

ORDINANCE NO. 2023-011

AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON AMENDING CHAPTER 12.16
OF THE ARLINGTON MUNICIPAL CODE REGARDING UNIFORM STREET NAMING AND
HOUSE NUMBERING UNDER CITY PLANNING NO. PLN 1035

WHEREAS, the city has proposed an update to regulations for address number size and location on commercial, industrial, and mixed-use buildings. The regulations provide specific and consistent regulations to a property owner or business and provides public safety personnel clarity when entering a property; and

WHEREAS, the Arlington Planning Commission considered the revisions initially with informational meetings on January 3, 2023 and February 7, 2023, at docketing meetings on March 7, 2023 and March 21, 2023, and then on May 2, 2023 and at a public hearing conducted on May 16, 2023; and

WHEREAS, the Planning Commission made findings and provided its recommendations to the City Council concerning the proposed changes; and

WHEREAS, the City Council considered the revisions initially at the Council Retreat March 31, 2023 and at docketing meetings on April 10, 2023 and April 17, 2023; and

WHEREAS, the City Council considered the same at a workshop held on June 12, 2023, and considered them along with the Planning Commission recommendations, at their regular meeting conducted a public hearing on June 20, 2023; and the City Council having determined approving said amendment was in the best interest of the City; and

WHEREAS, the amendments were presented to the Department of Commerce for comment and said Department had no comments on the ordinance; and

WHEREAS, the City Council has considered the proposed amendment to the municipal code and finds it to be consistent with city and state law and in the best interests of the citizens; and

NOW, THEREFORE, the City Council of the City of Arlington does hereby ordain as follows:

Section 1. Arlington Municipal Code section 12.16.010 shall be and hereby is amended as follows:

"Block" is considered the distance between intersections except where a long block faces a short block because of differences in platting of adjacent plats, or where unplatted land faces platted land. In these circumstances, the long block or unplatted land may be given more than one set of one hundred numbers in order to follow the desired uniformity for the Old Town District as a whole.

"Drive" means a public way dedicated or improved for general travel and as a primary means of access to the front of property, as either a thoroughfare or cul-de-sac as not to fit into the regular street or avenue pattern and shall run north/south in between the grid lines.

Section 2. Arlington Municipal Code section 12.16.030 shall be and hereby is amended as follows:

- (a) Old Town District. Base lines for the Old Town District shall be First Street for all numbering of houses and buildings on the streets, avenues and other public ways running north and south; and the Burlington Northern railroad right-of-way from the north city limits to Maple Street, and Cobb Avenue and State Route 9 shall constitute the base line for all numbering of houses and buildings on the streets, avenues and other public ways running east and west.

Section 3. Arlington Municipal Code section 12.16.040 shall be and hereby is amended as follows:

- (e) The building official shall, on all building permits for new residences, accessory dwelling units, buildings, structures, or places of business, excepting sheds and accessory structures, assign an address number consistent with this chapter. On building permits other than new construction, the building official shall ensure that the address listed thereon is consistent with this chapter.
- (f) Minor changes or corrections to numbers may be made administratively by the building official, following the written request from a residential or commercial property owner. Minor changes may be initiated by staff when it is in the best interest of public safety.
- (g) Major changes such as renumbering or street name changes may be initiated by a written request from a residential or commercial property owner, or by staff when it is in the interest of public safety and/or public benefits. In either case, the building official shall convene a review committee, to include but not limited to, a representative of the police department and the fire department. If the committee determines that a change should be made, a proposed plan shall be prepared, and the affected neighborhood or commercial area shall be contacted for comment. The committee shall review any comments received and determine if the public safety interest is best served by the proposed change. Final determination shall be approved by the city council prior to any such change being affected.

Section 4. Arlington Municipal Code section 12.16.060 shall be and hereby is amended as follows:

- (b) Numbering Interval.
 - (1) The assignment of a number to a specific parcel shall be determined by measuring distances from the one hundred block grid lines.
- (c) Number Assignment. The assignment of numbers shall be as follows:
 - (1) Old Town District.

- (A) All houses, buildings and lots situated within the first block north of First Street within the Old Town District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "North" to the name of the street, avenue or other public way.
 - (B) All houses, buildings and lots situated within the first block south of First Street within the Old Town District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "South" to the name of the street, avenue or other public way.
 - (C) All houses, buildings and lots situated within the first block east of the Burlington Northern Railroad right-of-way base line within the Old Town District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "East" to the name of the street, avenue or other public way.
 - (D) All houses, buildings and lots situated within the first block west of the Burlington Northern Railroad right-of-way base line within the Old Town District shall, on all intersecting streets, avenues and other public ways, be given numbers between 101 and 199 inclusive; within the second block, numbers between 201 and 299 inclusive shall be used, and so on in each succeeding block; and all numbers shall be indicated by adding the word "West" to the name of the street, avenue or other public way.
 - (E) One number shall be assigned for each twenty-five feet of frontage or fraction thereof except that adjustments may be made in order to follow the desired uniformity for the Old Town District.
 - (F) Odd numbers shall be used on the north and east sides of the streets, avenues, and all other public ways.
 - (G) Even numbers shall be used on the south and west sides of the streets, avenues, and all other public ways.
 - (H) All houses, buildings or lots nearer the base line shall be assigned smaller numbers. In assigning numbers to houses and buildings between which one or more lots lie unimproved, numbers shall be spaced to allow for later assignment to such vacant lots.
- (2) City-Wide District.
- (A) All houses, buildings and lots situated within the city-wide district shall, on all intersecting streets, avenues and other public ways, be given numbers between 00 and 33 inclusive; within the second block, numbers between 00 and 33 inclusive shall be used, and so on in each succeeding block.
 - (B) Even numbers shall be assigned to the south and west sides of streets and odd numbers to the north and east sides of the streets. Determination of street

