chair may change the order of the agenda if deemed necessary.

Section 6. Operational Guidelines

- a. Any application may be tabled by majority vote of the Commission if the applicant or an authorized representative is not present at the public hearing.
- b. Action on any application or request may be tabled by majority vote of the Commission if all essential information is not provided to the Planning Commission, or if the volume of information provided is significant.
- c. Action on any request or application may be tabled to request a legal opinion or interpretation by a majority vote of the Commission.
- d. The Commission shall act as a body in (1) making its decisions and in announcing them; and, (2) officially representing itself or making public disclosures to entities outside the Commission or the County Planning staff.
- e. Willful misrepresentation of information provided by an applicant pertaining to a request or application will void that request or application upon discovery of the misrepresentation.
- f. The Planning Commission will not commence a new public hearing after 8:00 p.m., at the discretion of the Chair.

Section 7. Public Hearing Procedure

- 1. General. Public hearings provide an opportunity for citizens to give direct input to the Planning Commission on matters being considered. It is the policy of the Planning Commission to conduct hearings in a manner that allows input from the maximum number of citizens possible and respects the opinion of all those wishing to testify.
- 2. Conducting the Hearing. Public hearings are conducted as regular items on the Planning Commission's Board's published agenda. In order to ensure that the public hearing is conducted in a manner that encourages maximum public participation and respect for varying opinions, the Planning Commission will generally adhere to the following rules:

- a. A sign-up sheet will be available for the public to indicate their desire to testify. Speakers will generally be heard in the order in which they sign up, followed by an opportunity for those who did not sign up to comment.
- b. The Chair will open the public hearing and accept any written testimony. All written testimony received prior to the close of the public hearing will be considered.
- c. The Chair will request planning staff to provide a staff report and recommendation on the matters being considered. Planning Commission members are permitted to ask staff any relevant questions regarding the matter being considered.
- d. In order to maintain an accurate public record, all citizens testifying will be required to state their name, address, and nature of interest in the matter for the permanent record.
- e. For any application before the Planning Commission, the applicant will be given the opportunity to testify first with a limit of 20 minutes divided among as many of the speakers as determined by the applicant. The applicant will also be given an opportunity, at the end of the testimony period, to have one rebuttal, limited to 10 minutes. Rebuttal comments shall be limited to factual statements relating to previous testimony. The Chair has the discretion to allow more time to speak and/or additional opportunities to comment with the objective of ensuring adequate time for all present to have an opportunity to comment and in consideration of meeting time and other agenda items.
- f. The Chair, at its discretion, may limit the comment period for each speaker so that all can be heard. As a general rule, testimony will be limited to three minutes per person, except for a group spokesperson, who will be allowed up to 10 minutes.
- g. Public hearings are intended to provide information and opinions from citizens to the Planning Commission. They are not intended to be a debate between those on opposing sides of an issue, nor to weigh how many on each side of an issue attend. The Chair, at its discretion, may limit testimony that provides no new information and/or comments intended solely to debate another person's position on a particular issue while not providing new information to the Planning Commission.
- h. The public hearing is closed. Planning Commission members may voice other significant considerations and pose any relevant questions through the Chair. The Chair will question the proper party for answers.
- i. The Chair with majority vote may extend the written comment period at their discretion.
- j. Motion for disposition. The Commission may take action on the application or matter following a motion.

Section 8. Quorum

Five members of the Planning Commission shall constitute a quorum to conduct business and make recommendations.

Section 9. Motions

When requested, motions shall be restated by the Executive Secretary before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section 10. Voting

Any action taken by a majority of the quorum, at any regular, recessed or special meeting of the Planning Commission shall be deemed and taken as the final action of the Planning Commission; except that any changes to the Comprehensive Plan, as referenced in RCW 36.70.500, or development regulations involving Clallam County ordinances must be approved by a majority of the total membership of the Planning Commission. Voting on all matters requiring a public hearing before the Planning Commission, and all matters referred to the Planning Commission by the Board of Clallam County Commissioners shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

Section 11. Staff Reports

On all matters considered by the Planning Commission, the report and recommendations of the Planning Division shall be presented to the Planning Commission and shall be recorded in the minutes of the meeting.

Section 12. Conflict of Interest/Appearance of Fairness

- a. Any member of the Planning Commission who has an interest in any matter before the Planning Commission that would or could tend to prejudice his/her actions thereon, shall so publicly indicate this fact to the Planning Commission prior to the opening of the Public Hearing and shall abstain from voting or participating in any way in the Planning Commission members' action on that matter. The member shall excuse him/herself from the Planning Commission and shall leave the meeting room until the conclusion of the subject matter.
- b. During Planning Commission deliberation on any quasi-judicial matter, no member should engage in ex parte communications with opponents or proponents unless the member:
 1. Places on the record the substance of any written or oral ex parte communications concerning the application; and
 2. Provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered or taken on the matter. This prohibition does not preclude a member of a decision-making body from seeking in a public hearing specific information or data from such parties relative to the decision if both the request and the results are part of the record. Anyone seeking to rely on the appearance of fairness doctrine to disqualify a member of the Planning Commission from participating in a decision must raise the challenge as soon as the basis for disqualification is made known to the individual.

In the event of a challenge to a member or members of the Planning Commission which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any challenged member or members shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision.

