

# TITLE 9 ROADS AND PUBLIC PLACES

## 9.04: REGULATION OF VEHICLES AND TRAFFIC

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## **9.04: REGULATION OF VEHICLES AND TRAFFIC**

### **9.04.010: ADOPTION OF THE MODEL TRAFFIC CODE**

1. Pursuant to Parts 1 and 2 of Article 16 of Title 31, and Part 4 of Article 15 of Title 30, C.R.S., there is hereby adopted by reference (Ordinance 004-2010) those portions of Articles I and II of the 2010 edition of the Model Traffic Code (as promulgated and published by the Colorado Department of Transportation, Safety and Traffic Engineering Branch, 4201 East Arkansas Avenue, EP700, Denver, Colorado 80222) addressing and relating to Class A and Class B traffic infractions. The subject matter of the Model Traffic Code relates primarily to comprehensive traffic control regulations for Pitkin County.

2. The Class A and Class B traffic infractions contained within the 2010 edition of the Model Traffic Code are identified in Ordinance 004-2010 Exhibit A (Table 9.1 of this code Section 9.04.070). (*§ 9.04.010 adopted ord. 004-2010*)

### **9.04.020: PURPOSE**

The purpose of Ordinance 004-2010 and the “code” adopted therein (Title 9, Section 9.04, Roads and Public Places, Regulation of Vehicles and Traffic) is to provide a system of traffic regulations consistent with state law and generally conforming to similar regulations throughout the state and the nation.

The adopted code shall be so interpreted and construed as to effectuate its general purpose to conform with the State’s uniform system for the regulation of vehicles and traffic. Article and section headings of the adopted Model Traffic Code shall not be deemed to govern, limit, modify or in any matter affect the scope, meaning or extent of the provisions of any article or section thereof. (*§ 9.04.020 adopted ord. 004-2010*)

### **9.04.030: ADDITIONS/MODIFICATIONS**

The adopted code is subject to the following additions or modifications:

- a. The provisions of § 42-2-127 (5.5), C.R.S., as amended, are applicable to penalty assessment notices issued by the County.
- b. If a court reduces a traffic offense, the points assessed for the reduced offense shall be those set forth in the point assessment schedule in §C.R.S., as amended.  
(*§ 9.04.030 adopted ord. 004-2010*)

### **9.04.040: AUTHORITY TO REGULATE**

The code shall apply to every street, alley, sidewalk, driveway, and park and to every other public way or public place or public parking area, either within or outside the corporate lines of Pitkin County, the use of which Pitkin County has jurisdiction or authority to regulate.  
(*§ 9.04.040 adopted ord. 004-2010*)

**9.04.050: VALIDITY**

If any part or parts of Ordinance 004-2010 are for any reason held to be invalid, such decision shall not affect the validity of the remaining sections of such ordinance. The Board of County Commissioners hereby declares that it would have passed such ordinance and each part or parts thereof, irrespective of the fact that any one part or parts be declared invalid.

Ordinance 004-2010 shall be so interpreted and construed as to effectuate its general purpose to conform with the State’s uniform system for the regulation of vehicles and traffic. Article and section headings of such ordinance and adopted Model Traffic Code shall not be deemed to govern, limit, modify or in any matter affect the scope, meaning or extent of the provisions of any article or section thereof. (*§ 9.04.050 adopted ord. 004-2010*)

**9.04.060: VIOLATIONS**

1. It is unlawful for any person to violate any of the provisions of this code. The penalty assessment procedure may be followed by the arresting officer for any such violation of such Ordinance.

2. Every person convicted of a violation of any provisions of this code commits a traffic infraction pursuant to § 30-15-402(1), C.R.S., as amended. (*§ 9.04.060 adopted ord. 004-2010*)

**9.04.070: PENALTIES - FINES**

The following penalties shall apply to violations of this code.

1. For its schedule of fines and penalties, Pitkin County incorporates the schedule of fines and penalties set forth in § 42-4-1701, C.R. S. (as that section may be amended), as those fines and penalties correspond to the sections of the Model Traffic Code (as described in this code Section 9.04.070 Table 9-1) for all cases wherein the alleged violator acknowledges guilt of liability, is found guilty by a court of competent jurisdiction, or had judgment entered against him or her. If the penalty assessment procedure is not used, and the alleged offender is found guilty, court costs and surcharges as provided for in § 30-15-401, C.R.S. may be assessed in addition to the fines and penalties set forth in § 42-4-1701, C.R.S.

2. Unless otherwise provided by law all fines and penalties, and the surcharges payable to the County thereon, for the violation of this section of the code, shall be paid into the treasury of Pitkin County. (*§ 9.04.070 adopted ord. 004-2010*)

Table 9-1 ARTICLES I AND II OF THE 2010 EDITION OF THE MODEL TRAFFIC CODE

Number	Class
--------	-------

2.105.5(2)	A
2-101(2)	B
2-101(5)	B
2-103	B
2-105(1)	A
2-105(1)	A
2-105(1)	A
2-105.5(4)	A
2-106	A
2-116(4)	A
2-119(1)	B
2-134	B
2-139	B
2-140	B
2-141(1)	B
2-141(2)	B
2-14193)	B
3-103(1)	B
3-113(6)	B
3-113(7)	B
3-114	B

3-116(2)	B
3-116(4)(a)	B
3-121(1)(a)	B
3-121(1)(a)	B
3-121(1)(f)	B
3-121(1)©	B
3-126(1)	B
3-133(1)(g)	B
3-202(1)	B
3-202(1)	B
3-202(2)(a)	B
3-202(2)(a)	B
3-202(2)(b)	A
3-203(3)(a)	B
3-304(2)	B
3-304(7)(b)	B
3-304(8)(a)	B
3-304(8)(b)	B