directions north-south, east-west can be decided by observing the overall length of a street and noting its general direction. The even and odd numbers shall be assigned consecutively and opposite one another wherever possible. Neither numeric fractions nor alphabetical letters shall be assigned as part of the unique address for stand-alone structures. Where a street is prevented from being continuous by a natural barrier, the addressing will be broken off at the barrier and continued again at the other side of the barrier consistent with the appropriate one hundred grid block on the official grid map as described in Subsection (A) of this section.

- (C) Short loops and cul-de-sacs shall be numbered consecutively from that point where they originate and proceed progressively around the loop or cul-de-sac.
- (D) Multifamily developments will have one main assigned number address taken from the street. Each building shall have a letter designation of A, B, C, D, etc. Interior streets within multifamily developments will be named and such names will be approved as defined in Section 12.16.040 of this chapter. If the interior street is to remain private, then the name will be qualified by designating that street as a lane as defined in Section 12.16.010 ["Lane"] of this chapter. Each of the multifamily buildings fronting that interior street will be numbered from said street. Each unit within a multifamily building will also be identified (e.g., 3515 Private Lane NE Unit #A101). Each unit numbering will be from left to right as seen from facing the building. The first digit of each unit number will indicate which floor of the building each unit is located.
- (E) In large commercial development projects with a single access from a main street and a shared parking lot, each building will be individually numbered from the main street. For those projects fronting on intersecting streets, each building will be individually numbered from the intersecting street on which it fronts. Each tenant suite within a commercial building will also be identified (e.g., 3515 Main St. NE Suite #101). The suite numbering will be from left to right as seen from facing the building. The first digit of each suite number will indicate which floor of the building each suite is located.
- (F) The design, style, and shape of the address numbers shall render them easily readable from the street. Numbers shall contrast with building background.
- (G) Commercial and multi-family address numbers shall be illuminated, located on the high point corner of single story buildings, and on the high point of the second story of multi-story buildings facing the street or drive aisle so as to be readily visible from the public street fronting the building at all times.
- (H) Floor levels are to start at Main entry level finish grade with 100 series numbers then vertically next level 200, third level 300 and continuous thereafter.
- (I) Address numbers on windows or other glazing require prior approval; contrasting may appear acceptable at certain times of day but may be non-acceptable at others.
- (J) Property owners shall be required to have all address numerals and letters visible and legible from the street. In cases where shadows or building locations

adversely affect the visibility, then additional numbers, larger numbers or other modifications shall be required. In cases where overgrown vegetation adversely affects the visibility, then the property owner shall be required to trim or remove the vegetation from blocking the address.

- (K) The rear entrances or access doors of all strip malls, commercial center buildings, and other areas with multi-tenant spaces shall be posted with the floor level unit/suite number facing the street or drive aisle.
- (L) All address numerals and letters shall comply with this section at the time of business license issuance.
- (M) Numeral and Letter Calculations:

<u>Type of Building</u>	<u>Minimum Numeral or Letter Height</u>	<u>Minimum Numeral or Letter Width</u>
Residential	4 Inches	2 Inches*
Commercial	10 Inches	5 Inches*
Multi-Family	10 Inches	5 Inches*

*The number 1 may be used in proportion with the other numbers of the address.

(N) Examples of Address Locations and Placards





Section 5. Arlington Municipal Code section 12.16.090 shall be and hereby is amended to read as follows:

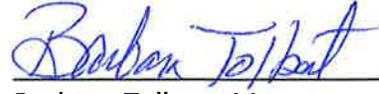
Failure to comply with the provisions of this chapter or affixing to or displaying upon any house or building any such numbers other than those assigned to it, is a misdemeanor and shall be punished as provided in Section 1.04.010.

Section 6. 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 7. Effective Date. The title of this ordinance which summarizes the contents shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five (5) days after the date of publication as provided by law.

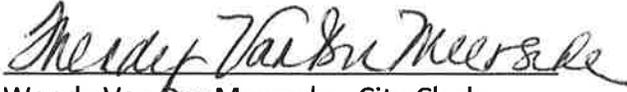
PASSED by the City Council of the City of Arlington and APPROVED by the Mayor this 20th day of June, 2023.

CITY OF ARLINGTON



Barbara Tolbert, Mayor

ATTEST:



Wendy Van Der Meersche, City Clerk

APPROVED AS TO FORM:



Steven J. Peffle, City Attorney

CERTIFICATION OF ORDINANCE

I, Wendy Van Der Meersche, being the duly appointed City Clerk of the City of Arlington, Washington, a municipal corporation, do hereby certify that the following Ordinance No. 2023-011 was approved at the June 20, 2023 City Council meeting.

ORDINANCE NO. 2023-011

“AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON AMENDING CHAPTER 12.16 OF THE ARLINGTON MUNICIPAL CODE REGARDING UNIFORM STREET NAMING AND HOUSE NUMBERING UNDER CITY PLANNING NO. PLN 1035”

A true and correct copy of the original ordinance is attached.

Dated this 21st day of June, 2023



Wendy Van Der Meersche

Wendy Van Der Meersche
City Clerk for the City of Arlington