Section 13. Attendance

- a. Attendance at all regular meetings and executive sessions is expected of each Planning Commission member.
- b. Any members anticipating absence from any meeting shall notify the Chair or Executive Secretary in advance.
- c. Any absence may be excused by the Planning Commission, even for an extended period, provided the absence is requested at least 48 hours in advance, unless the absence is necessitated by an emergency.

Section 14. Parliamentary Procedure

Parliamentary procedure in Planning Commission meetings shall be governed by Roberts Rules of Order, Revised, unless it is specifically provided otherwise in these Bylaws, in other Planning Commission resolutions or in the County Code.

Section 15. Public Nature of Meetings and Records

All regular, recessed and special meetings, hearings, records, and accounts shall be open to the public; provided, however, executive sessions may be held by the Planning Commission as provided in RCW 42.30.110.

ARTICLE V - COMMITTEES

Section 1. Establishment of Committees

The Planning Commission may establish such standing or special sub-committees as it deems advisable and assign each sub-committee specific duties or functions. Each standing sub-committee shall consist of 3 members. No standing or special sub-committee shall have the power to commit the Planning Commission to the endorsement of any plan or program without its submission to the body of the Planning Commission.

Section 2. Appointment and Terms of Committee Members

The Chair of the Planning Commission shall appoint the members of each standing or special sub-committee and shall name the chair of each sub-committee. The members of each standing sub-committee shall be appointed as needed for a term of one year. Special sub-committees may be appointed at such times and for such purposes and terms as the Planning Commission approves.

Section 3. Committee Vacancies

Vacancies on sub-committees shall be filled immediately by the Chair of the Planning Commission for the unexpired portion of the term.

Section 4. Meetings of Committees

The sub-committees shall meet at the call of the sub-committee chair, provided that the Chair of the Planning Commission shall also have the authority to call a special meeting of any sub-committee at any time and upon such notice as the Chair may specify.

The Planning Staff shall issue notice of sub-committee meetings at the request of a sub-committee chair or the Planning Commission Chair.

Section 5. Quorum and Voting

A majority of the members appointed shall constitute a quorum of all sub-committees. The affirmative vote of a majority of the sub-committee membership shall be required for the adoption of a matter before the sub-committee.

ARTICLE VI - AMENDMENTS

Section 1. Amendments

THESE BYLAWS MAY BE AMENDED AT ANY REGULAR MEETING BY THE AFFIRMATIVE VOTE OF A MAJORITY OF THE MEMBERS OF THE PLANNING COMMISSION PROVIDED THAT THE PROPOSED AMENDMENTS HAVE BEEN SUBMITTED IN WRITING AT A PREVIOUS MEETING.

ADOPTION

Adopted February 15, 2023 by an affirmative vote of the members of the Clallam County Planning Commission.

Attachment 1 - Welcome

Welcome to the regular meeting of the Clallam County Planning Commission. The Commission is a nine-member, volunteer advisory panel appointed by the Board of Clallam County Commissioners. The Commission makes recommendations to the Board on legislative changes to the Clallam County Comprehensive Plan and implementing development regulations; the Six Year Transportation Improvement Program; applications for amendments to the Comprehensive Plan and Zoning Code, and applications for open space tax reductions. The Commission's actions are advisory to the Board of Clallam County Commissioners.

If you have any questions, please let me know at this time.



MEMORANDUM

Clallam County Department of Community Development

Date: 8/30/2023
To: Clallam County Planning Commission
From: Donella Clark, Principal Planner
Re: Addressing Ordinance

The Creation of a 911 Addressing System was adopted in 1991 and updated 3/23/1993. This ordinance was adopted to enable implementation of a 911 addressing system until a permanent 911 address ordinance was adopted, but no permanent ordinance was created. Addressing became a function within the Department of Community Development (DCD) because of the need for addresses for development of parcels, the interface of the department with the public, staff being located in the field throughout the County, and County GIS being housed in DCD. Changes in the County structure along with new federal requirements for PenCom in administering addresses introduces an opportunity to relook at the ordinance and identify a permanent 911 addressing system.

The ordinance originally assigned DCD and Roads with implementation of the ordinance due to resources that existed in each department. The County was able to provide other jurisdictions in the County with the Geographic Information System (GIS) that helped them to assign addresses that were then provided to PenCom for dispatching purposes. With the implementation of a centralized GIS department DCD has lost the ability to create addresses, but DCD is looked upon as the addressing authority in accordance with the existing ordinance. Staff is working with PenCom, Information Technology (GIS Division), and Roads to create a draft ordinance and Master Addressing Guide based on current practices and areas of concern that existing with the current ordinance. The Ordinance provides the rules and responsibilities associated with the creation of addresses and the Master Addressing Guide is being developed as an agreement of the process.

Responsibility for the creation of addresses should be shifted from DCD to Information Technology who houses the GIS Division and has the tools available to designate addresses and to make corrections as advised by PenCom. DCD intends to continue to be the interface with the public, providing the application and placards and gathering information regarding the development of the parcel and the creation of the parcel to provide GIS. The Roads Department should continue to be responsible for naming private roads and maintaining road lists.

Staff would appreciate comments from the Planning Commission on the proposed ordinance.