3-305(4)(a)	B
3-311(1)	B
3-311(1)	B
4-1001	A
4-1001(1)(b)	A
4-1002	A
4-1002	A
4-1003(1)(a)	A
4-1003(1)(b)	A
4-1004	A
4-1005(1)	A
4-1005(2)(a)	A
4-1005(2)(b)	A
4-1005(2)©	A
4-1005(3)	A
4-1006(1)	A
4-1006(2)	A
4-1007(1)(a)	A
4-1007(1)(a)	A
4-1007(1)(b)	A
4-1007(1)(b)	A
4-1007(1)(d)	A
4-1007(1)©	A
4-1008(1)	A
4-1008(2)	A
4-1008(2)	A
4-1008(3)	A
4-1009(1)	A
4-1010	A
4-1010	A
4-1010(1)	A
4-1012(3)(a)	A
4-1012(3)(b)	A
4-106	B
4-106	B
4-106(3)	B
4-106(5)(a)(I)	B
4-106(5)(a)(II)	B
4-106(6)	B
4-109(1)	B
4-109(11)	B
4-109(11)	B
4-109(12)	B

4-109(12)	B
4-109(6.5)	A
4-109(8)	B
4-109(9)	B
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(1)	A
4-1101(3)	A
4-1103(1)	A
4-1104(1)	A
4-116(1)(a)	A
4-116(1)(b)	A
4-1201	A
4-1201	A
4-1202	B
4-1204	B
4-1204	B
4-1205(1)	B
4-1205(1)	B
4-1205(2)	B
4-1206	B
4-1206	B
4-1206	B
4-1207	B
4-1208(6)	B
4-1211(1)(a)	A
4-1211(1)(b)	A
4-1301(2)(a.5)	A
4-1301(2)(a.5)	A
4-1305(2)(a)	A
4-1403	A
4-1404	B
4-1405	B
4-1406(1)(a)	B
4-1406(2)	B
4-1406(3)	B
4-1406(4)	B
4-1406(4)	B

4-1406(5)(b)	B
4-1407(1)	B
4-1407(2.4)(a)	B
4-1407(3)(b)	A
4-1407.5	B
4-1408	B
4-1411	B
4-1414(2)(a)	B
4-1414(2)(a)	B
4-1414(2)(a)	B
4-1502	A
4-1502(4.5)(a)	A
4-1503	A
4-1504	A
4-1919(1)	A
4-201(1)	A
4-201(1)	A
4-201(2)	A
4-201(3)	A
4-201(4)	A
4-201(5)	A
4-201(6)	A
4-202	A
4-202(1)	A
4-202(4)(c)	A
4-202(4)(e)	A
4-202(4)(f)	A
4-204(1)	A
4-205(1)	B
4-205(2)	B
4-205(3)	B
4-206(1)	B
4-206(2)	B
4-206(3)	B
4-206(4)	B
4-206(5)	B
4-206(6)	B
4-207	B
4-208	B
4-208	B
4-209	A
4-210	B
4-211	B

4-212	B
4-213(1)	A
4-213(4)	A
4-214	B
4-214	B
4-215	B
4-216	B
4-217(1)	A
4-217(1)(a)	A
4-217(1)(b)	A
4-218	B
4-219	B
4-220	B
4-220(3)(a)	B
4-220(6)	B
4-221(2)	B
4-221(3)	B
4-221(4)	B
4-222(1)	B
4-222(1)	B
4-223(1)(b)	A
4-223(1)(d)	A
4-223(1)©	A
4-223(2)	A
4-224	B
4-224	B
4-224	B
4-225	B
4-225(1.5)	B
4-226	B
4-226	B
4-226(2)	B
4-227-(1)	B
4-227(2)	B
4-228(1)	A
4-228(3)	A
4-228(5)	A
4-228(6)	A
4-229(4)	B
4-230	B
4-230	B
4-231	B



4-232(1)	A
4-232(1)	B
4-232(1)	A
4-232(3)	A
4-232(3)	A
4-234(1)	B
4-234(3)	B
4-236(2)(a)(I)	B
4-236(2)(a)(I)	B
4-236(2)(b)(II)	B
4-236(2)(b)(I)	B
4-237(2)	B
4-237(2)	B
4-239	A
4-314(1)	A
4-314(2)	A
4-502	B
4-502	B
4-502(2)(a)	B
4-502(2)(b)	B
4-502(3)	B
4-503	B
4-503	B
4-504(1)	B
4-504(1)	B
4-504(2)	B
4-504(3)	B
4-504(4)	B
4-504(4.5)	B
4-504(5)	B
4-504(5)	B
4-504(6)	B
4-505	B
4-506(1)	B
4-506(2)	B
4-506(3)	B
4-512	A
4-603	A
4-603	A
4-604	A
4-604	A
4-604	A
4-604	A

4-604	A
4-604	A
4-605	A
4-606	A
4-607(1)(a)	B
4-607(1)(b)	B
4-607(2)(a)	A
4-608(1)	A
4-608(2)	A
4-609	A
4-610	B
4-612	A
4-701	A
4-702	A
4-703	A
4-703(3)	A
4-703(4)	A
4-704	A
4-705	A
4-706	A
4-706(1)	A
4-707	A
4-707(1)	A
4-708	B
4-709	A
4-710(1)	A
4-710(2)	A
4-710(3)	A
4-711(1)	A
4-711(2)	A
4-712(1)	A
4-712(2)	A
4-712(3)	A
4-801	B
4-802(1)	A
4-802(3)	A
4-802(4)	A
4-802(5)	A
4-803	B
4-803	B
4-805(1)	B
4-805(2)	B
4-805(3)	B

4-805(3)	B
4-805(4)	B
4-805(4)	B
4-805(7)	B
4-805(8)	B
4-806	A
4-806	A
4-807	A
4-808	A
4-808	A
4-901(1)(a)	A
4-901(1)(b)	A
4-901(1)©	A
4-901(2)	A
4-901(2)	A
4-902(1)	A
4-902(2)	A
4-902(3)	A
4-903	A

**TITLE 9: ROADS AND PUBLIC PLACES**

**9:08: PITKIN COUNTY ADDRESS SYSTEM**

**9.08.010: ADOPTION OF THE PITKIN COUNTY ADDRESS CODE**

Pursuant to Article II Section 2.12.8.1.1 of the Home Rule Charter, and 30-35-301 C.R.S. the Board of County Commissioners of Pitkin County, Colorado, adopted Ordinance No. 007-2016 setting standards for the naming of roadways; assigning addresses; providing a detailed explanation of steps involved in naming roadways; and establish a standardized system for naming roadways and assigning addresses.