Chapter 19.40 CREATION OF A 911 ADDRESSING SYSTEM

Sections:

- **19.40.010 Purpose.**
- **19.40.020 Definitions.**
- **19.40.030 Rural addresses.**
- **19.40.040 Urban addresses.**
- **19.40.050 Transition between urban and rural addressing.**
- **19.40.060 Signing.**
- **19.40.070 Private road names.**
- **19.40.080 Implementation responsibilities.**
- **19.40.090 Transition issues.**
- **19.40.100 Information provisions.**
- **19.40.110 Immunity.**
- **19.40.120 Severability.**

| 19.40.010 Purpose.

The purpose of this chapter is to establish a uniform system for addressing properties and structures in unincorporated Clallam County as a component of the 911 emergency response system. This chapter will enable implementation of that system until a permanent 911 addressing ordinance is adopted.

| 19.40.020 Definitions.

The following terms when used in this chapter have the following meanings:

- (1) “Rural addressing system” means the type of addressing system in which addresses are determined based on their distance from the origin of the road.
- (2) “Urban addressing system” means the type of addressing system in which addresses are determined by rectangular coordinates from established base lines.
- (3) “Urban address grid” means an area addressed with an urban addressing system.
- (4) “Urban grid boundary” means the perimeter of an area addressed using an urban addressing system, outside of which rural addressing is used.
- (5) “Primary access” means the driveway or other access to a given site most likely to be recognized and used, especially by emergency service providers.
- (6) *Address Road.* For each addressed site, the “address road” will be the road on which the primary access for that site originates.
- (7) *Road Origin.* For the purpose of address determination measurements, each public and private road shall have an “origin” designated in accordance with CCC [19.40.030\(1\)\(c\)](#).

(8) “False origin” refers to the addition of a fixed distance to all measurements made on a given road, as if that road originated at a different point. It may be used adjacent to an urban address grid such that a road which does not originate at the grid baseline will be projected back to the baseline and measured as if it did originate at the baseline. The purpose of using a false origin will be to prevent address number conflicts around an urban address grid.

(9) “Permanent milepost” means a sign placed along a road showing the distance in miles from that road’s origin to the milepost. Except as indicators of a road origin, mileposts will generally be placed precisely at one mile intervals from the road origin to the end of the road.

(10) “Address distance” means the distance, for address purposes, from the designated origin (or false origin) of the road. Once defined, this distance will not change, even if the actual distance changes due to road alignment changes.

(11) “Private road” means any road other than County roads or Federal or State routes.

19.40.030 Rural addresses.

(1) Roads.

(a) *Road Names.* All private and County roads shall be provided with names and identified in the County road index or private road register. A single route will not change names without a good reason. For example, a private road extending from the end of a dead-end County road will retain the same name as the County road, and a single road making a turn that will not later become an intersection will not change names at the turn.

The County shall strive to avoid duplication of road names.

Any road, public or private, serving multiple addresses in such a number or such a configuration that all addresses on said road cannot be adequately addressed as a multiple access driveway, as specified in subsection (2)(a)(ii)(B) of this section, shall be named and addressed with that road name.

Roads or driveways with six (6) or more existing or potential addresses must be named, except as provided for below. Roads or driveways with five (5) existing or potential addresses may be named if a majority of the abutting property owners so choose. Roads or driveways serving fewer than five (5) existing or potential addresses may be named and addressed as private roads if there are unique conditions that prevent the normal method of addressing on a shared driveway from functioning adequately in that situation.

In determining the need for a private road name, undeveloped lots may be excluded from consideration only if those served by the driveway so choose, recognizing that if the number or placement of new addresses changes in a way that cannot meet the above requirement, the driveway must then be named as a private road, and all addresses served by it addressed from that road.

(b) *Road Type.* Every road name will include the road type designator, such as “Road, Street, Avenue, Lane, Drive, etc.” following the road name, except numbered highways, which may include the designator before the highway number.

(c) *Road Origin.*

(i) Each road will have a designated origin. Generally, a road’s origin will be the beginning point of the road as accessed from another road, from major to minor roads, and from proximity to US 101, SR 112, and the nearest city or town. These road origins shall be established by the Clallam County Department of Community Development.

(ii) An exception to the above may occur adjacent to an urban address grid. If a road crosses the grid boundary, it may be given a false origin, such that address numbers or ranges of numbers are not duplicated anywhere on that road.

(iii) The precise point of origin for address measurement along a road will be the centerline of the intersecting road or highway. If the road does not originate at an intersection, a milepost type marker will be installed to precisely identify the origin. If a false origin is used, a milepost type marker will be placed where the road actually begins showing the address distance from the false origin to that point.

(d) *Use of Directional Designators.* If a road extends in two (2) directions from its origin, addresses and signs for each portion will include a directional prefix (N, S, E, or W) before the name, indicating which direction that portion extends from the designated origin. There will be no other use of directional prefixes or suffixes in the rural addressing system except when the road name includes a directional reference to a geographical feature.

(2) *Site Address.* Each site address will consist of an address number followed by a road name. For multiunit buildings or sites, a unit number may also be used.

(a) *Address Number.* All address numbers will consist of at least two (2) digits.

(i) *Distance from Road Origin.* All digits except the final digit indicate the address distance in hundredths of miles from the origin of the address road to the primary access to the site. If road length changes for any reason, the address distance will correspond to the permanent mileposts rather than the actual distance from the road origin. The distance component of addresses on US 101 and SR 112 will correspond to the Washington State Department of Transportation mileposts.

(ii) *Final Digit.* The final digit will indicate on which side of the address road the site is located, and its relative distance from that road. It may also differentiate sites with driveways closer to each other than 0.01 miles.

(A) *Side of Road.* When proceeding in the direction of increasing numbers, the last digit will be odd if the address is located on the left side of the road; it will be even if the address is located on the right side of the road.

(B) *Relative Distance from Address Road.* A final digit of either 0, 1, 2, or 3 will indicate that the site is near the road with either a short driveway or no driveway, or relatively near the road on a multiple access driveway. A final digit of either 6, 7, 8, or 9 will indicate that the location is accessed by a long driveway. A final digit of 4 or 5 may be used for intermediate locations.

On multiple access driveways, the final digit of any address will not be greater than an address located beyond that address on the same driveway. If the addition or relocation of addresses makes it impossible to meet this condition, the driveway must be named and addressed as a separate road.

(C) *Adjacent driveways sharing the same address distance.* If adjacent driveways are closer than 0.01 mi. (52.8 ft.) and must share the same distance number, the address(es) on the driveway nearest the origin of the address road will generally have a lower final digit than the address(es) on the far driveway, wherever possible.

(b) *Optional Directional Prefix.* If a road extends in two (2) directions from its origin, the addresses on each portion will include a directional prefix (N, S, E, or W) before the road name, indicating which direction that portion of the road extends from the designated origin. Addresses on each portion will be based on the distance from that common origin point.

(c) *Road Name.* Every address will include the official or registered name of the public or private road that is the address road for that site. The road name will include the road type designator.

(d) *Optional Unit Number.* Any addressed site which includes multiple apartments, suites, spaces or other units, may include the appropriate unit number in the address following the road name. The owner of a multi-unit address site will be asked to supply a map or drawing locating each unit adequately for guiding emergency response. Copies of such drawings will be provided to the appropriate emergency response agencies.

| 19.40.040 Urban addresses.

(1) *Use of Existing City Addressing Systems.* Wherever practical, the existing address systems of the municipalities in Clallam County will be incorporated as components of the Clallam County 911 addressing system. Permanent boundaries will be established for the extension of each urban address grid beyond the current city limits of each municipality. Addressing within that boundary will be compatible with the municipality's addressing system.

(2) *Modification of Existing City Addressing Systems.* Municipalities may be requested to make certain modifications to their addressing systems in order to insure long term compatibility between addresses inside and outside of that jurisdiction. The Director of the Clallam County Department of Community Development is authorized, on behalf of Clallam County, to develop interlocal agreements with other jurisdictions within the county which will coordinate the transition between urban and rural addressing in the applicable areas.

| 19.40.050 Transition between urban and rural addressing.

(1) *Transition Guidelines.* Wherever possible, the Clallam County 911 addressing system will adhere to the following guidelines in coordinating the transition between urban and rural addressing adjacent to municipalities.

(a) Permanent urban address grid boundaries will be established, in consultation with the municipality involved, such that there will be no possibility of duplicate address numbers on any road. Wherever possible, said boundaries will be established to include entire roads in only one system.

(b) Where a road, or the projection of a road crosses an urban grid boundary, a false origin may be established such that the range of address numbers within the urban address grid does not overlap the range of numbers outside the urban address grid.

(c) If the urban grid boundary follows a road, both sides of that portion of the road will be addressed in the same system. Either both sides of the road will use rural addressing, or both sides will use urban addressing.

(2) *Interagency Coordination.*

(a) Recognizing that it is in the mutual interest of all jurisdictions to prevent addressing conflicts, municipalities within Clallam County are respectfully requested to maintain compatibility with the above guidelines in the course of any future annexations, and any modification to, or implementation of their own addressing ordinances.

(b) Emergency dispatchers will be provided with address information on all roads that cross the city limits sufficient to rapidly and simply determine whether a given address is inside the city.

(c) Comment will be requested from all relevant emergency response agencies on any city-county addressing coordination policy before it is implemented.

| 19.40.060 Signing.

(1) *Roads.* All public and private roads in Clallam County which serve addressable properties or structures will be signed in accordance with the standards of the Department of Public Works. Private road signs will identify the road as private.

(2) *Mileposts.* Permanent mileposts will be placed on all county roads longer than one mile. These will indicate distance in miles from the designated road origin.

On each road without a readily recognizable origin, a permanent milepost will also be placed near the beginning of the road showing the address distance at that point.

Permanent mileposts will conform to the standards of the Clallam County Department of Public Works.

(3) *Addresses.* Each addressed site will be provided with a sign showing the address number in white reflectorized numbers on a green reflectorized background. The sign shall be posted in accordance with the standards of the Clallam County Department of Community Development.

Although the sign will remain the property of Clallam County, the addressee may relocate or mount the sign in any way that is consistent with the above standards.

Where necessary, additional address signs may be provided to identify individual sites on a common driveway.