**9.08.020: PURPOSE**

The purpose of this Ordinance and the “code” adopted therein (Title 9, Section 9.08, Pitkin County Address System) is to provide a system of address standards that shall be used to name roadways and assign addresses to properties along such roadways.

Roadways, non-commercial and commercial addressable structures shall be identified by a consistent system that provides for sequenced or patterned numbering and non-duplicated naming. The intent is to assign addresses using a system, which is predictable and understandable, while accomplishing the following objectives:

- A. Provide logic and order in the assigning of roadway names and addresses;
- B. Guide staff in ensuring consistency in addresses;

- C. Ensure that emergency services are able to locate and respond quickly;
- D. Ensure that visitors, delivery and other services can find locate an address quickly.

The county recognizes that there may be unique situations that require modification to these guidelines, but in no instance shall an address scheme be accepted that compromises the safety of the public, relative to timely and efficient response to the location by emergency services personnel.

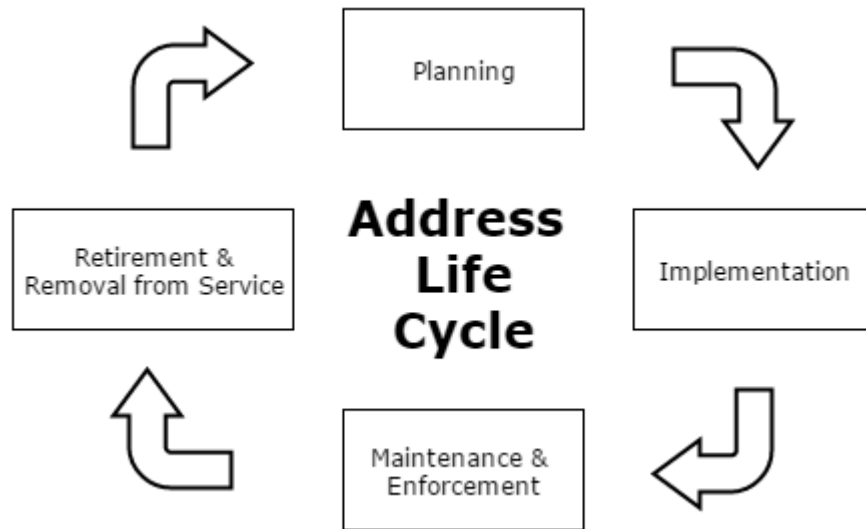
**9.08.030: ADMINISTRATION**

The Pitkin County Address system shall be administered pursuant to the provisions of this code, by the Pitkin County GIS Department.

**9.08.040: DEFINITION OF AN ADDRESS AND THE ADDRESS LIFE CYCLE**

An Address shall be defined as an objectively applied and dynamic specification to a location by reference to a thoroughfare or landmark.

Address Numerals may and shall change as necessary to demarcate an addressable location along the ever evolving thoroughfares used to reach such location. Similar to other logically and objectively assigned identifiers (such as license plates and telephone numbers) addresses may be very long lived. However, they are not a permanently assigned identification (like social security numbers) and may be issued, updated, corrected, retired, or re-instated as required by Pitkin County to create, maintain, or improve its address system.



**9.08.050: ADDRESS NAMING AND ASSIGNMENT STANDARDS**

The following standards for address naming and address assignment shall apply:

A. New Construction and Subdivision Review Procedures: Building permit applications for new construction and Subdivision preliminary plans are submitted to Pitkin County Community Development and to the Address Coordinator for review.

B. Incorrect Addresses: If an incorrect address is discovered, the Pitkin County Address Coordinator will contact the owner to correct the address. A notification will be sent to the owner listing the corrected address. It is the responsibility of property owners to notify tenants of said property of any address changes.

C. Address Dissemination: All addresses, whether they are new, changed or corrected, shall be disseminated by the Pitkin County Address Coordinator to all necessary government departments.

### **9.08.060: ROAD NAMING STANDARDS**

The main objective is to provide distinct roadway names to minimize road name confusion. Names that are short, easy to read, and relate to local history are encouraged.

All roads that serve three (3) or more addressable structures shall be named regardless of whether the roadway ownership is public or private. A “Road” refers to any highway, road, street, avenue, lane, private way or similar paved, gravel, or dirt thoroughfare. A road name assigned by Pitkin County shall not constitute or imply acceptance of the road as a public way.

A. County Approval: Pitkin County approval is required for naming and/or renaming of all private and public roadways in Pitkin County and shall be completed in a timeframe set forth in the addressing process.

B. Criteria: Roadway names may be based on one or more of the following criteria:

- Local “flavor” or influence
- Historical uses, places, equipment or structures
- Historical persons/events
- Political persons/events
- Physical features
- Local flora or fauna
- Following the theme of the subdivision
- Colorado history/relevance related themes
- Other reasonable criteria that meet the specifications of this ~~manual~~ section.

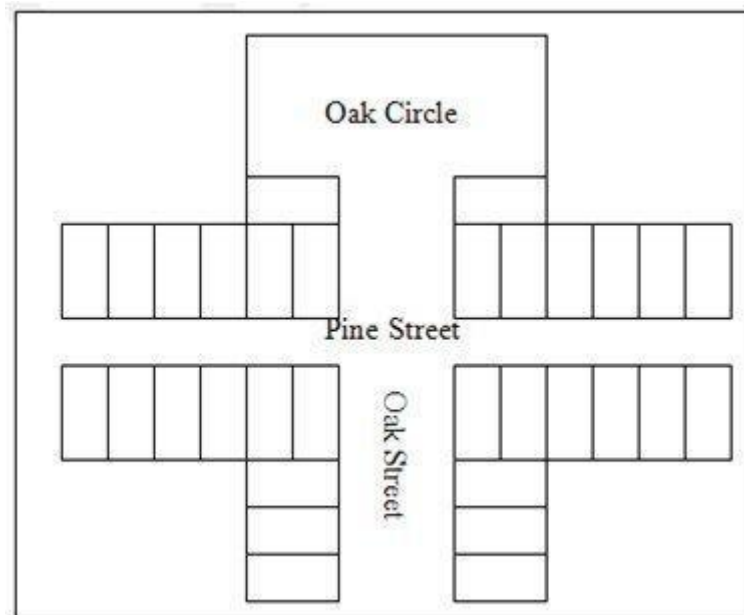
C. Plats submitted to the Pitkin County Community Development Department must include a list of requested street names. These names must be approved by the Address Coordinator before the subdivision plat can be approved by Community Development.

D. Name/Address Duplication: Roadway names shall not be duplicated in Pitkin County. If proposed roadway names already exist within Pitkin County or are adjacent to the Pitkin County Regional Emergency Dispatch Center (PCREDC) Public Safety Answering Point boundary zip codes (see attached PSAP map), regardless of whether or not they are the same name as the plat name, they will be denied as duplicates. A road that has the same name as

another road but a different suffix or prefix is considered to be a duplicate name. Similar-sounding names, (ie, Ledge and Edge) are considered to be duplications. Names that refer to, are identical or similar to well-known places or landmarks (including, but not limited to: park, ski run or lift, bus stop, trail or business names), may be denied as duplicates. Differentiating roadway names by suffix, such as street or avenue is generally prohibited; the exceptions are roadways that are directly accessible from the roadway having the same name with a different suffix. **(See Figure 1)** Example: Oak Circle accessible from Oak Street.

**Figure 1.** Use of Drive, Street and Circle thoroughfare designations.

See below:



E. Use of Individuals' Names as a Roadway Name: Use of individual's names as roadway names is discouraged and may be prohibited.

F. Use of Special Characters: Roadway names will not contain hyphens, slashes, apostrophes, or other special characters. Roadway names may only consist of alphabetic symbols A-Z and blank spaces. Single, individual letters/initials may not be used as roadway names. Roadway names will not consist of numbers, unless spelled out.

G. Use of Unnecessary Affixes: Affixes, such as terms that indicate direction, (Northcrest, Westridge) are not allowed.

H. Use of Cardinal Directions: Cardinal directions, (North, South, East, and West) ~~will~~ can be added by the Pitkin County Address Coordinator.

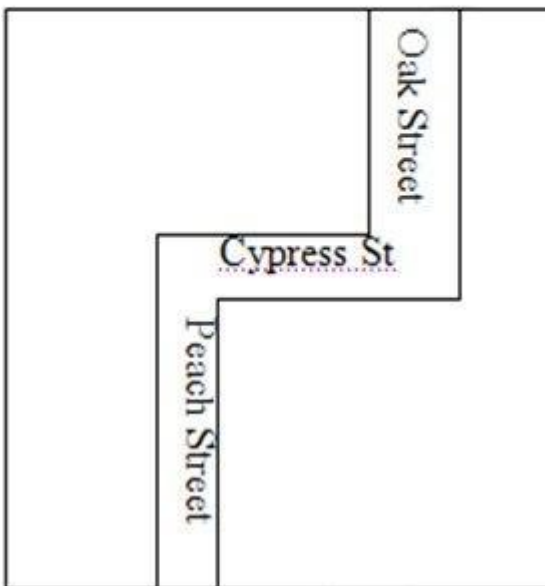
I. Long Roadway Names: The use of unreasonably long roadway names is prohibited. Pitkin County follows the National Emergency Number Association (NENA) recommended format, which sets the following limitations: Roadway name – 40 characters.

J. Multiple Thoroughfare Name: Roadways shall generally have one name for their entire length. However, several names resulting from a 90 degree turn that proceeds to another 90 degree turn are an exception to this rule. (See Figure 2)

K. Broken Roadways Sharing the Same Road Name: Different roadway names should be given to roadways which are broken or separated by an area of land, a park, a railroad track, a waterway or other such obstruction which make it unlikely for the roadways to be connected in the future. (See Figure 3)

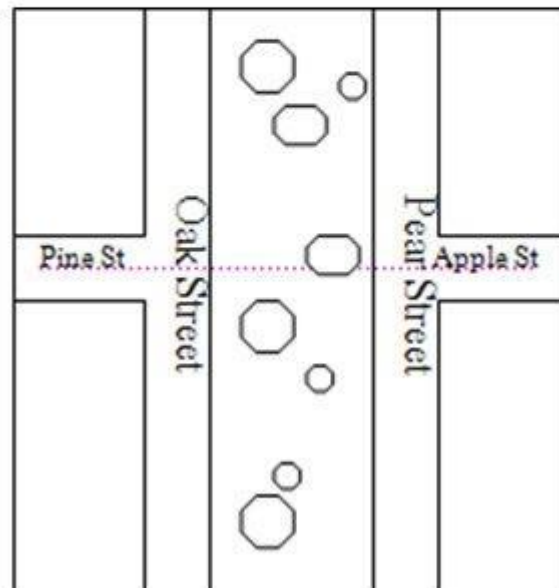
**Figure 2.**

More than one name is given to a roadway when it jogs sharply for a substantial distance



**Figure 3.**

A roadway separated by a park is assigned two different names.