(4) *Road Origin Reference Points.* In order to facilitate ongoing consistency of measurements, a road origin reference point may be established near the beginning of the road. The reference point will be a fixed object, such as a road or traffic sign. The reference point will be identified in a road index, along with the address distance, in thousandths of a mile, from the road origin. The distance may also be posted on a road or traffic sign post. It will show the address distance, in thousandths of a mile, and must be readable by the driver of a vehicle proceeding onto that road.

Road origin reference points will be established in any case where use of the centerline to initiate measurement presents a significant hazard, including all roads originating from US 101 or SR 112. Road origin reference points will be established for any road whose precise point of origin is ambiguous.

| 19.40.070 Private road names.

(1) *Registration.* Private road names may be posted and used for addressing purposes only if they are registered with Clallam County. A private road name will not be registered if its similarity to an existing public or private road name is sufficient to confuse emergency response or mail delivery. Signing of an unregistered road name in such a way that emergency response may be misled is prohibited.

A private road name will not be registered until a reasonable effort has been made to assure that there is no significant opposition to the new name, or that it is acceptable to a majority of its residents and property owners. If there is no available road name which is acceptable to a clear majority of those served by the road, the County may choose a name.

(2) *Private Road Register.* The Clallam County Department of Public Works shall maintain and make public a register of all public and approved private road names.

| 19.40.080 Implementation responsibilities.

(1) The Department of Community Development will assume the following responsibilities under this chapter:

- (a) Administration of 911 addressing program;
- (b) Assigning of new temporary addresses prior to measurement;
- (c) Assigning of new permanent addresses upon completion of initial measurement and address calculation;
- (d) Public information and referral;

- (e) Creation of a permanent 911 addressing ordinance;
- (f) Administering contract(s) for the following services:
 - (i) Coordination of re-addressing of all addressable locations in unincorporated Clallam County, including training, scheduling, and otherwise facilitating effective volunteer fieldwork;
 - (ii) Coordination of procurement of materials;
 - (iii) Preparation of private road register, including coordination of resolution of conflicts, and disputes over private road names;
 - (iv) Measurement to determine address numbers;
 - (v) Preparation of informational materials, and address assignment packages for mailing;
 - (vi) Creation of index of public and private roads with address of origin of each road;
 - (vii) Coordination with Port Angeles, Sequim, and Forks to ensure mutually acceptable and compatible addresses in the vicinities of these municipalities.

(2) The Department of Public Works will assume the following responsibilities under this chapter:

- (a) Installing road signs;
- (b) Measuring and installing mileposts and road origin reference points;
- (c) Naming of County roads;
- (d) Maintenance of road index upon termination of consultant contract;
- (e) Registration of private road names upon termination of consultant contract.

(3) *Other Tasks and Responsibilities.* Recognizing the expressed commitment of several emergency response agencies, and the essential nature of their participation in implementation of the Clallam County 911 addressing system, the Department of Community Development or its consultant(s) may authorize volunteer organizations and their members to carry out appropriate functions under the guidelines contained in this chapter. The County will provide training, materials, and coordination for, and otherwise facilitate such participation, which may include:

- (a) Physically locating each addressable site, determining its existing address, and determining the final digit of its new 911 address;
- (b) Determining locations for and installing address sign posts;
- (c) Installing address sign plates;
- (d) Contacting residents to initiate private road naming where appropriate.

| 19.40.090 Transition issues.

(1) *Conversion.*

(a) *Minimum Conversion Area.* Unless agreed to by both the applicable fire district and postmaster, all addresses within a single fire station response area will be converted to the new system at one time.

(b) *Simultaneous Signing and Notification.* As much as possible, address sign plates will be installed at the same time as residents and occupants are notified of their new 911 addresses.

(c) *Errors.* A reasonable attempt will be made to identify and correct errors as soon as possible after addresses are initially assigned. Suspected errors should be brought to the attention of the Department of Community Development or its consultant(s).

(d) *Permanence of Address.* It is the intent of this chapter that after the effective date of an address assignment that address will not be changed again as a part of the conversion process.

(2) *Road Naming during Transition.* Road names requested or assigned during the transition period will be registered as soon as possible. New road names will become official on the effective date of the address assignments for that road. Road signs for newly named roads will be installed at the time of address assignment on that road.

911 addressing will not occur on newly named roads until address measurement is accomplished in the course of the overall program. Wherever possible, residents will be encouraged to use their existing addresses until address measurement is completed on the newly named road.

Where requested, temporary addresses may be assigned on a newly named road prior to determination of permanent addresses. These addresses will be identified as temporary.

(3) *New Address Requests during Transition.*

(a) If a new address is requested on a road for which address conversion is not yet complete, a temporary address may be assigned until that conversion is complete.

(b) If a new address is requested on a road for which 911 addresses have been assigned, a permanent address will be provided.

(4) *Appeals for Variance from Ordinance Standards.*

(a) Any decision by the County or its agents or consultants involving road naming or addressing may be appealed. Appeals may be submitted in writing to the Department of Community Development prior to thirty (30) days after the official notice of address change has been sent. Community Development staff will include a statement explaining the consequences of approving the appeal. The appellant will be given an opportunity to respond in writing to any staff statements included with the appeal, before it is sent out to the Review Board. A reasonable attempt will be made to resolve appeals as soon as possible after they are submitted.