**9.08.070: ROADWAY DESIGNATIONS GUIDELINE** (see Section 9.08.130 for definitions)

A. Boulevard:

- A roadway with a median reflecting the boulevard character implied in the name. (Same definition applies to parkways.)
- A major thoroughfare running in a diagonal direction, rather than east-west or north-south. It must connect at least two sections and acts as a collector.
- Unusually wide thoroughfares in residential sections with shade trees or shrubbery in the center median, and the name can even be used with numbered thoroughfares. (Same definition applies for parkways.)
- A roadway divided by landscaped center island and generally designated by name, not a number used as a name.

**B. Courts:**

- Indicate the direction and to some extent the location of minor dead-end roadway lying between roadways.
- Reduces rights-of-way branching from places or ways.
- Curving roadways of less than 1,000 feet. An uninterrupted street ending in a cul-de-sac and generally designated by a name.
- Secondary roadways connecting with each other.

**C. Drives:**

- Winding roadways.
- Curving roadways longer than 1,000 feet
- Diagonal, curvilinear, or other types of roadways not previously mentioned.
- Roadways that meander about and continue through to other rights-of-ways.
- Secondary facilities that connect with each other.
- A curvilinear roadway of more than 1,000 feet in length, generally designated by a name.

**D. Highways:**

- Designated state or federal highways.  
U.S. routes are designated as highways.

**E. Lanes:**

- Reduces rights-of-way branching from places or ways.
- Curving roadways of less than 1,000 feet. An uninterrupted roadway ending in a cul-de-sac and generally designated by a name.
- Secondary roadways connecting with each other.

**F. Loops (See Figure 4):**

- Loops can be short drives that begin and end on the same street.
- Circular or semicircular roads.

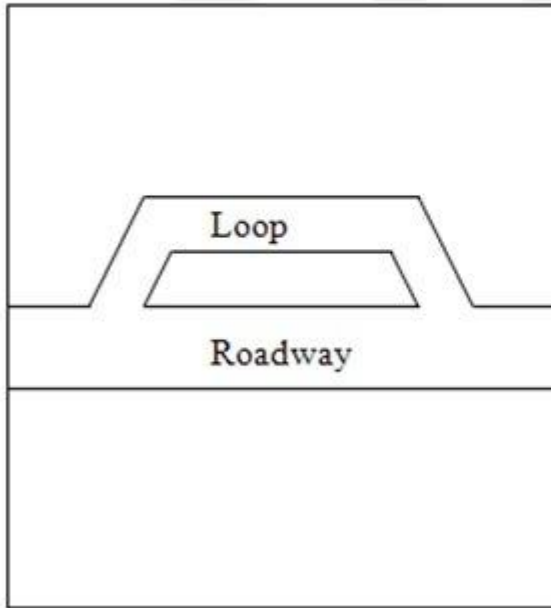
**G. Circles (See Figure 5):**

- A secondary roadway that begins and circles back to terminate on the same roadway.
- Circles, loop streets.
- A roadway forming a closed loop, generally designated by a name.



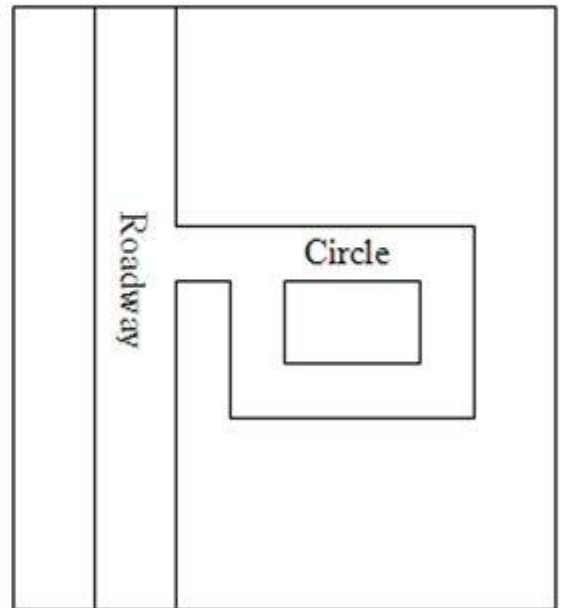
**Figure 4.**

Example of a roadway that might have a loop designation.



**Figure 5.**

Example of a roadway that might have a circle designation.



**H. Parkway (Also see Boulevard)**

- A special route or park drive, generally designated by a name.

**I. Path:**

- A minor local roadway running in a diagonal direction, usually between a north-south "Avenue" and an east-west roadway; a path may also be a diagonal connector between offset portions of a north-south or east-west collector thoroughfare.

**J. Place:**

- A cul-de-sac or permanent dead-end roadway
- Dead-end rights-of-way under 1,000 feet
- Roadways less than 1,000 feet in length
- Permanently closed dead end roadways

**K. Roads:**

- Limited roadways that are frequently used, have heavy traffic volume, and run in any direction.
- Secondary facilities connecting with a U.S. or state primary highway.
- Diagonals longer than 12,000 feet and designated by a name.
- Diagonal roadways.

- Roadways, Streets and Avenues.
- Streets are roads that generally run in an east-west direction, avenues are roads that basically have a north-south orientation.
- Avenue- a roadway running principally in a north-south direction and usually terminating at an east-west roadway. Street – a roadway running principally in a east-west direction and usually terminating at a north-south avenue.