(b) The Review Board will consist of representatives of all interested emergency service agencies in Clallam County, as well as agencies or organizations with ongoing responsibility to administer the addressing system. The Board will have the authority to arbitrate road naming conflicts, and to approve any exceptions to the requirements of this chapter which, in its determination, do not compromise the intent of this chapter to facilitate effective emergency response, and to uniquely identify address locations in Clallam County. Copies of the appeal will be sent to each member of the Address Appeals Board for consideration. Written responses will be compiled by the Department of Community Development. The Director of the Department of Community Development will determine whether the appeal can be granted, with or without conditions, while meeting all significant concerns identified by the Review Board. The appellant will be notified in writing of the determination.

(c) One or more public meetings of the Review Board may be held, if necessary to resolve appeals still outstanding after the above written review process. Notice of said public meetings will be published in the official County newspaper and concurrently posted in the affected area at least ten (10) days prior to the meeting. Notice shall include the date, time, place, and purpose of the meeting.

| 19.40.100 Information provisions.

(1) *Emergency Response Agency Information.*

(a) Emergency response agencies will be notified in a timely manner of all temporary or permanent addresses assigned prior to completion of the conversion process in the area involved, and all newly registered road names.

(b) Emergency response agencies will be provided with cross referenced indices of old and new road names and addresses in a timely manner following conversion.

(2) *Postal Service Notification.* The Postal Service will be notified in a timely manner of all newly registered road names and temporary or permanent addresses assigned by the County.

(3) *Addressee Notification.* Each resident or occupant will be notified in a timely manner when a 911 address is assigned or re-assigned.

(4) *Public Information.* Clallam County will make available to the public, for the cost of reproduction, an up-to-date list of all public road names and all registered private road names.

| 19.40.110 Immunity.

Clallam County shall be immune from any and all civil liability for any actions taken pursuant to this chapter, or for any failure to take action to enforce the provisions of this chapter. It is not the purpose or intent of this chapter to create on the part of Clallam County any special duties or relationships with specific individuals. This chapter has been enacted for the welfare of the public as a whole.

| 19.40.120 Severability.

If any provision of this chapter or its application to any person or circumstances is held invalid, the remainder of this chapter or the application of the provision to other persons or circumstances shall not be affected.

Chapter 19.40 911 ADDRESSING SYSTEM

Sections:

- **19.40.010 Purpose.**
- **19.40.020 Definitions.**
- **19.40.030 Designation of Addresses.**
- **19.40.040 Signage.**
- **19.40.050 Corrections.**
- **19.40.060 Information provisions.**
- **19.40.070 Immunity.**
- **19.40.080 Severability.**

19.40.010 Purpose.

The purpose of this chapter is to establish a uniform system for addressing properties and structures in unincorporated Clallam County as a component of the 911 emergency response system and maintaining a system of data in order to produce and maintain addresses within the unincorporated portions of Clallam County. This chapter is intended to promote and aid in the timely and efficient response of emergency services through the proper coordination and identification of E911 addresses. This chapter is intended to promote public health and safety and welfare by providing an orderly and uniform addressing and road identification system for structures and properties in the unincorporated areas of Clallam County.

19.40.020 Definitions.

The following terms when used in this chapter have the following meanings:

- (1) “Address” or “Site Address (SITUS)” means a physical number and a full street name designated for a structure or primary access of an unimproved lot as assigned for 911 purposes.
- (2) “Address distance” means the distance, for address purposes, from the designated origin (or false origin) of the road. Once defined, this distance will not change, even if the actual distance changes due to road alignment changes.
- (3) “Address sign” means an individual address placard placed at a required location identifying the location of a principal structure or lot.
- (4) “County Road Index” means the official list of all county roads and their origin points and lengths maintained by the County engineer.
- (5) “Driveway” means a vehicular access serving no more than four addressed structures or parcels/lots. Some driveways will be shared and serve access to several individual driveways and will require posting a second address post to assist emergency responders identify the access to the address.

(5) "Easement" or "Access Easement" is the interest in land owned by another person, consisting in the right to use the land for ingress and egress, allowing one or more persons to travel across another's land to get to a nearby location.

(6) "Master Address Database" means the database containing all of the E911 addresses issued by the County.

(7) "Master Address Guide" refers to the document developed to define the process of creating addresses.

(8) "Permanent milepost" means a sign placed along a road showing the distance in miles from that road's origin to the milepost. Except as indicators of a road origin, mileposts will generally be placed precisely at one mile intervals from the road origin to the end of the road.

(9) "Primary access" means the driveway or other access to a given site most likely to be recognized and used, especially by emergency service providers.

(10) "Private Road" or "Private Street" refers to a named easement or right-of-way listed on the private road registry owned and maintained by anyone other than a public authority.

(11) "Private road registry" means the official list of all named private roads maintained by the County Road Department and roads displayed on the official Clallam County GIS map.

(11) "Road Origin" For the purpose of address determination measurements, each public and private road shall have an "origin" designated in accordance with CCC 19.40.030(2)(c).

(12) "Right-of-Way" refers to a legal right of passage over another person's ground. Public right-of-way refers to any street, avenue, boulevard, road, highway, sidewalk, alley or easement owned, leased, or controlled by a governmental entity. Private right-of-way is owned, managed, and/or maintained by anyone other than a public authority.

(13) "Road" means any named public street or private street on which the primary access for the parcel/lot originates.

(14) "Road Centerline (RCL)" refers to vector line data that represent the geographic center of road rights-of-way on transportation networks.

(15) "Site Structure Address Point (SSAP)" is the geospatial representation of the location of a site or structure and its corresponding physical address.

| 19.40.030 Designation of Addresses

(1) *Site Address.* An E911 address shall be assigned to every property that contains a structure or has requested assignment of an address.

(a) Requests for an address may be made to the Department of Community Development on forms provided and submitted with the appropriate fee.

(b) Site addresses shall be assigned by Clallam County's Information Technology Department. An assigned number shall be shared with the emergency dispatch authority for review before shared with the landowner. A database of all County assigned E911 numbers shall be maintained by Clallam County.

(c) Each site address will consist of an address number followed by a road name. For multiunit buildings or sites, a unit number may also be used.

(d) Address Number. All address numbers will consist of at least two (2) digits and have the following order: street number, pre-directional, primary street name, suffix, post-directional, and secondary number.

(i) *Distance from Road Origin.* All digits except the final digit indicate the address distance in hundredths of miles from the origin of the address road to the primary access to the site. If road length changes for any reason, the address distance will correspond to the permanent mileposts rather than the actual distance from the road origin. The distance component of addresses on US 101 and SR 112 will correspond to the Washington State Department of Transportation mileposts.

(ii) *Final Digit.* The final digit will indicate on which side of the address road the site is located, and its relative distance from that road. It may also differentiate sites with driveways closer to each other than 0.01 miles.

(A) *Side of Road.* When proceeding in the direction of increasing numbers, the last digit will be odd if the address is located on the left side of the road; it will be even if the address is located on the right side of the road.

(B) *Relative Distance from Address Road.* A final digit of either 0, 1, 2, or 3 will indicate that the site is near the road with either a short driveway or no driveway, or relatively near the road on a multiple access driveway. A final digit of either 6, 7, 8, or 9 will indicate that the location is accessed by a long driveway. A final digit of 4 or 5 may be used for intermediate locations.

On multiple access driveways, the final digit of any address will not be greater than an address located beyond that address on the same driveway. If the addition or relocation of addresses makes it impossible to meet this condition, the driveway must be named and addressed as a separate road

(C) *Adjacent driveways sharing the same address distance.* If adjacent driveways are closer than 0.01 mi. (52.8 ft.) and must share the same distance number, the address(es) on the driveway nearest the origin of the address road will generally have a lower final digit than the address(es) on the far driveway, wherever possible.

(e) *Optional Unit Number.* Any addressed site which includes multiple apartments, suites, spaces, accessory dwelling unit (ADU), or other addressable structures, may include a unit number in the address following the road name (ie. primary residence provided an address and the ADU provided a unit of A, and the garage a unit of B). Accessory

Dwelling Units shall always be given the unit number of A. The owner of a multi-unit address site will be asked to supply a map or drawing locating each unit adequately for guiding emergency response. Copies of such drawings will be provided to the appropriate emergency response agencies.

(2) Roads. Every address shall include the official or registered name of the public or private road that is the access for that site. The road name will include the road type designator.

(a) Road Names. All private roads within Clallam County jurisdiction and County roads shall be provided with names and identified in the County road index or private road register. A single route will not change names without a good reason. For example, a private road extending from the end of a dead-end County road will retain the same name as the County road, and a single road making a turn that will not later become an intersection will not change names at the turn. The County shall strive to avoid duplication of road names.

(i) Private road names may only be posted and used for addressing purposes if they are registered with Clallam County. A private road name will not be registered if its similarity to an existing public or private road name is sufficient to confuse emergency response or mail delivery. Signing of an unregistered road name in such a way that emergency response may be misled is prohibited.

(ii) Driveways with four (4) addresses requested shall be named through the County Road Department. Driveways serving fewer than four (4) existing or potential addresses may be named and addressed as private roads if there are unique conditions that prevent the normal method of addressing on a shared driveway from functioning adequately in that situation. A private road name will not be registered until a reasonable effort has been made to assure that there is no significant opposition to the new name, or that it is acceptable to a majority of its residents and property owners. If there is no available road name which is acceptable to a clear majority of those served by the road, the County may choose a name.

(iii) During a land division, any proposed shared access for four (4) or more lots shall be designated as a private road. This private road shall be named through the County Roads Department during the platting process.

(b) Road Type. Every road name will include the road type designator, such as "Road, Street, Avenue, Lane, Drive, etc." following the road name, except numbered highways, which may include the designator before the highway number. Private road signs will identify the road as private.

(c) Optional Directional Prefix. If a road extends in two (2) directions from its origin, the addresses on each portion will include a directional prefix (N, S, E, or W) before the road name, indicating which direction that portion of the road extends from the designated origin. Addresses on each portion will be based on the distance from that common origin point.

(d) Road Origin. Each road shall have a designated origin.

(i) A road's origin will be the beginning point of the road as accessed from another road, from major to minor roads, and from proximity to US 101, SR 112, and the nearest city or town. These road origins shall be established and maintained by the Clallam County Information Technology Department. The precise point of origin for address measurement along a road will be the centerline of the intersecting road or highway. If the road does not originate at an intersection, a milepost type marker will be installed to precisely identify the origin. If a false origin is used, a milepost type marker will be placed where the road actually begins showing the address distance from the false origin to that point.