**L. Trails:**

- A diagonal local roadway serving as a collector for one or more roadways.
- All curvilinear roadways.

**M. Ways:**

- A minor roadway that changes directions or begins and ends on the same roadways.
- Diagonal roadways less than 1,000 feet in length.

**9.08.080: ADDRESS/NUMBERING SYSTEMS**

Pitkin County uses the national Uniform Measurement System referred to as the *Century System* to assign roadway numerical addresses. Address numbers must be whole numbers, and shall conform to the established standards as outlined below:

A. Century System: A nationally recognized uniform system of measurement in which numbers are based on fractions of a mile starting from the origin of a roadway to the start of a property’s driveway. The intent is that anyone in a vehicle could find their destination based from an odometer reading.

B. Reading the Century System: The numbering system reads from the right to the left as follows:

- The far right number indicates if it will be on the odd or even side of the street.
- The second number from the right indicates 1/100th of a mile.
- The third number from the right indicates 1/10th of a mile.
- The fourth number from the right indicates the single digit number of miles.
- The fifth number from the right indicates the miles in double digits.

**Example 1:** If a property is 31.85 miles from the origin of the roadway said address would be in the range of 31850-31859. This address number would then further be defined by its designation of being on the odd or even side of the roadway.

**Example 2:** An address of 232 would be .23 miles from the origin of the roadway and on the even side of the roadway.

C. Block Numbering System: An urban centric addressing system where address numbers are based on a uniform street grid. Only areas where the Block Numbering System is currently in use may have new address assignments and routine address maintenance based upon the

guidelines of this system. Hundred block ranges should not go beyond an intersection. The numbers should be within the same hundred block from one intersection to the next.

D. Parity: All roadways must have an even/odd parity which remains consistent and logical along its entire length, with all addresses along one side being even and all address odd along the other side as one travels along the roadway. Roadways which do not have a consistent parity shall be reassigned as necessary for public safety. New roadways shall be assigned with Even Addresses along the North and East sides of the roadway and Odd Addresses along the South and West sides of the roadway whenever possible. Pitkin County may assign addresses using the simplified Left-Even and Right-Odd methodology on new or existing roadways if it shall be deemed preferable to do so by the Address Coordinator.

E. Addressable Structures: Residences, dwelling units, commercial, institutional, or industrial occupancies which are typically occupied by humans will be assigned addresses under this section. Occupied shall be defined as any building with facilities designed for: sleeping, eating, education, or employment of humans. Any structure with a standalone, permitted, or regularly inspected Fire Protection System and/or alarm system is addressable.

Other sites or structures may be addressed upon request where the address may be helpful in emergencies, such as electrical substations, water gates, service boxes, barns, outbuildings, pumping or compressor sites, etc. Such sites may be assigned addresses upon submission of a request by the owner, Public Safety Personnel, utility providers, etc. Pitkin County shall have the discretion to determine the necessity to address such locations.

F. Access Routes & Residential Corner Lots: Corner Lots and properties with special access considerations will be addressed on a case by case basis with input from the Fire District which the property is situated in. Structures shall be addressed from the roadway with the frontage for their primary entrance. If the primary access for fire apparatus will utilize a Fire Department Access Road or a driveway, then the structure(s) will be addressed from where that access road or driveway meets the named roadway, regardless of primary entrance or street orientation.

G. Shared Driveways: If three or more addressable structures are accessed by a single driveway, the driveway shall be renamed as a street. Multiple homes on a single drive shall each be assigned an address that indicates the distance from the street origin to the home. Barns, sheds or other outbuildings are not normally given separate addresses from the residence unless they must be accessed by a separate roadway.

H. Townhome Complexes: Townhome buildings shall be provided a single street address based on the location of the driveway that accesses the building. Each unit within is further identified by a number, increasing sequentially from the unit arrived at first on the driveway to the unit arrived at last along the driveway.

**Example:** 620 Everywhere Dr, Unit 12 in this instance the townhome would be located .62 miles from the beginning of Everywhere Dr. on the even side of the roadway, and the unit would be the twelfth one passed as one traveled from the beginning to the end of the driveway.

Separate numbered addresses may be assigned to townhome units if the townhome building parallels the roadway or each unit has its own driveway or a designated parking area off the roadway immediately in front of the unit.

I. Condominium Buildings: Condominium buildings shall be provided a single roadway address based on the location of the driveway or entrance that accesses the building. Like townhomes, the roadway address number is then followed by a unit number. In condominium buildings, unit numbers typically indicate a floor level, with 100 series numbers indicating the first floor, 200 series the second, and so on.

J. Duplexes: Duplexes shall be assigned two separate numbers. A distinction between units using North/South or A/B is allowed.

K. Mobile Home Parks: Mobile Home Parks shall be addressed in a consistent and logical manner. Address will be assigned in the same manner as any other street, subdivision or neighborhood with special attention to parity and access.

L. Institutional and Educational Campuses: Addressing will be assigned and correctly signed so that Public Safety Personnel will be able to immediately identify any building or target hazard on a campus. With the higher risks associated with these properties, address, unit numbering, or any other organizational scheme will be re-assigned and corrected as soon as possible if it may be confusing, unclear, or difficult to interpret.

M. Commercial and Agricultural Locations: Commercial buildings or separate businesses located within commercial buildings shall be assigned a physical address in a manner similar to townhomes and/or condominium buildings as previously explained.

N: Commercial or Mixed Use Buildings which front two or more Named Roadways: Abnormal Cases or those with complex buildings may require addressing on a case by case basis. Address requirements will take into account: Commercial Occupancy type and access, Residential Design Standards which require that the longest block has the entry door, and the requirements of the fire suppression system. Only one numerical address will be issued for each primary multiunit entrance, regardless of the number of units that it accesses.