(ii) Sometimes a false origin must be added as a fixed distance to all measurements made on a given road, as if that road originated at a different point. It may be used adjacent to an urban address grid such that a road which does not originate at the grid baseline will be projected back to the baseline and measured as if it did originate at the baseline. The purpose of using a false origin will be to prevent address number conflicts around an urban address grid.

Emergency dispatchers will be provided with address information on all roads that cross the city limits sufficient to rapidly and simply determine whether a given address is inside the city.

(3) Use of Existing City Addressing Systems. Recognizing that it is in the mutual interest of all jurisdictions to prevent addressing conflicts, municipalities within Clallam County are respectfully requested to maintain compatibility with the above guidelines in the course of any future annexations, and any modification to, or implementation of their own addressing ordinances. Wherever practical, the existing address systems of the municipalities in Clallam County will be incorporated as components of the Clallam County 911 addressing system. Permanent boundaries will be established for the extension of each urban address grid beyond the current city limits of each municipality. Addressing within that boundary will be compatible with the municipality's addressing system.

| 19.40.040 Signage.

(1) Roads. All public and private roads in Clallam County which serve addressable properties or structures will be signed in accordance with the standards of the Clallam County Road Department. Signs will be provided and installed by the Road Department upon request and submittal of appropriate fees.

(2) Address Placards. It shall be the responsibility of the property owner to purchase, install, and maintain an address number to ensure proper emergency response. The Department of Community Development will provide, for a fee, a sign showing the address number in white reflectorized numbers on a green reflectorized background. Where deemed necessary, additional address signs may be provided to identify individual sites on a common driveway at no additional cost from the base fee. Replacement placards will be provided for a fee.

(a) Post must be on the same side of the road as the access or driveway and no further than 20 feet from the access/driveway.

(b) Place the post so that the address sign is oriented perpendicular to the road, extending toward the road from the post like a flag.

(c) The sign-post should be about 4-10 feet from the edge of the drivable surface of the road.

(d) The post can be next to a fence, hedge, or other barrier with the sign extending toward the road. The address sign shall not be obscured.

(e) Final address post height should be about 40" above the road (mailbox height) This will result in driving the standard 5 foot post approximately 20 inches into the ground. Remember to follow Utility Locate procedures before driving in to the full depth.

19.40.050 Corrections

(1) Existing road names shall not be required to be changed.

(2) Errors. When the County or emergency responder identify an incorrect address the landowner will be contacted regarding correcting the error. These errors occur when an address number is out of sequence or when odd and even numbers are mixed on the same side of the street. A new placard will be assigned without a fee. Official notice shall be sent to the landowner that the address has been changed and that a new placard is available for pick-up. Response from emergency responders could be affected by use of an incorrect address and incorrect address placard.

(3) Readdressing. During the addressing of parcels corrections may be necessary to accommodate the new address, such as naming a shared driveway or changing number sequences. The County will contact the landowner and inform them a correction is required and provide the process to name the private road if necessary. A new placard will be assigned without a fee to all existing addresses. Official notice shall be sent to all affected landowners that their address(es) has(have) been changed and that a new placard is available for pick-up. Response from emergency responders could be affected by use of an incorrect address and incorrect address placard.

(4) Changes to Property. It shall be the responsibility of the property owner to notify Clallam County of any changes to the property that may require additional property numbers or reassignment of property numbers. This shall include changes in the location of the driveway or replacement of structures in new areas of the property.

(5) Appeals. Any decision by the County to change an address may be appealed. Landowners shall be informed of this appeal process in the official notice of the address change. Appeals may be submitted in writing to the County prior to thirty (30) days after the official notice of address change has been sent and must identify the road and address and a statement describing the reasons in which the correction would not aid emergency services. PENCOM and the County Information Technology Department will review the requested appeal and determine whether the appeal can be granted while meeting all significant concerns of public safety. The appellant will be notified in writing of the determination.

19.40.060 Information provisions.

Effectiveness of the E911 addressing system requires the coordination and cooperation of County departments and public agencies. A Master Address Guide shall be developed and maintained to ensure the procedure for administering an address and protocol for information sharing.

- (1) Emergency response agencies will be notified in a timely manner of all permanent or corrected addresses assigned, and all newly registered road names.
- (2) Postal Service Notification. The Postal Service will be notified in a timely manner of all newly registered road names and permanent or corrected addresses assigned by the County.
- (3) Addressee Notification. Each resident or occupant will be notified in a timely manner when a 911 address is assigned or re-assigned.
- (4) Public Information. Clallam County will maintain a map and data files available to the public and other agencies of all public roads and registered private roads with correct road centerlines.

19.40.070 Immunity.

Clallam County shall be immune from any and all civil liability for any actions taken pursuant to this chapter, or for any failure to take action to enforce the provisions of this chapter. It is not the purpose or intent of this chapter to create on the part of Clallam County any special duties or relationships with specific individuals. This chapter has been enacted for the welfare of the public as a whole.

19.40.080 Severability.

If any provision of this chapter or its application to any person or circumstances is held invalid, the remainder of this chapter or the application of the provision to other persons or circumstances shall not be affected.