O: If any Addressable Structure(s) is equipped with Fire Protection and/or Alarm System(s), including but not limited to: Fire Department Connection supplying a sprinkler and/or standpipe system, dry hydrant(s), cistern(s), Fire Alarm Control Panel(s), or any other fire protection or alarm system which may dictate special access, then those systems shall be considered in determining the address side of the structure(s) or in assigning multiple addresses as needed.

P. No address shall begin with zeros.

If addresses cannot be determined using the above steps, the Pitkin County Address Coordinator shall make the final determination.

### **9.08.090: SIGNAGE**

Roadway signage in Pitkin County shall conform to the standards specified in this section. Owners of structures shall display and maintain assigned numbers in a conspicuous place on said structure, in the following manner:

A. Address Number on the Structure or Residence: When the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned address number shall be displayed at a location on the residence or structure that is easily visible from the roadway.

B. Number at the Road Line: Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, or is not visible or legible from the roadway, the assigned address number shall be displayed on a noncombustible structure (post, fence, wall, mailbox, etc) at the property line adjacent to the walk or access drive to the residence or structure, in addition to being displayed on the residence or structure itself. The signage shall be readable from all directions of travel along the roadway.

C. Required Signage at Gates: When a gate, whether it is locked or unlocked, placed barrier, or any other device or object impedes travel along a terminal public or private roadway or driveway, all addresses that can be reasonably accessed from the gate shall be posted on, or immediately next to, that gate.

D. Size, Color and Location of Number: Numbers shall be of a color that contrasts with their background color and shall be a minimum of 4 (four) inches in height with a minimum stroke width of 0.5 inch. Numbers shall be located to be visible from the road at all times of the year.

E. Proper Number: Every person who has been assigned a number shall remove any different number which might be mistaken for, or confused with, the assigned number.

F. Roadway Signage: The Address Coordinator will notify the Property Owner and/or their agent requesting the address assignment of any required Roadway Signage. Property Owners shall also be responsible for the cost of replacing required signage that is intentionally removed or otherwise missing. All signage must conform to the Manual on Uniform Traffic Control Devices standards. Any Property Owner installed signage must be installed by the effective date of the address assignment. Any fees for signage or installation owed by the property owner will be paid at the time of Address Assignment.

- The Property Owner shall be responsible for the cost of signage resulting from New Development. Pitkin County Road & Bridge will order and install any signage required at the junction of a County Road unless the Property Owner requests to install their own signage. The Property Owner shall be responsible for the installation of signage on a private roadway.
- The Property Owner shall be responsible for the cost and installation of signage at the junction of a private roadway. Pitkin County Road & Bridge will order (but will not install) standardized signage and hardware on behalf of any Property Owner at their request.
- Pitkin County shall be responsible for the cost of roadway signage related to the naming of a roadway due to the correction of non-conforming areas or addresses that pre-existed the Titled Address Standards.
- If Pitkin County initiates the re-naming of a roadway, Pitkin County shall be responsible for purchase and erection of the roadway sign.

G. Roadway Rules: All roads in Pitkin County are subject to these requirements and shall be named in accordance with these guidelines.

#### **9.08.100: ENFORCEMENT PROCEDURE**

A. Notice of Violation: The Address Coordinator, the Pitkin County Code Enforcement Officer, may deliver a Notice of Violation (NOV) pursuant to Chapter 10 of the Pitkin County Code, to any person who violates this Section. The NOV shall specify the violation, and may require that the violator either cease and desist immediately from all acts or omissions relating to the violation, or correct the violation within a specified time not to exceed 45 days. Failure to comply with the terms of an NOV may result in enforcement action. Issuance of a NOV shall not be deemed a condition precedent to enforcement pursuant to the procedures set forth in section 9.08.060: Road Naming Standards nor shall it preclude later enforcement action.

B. Civil Enforcement: In the event of any act or omission that violates any section of this Section the County Attorney, in addition to other remedies provided by law or specified herein, may institute an injunction, mandamus, abatement, or other appropriate civil action or proceeding to prevent, enjoin, or abate any unlawful activity, or to remove any improvements or construction resulting from such unlawful activity. In the event that such unlawful activity has damaged any county property, the violator shall be liable for any damage to county property resulting from any such unlawful activity, including, but not limited to, compensation for staff time and for use of county equipment or contracted services to repair such damage. Any civil action or proceeding may include a claim to recover all such money damages in addition to any and all claims for injunctive or other equitable relief.

C. Withdrawing or Withholding Permits: In the event that the Address Coordinator or the Code Enforcement Officer has knowledge of violation of this Section, pertinent County permits may be withdrawn after the violator is provided written notice and an opportunity for hearing before the Board of County Commissioners. If the violation involves activity under a Pitkin County Community Development building permit, the building permit may also be withdrawn after consultation with Community Development staff and after the violator is provided notice and an opportunity for hearing before the Board of County Commissioners. No further permits or approvals from the County shall be issued for any property subject to a NOV until the violation is cured as directed by the NOV.

D. Withholding Certificate of Occupancy: No certificate of occupancy shall be issued until the relevant property has satisfied the address conditions of this ordinance.

#### **9.08.110: RENAMING AND NAMING ROAD NAMES**

When a problem is identified with an existing address or action is taken that prompts the need for the naming/renaming of a street, property owners will be notified of the situation by United States Postal Service Certified Mail. Property owners may then submit possible road names, in accordance with this ordinance, for the Address Coordinator's approval. Deference shall be given to the Property Owner when selecting a road name. Once a submitted name is received, meets the criteria of the Address

Ordinance and is approved, the Property Owner will be notified by United States Postal Service Certified Mail and any existing plat/address information kept by Pitkin County will be updated.

If a Property Owner does not respond to notification of the need for change or creation of a road name, the Pitkin County Address Coordinator has the responsibility and authority to assign and change an address and/or roadway name when deemed necessary. Roadways, easements and public thoroughfares are required to have an official Pitkin County name. It is the responsibility of property owners to notify tenants of said property of any address changes.

If at any time the Address Coordinator identifies an unnamed roadway conforming to the criteria set, an official notification will be sent to all affected property owners informing them of the roadway name approved by Pitkin County and the effective date of said name.

### **9.08.120: APPEALS**

A. General: Any individual or other affected party may appeal any address related approval, conditional approval, denial or decision by County staff made pursuant to this Address Ordinance to the following:

1. The County Manager
2. The Board of County Commissioners

B. Appeal to the County Manager:

1. Appeal to the County Manager or designee(s) shall be made to the Address Committee in writing, no later than thirty (30) working days of the staff decision.
2. The County Manager or designee(s) is authorized to resolve an appeal concerning the naming and numbering of streets and parcels within Pitkin County. The County Manager or designee(s) shall promptly issue its decision in writing. The decision shall:
  - a. State the reason for the decision; and
  - b. Inform the appellant of the right to further appeal such decision to the Board of County Commissioners.

C. Appeals to Board of County Commissioners:

1. A decision made by the County Manager or designee, may be appealed to the Board of Pitkin County Commissioners. Such appeal shall be made in writing and submitted to the BOCC via the County Manager's Office within thirty (30) working days of staff's decision.
2. The appeal date shall be scheduled to take place as soon as reasonably possible. If an appeal is filed pursuant to this section, processing of any development permit, certificate of occupancy or approval that gave rise to the appeal shall be suspended until the Board has made a decision on the appeal. In cases where a lengthy appeal period is anticipated,

the applicant may request and the Board may approve an exception allowing for the review and processing of the development permit or approval, provided that the outcome of that process shall incorporate the results of the appeal.

3. At the appeal hearing the Board of County Commissioners shall review the record of the decision and shall provide the appellant and other affected persons an opportunity to discuss the grounds for the appeal.

4. The BOCC may reverse, modify, or rescind a decision on appeal if it finds that that there has been a clear and demonstrable error or denial of procedural due process.

#### **9.08.130: DEFINITIONS OF TERMS AND ABBREVIATIONS:**

**Access** - A means of ingress and egress from a building site or parcel of land.

**Address** - The numerical portion of the street address, as assigned.

**Addressable Structure** - Any structure that has been deemed addressable by Pitkin County as described in the Address Ordinance. Generally only buildings normally occupied by human beings will be assigned addresses; provided, however, that other sites or structures, (barns, outbuildings, service areas) may be addressed where it may be helpful in emergencies. Such sites may be assigned addresses at the discretion of Pitkin County.

**Apartment** - Building that consist of three (3) units or more for rent.

**Arterial Road** - A high-capacity urban road.

**Avenue** - A road that runs generally east to west, normally allowed only in municipal (city) jurisdictions (AV or AVE)

**BOCC** - Pitkin County Board of County Commissioners.

**Building** - A temporary or permanent structure having a roof supported by columns or walls and which can be used for the shelter, housing, or enclosure of persons, animals, or goods.

**Building Site** - An area of land or property where development is undertaken.

**Boulevard** - An unusually wide street with a central dividing median (BL or BLVD).

**CAD** - Computer Aided Dispatch. Computer software used by public safety dispatch centers.

**Century System** - A nationally recognized uniform system of measurement.

**Circle** - A short road that returns to itself (CR or CIR).

**Collector Road** - A low to moderate-capacity road which serves to move traffic from local streets to arterial roads.

**Condominium** - The ownership of single units in a structure with common areas and facilities.

**Condominium Unit** - An enclosed space consisting of one or more rooms occupying all or part of a floor in a building or one or more floors or stories regardless of whether it is designed for residence, office, the operation of any industry or business, or any other type of independent use and shall include such accessory spaces and areas as may be described in the declaration, such as garage space, storage space, balcony, terrace or patio.

**Consolidated Road Data** - A software based application that contains street information, previous names, and alias street data that can be used to feed GIS applications and other systems.

**Court** - A dead end right-of-way often ending as a cul-de-sac (CT).

**Directional** - As pertaining to North, South, East, and West, and will precede street name. The Planning staff will control the use of compass directions.



**Drive** - A curving secondary road (DR).

**Duplex** - Two units, including modular homes, placed one on top of another or attached side by side and sharing one or more common walls.

**Fire Alarm System** - A system or portion of a combination system that consists of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.

**Fire Department Access Road** - The road or other means developed to allow access and operational setup for fire-fighting and rescue apparatus.

**Fire Protection System** - Any fire alarm device or system or fire-extinguishing device or system, or combination thereof that is designed and installed for detecting, controlling, or extinguishing a fire or otherwise alerting occupants, or the fire department, or both, that a fire has occurred.

**Highway** - A designated State or Federal roadway (HY or HWY).

**Interstate** - A Federal thoroughfare system designed for national defense and population evacuation (I-#).

**Lane** - A short, low traffic, road that branches off another road and ends or connects to another secondary road (LN).

**Loop** - A short road that starts and returns to the same road (LP).

**Lot** - A parcel of land or any combination of several parcels of land occupied or intended to be occupied by a principle use or structure, together with any accessory structures or uses and such access ways, parking areas, yards, and open space required in these standards.

**Mailing Address** - Used by the U S Postal Service for the purpose of delivery of the U S Mail. Mailing address may or may not be identical to a site-specific address.

**Manual on Uniform Traffic Control Devices** - or **MUTCD** defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic.

**Mobile Home** - A moveable or transportable structure, constructed to be transported on its own chassis and including one or more components that can be retracted for transporting the unit.

**Mobile Home Park** - Any site or parcel of land under single ownership where land or units are rented, and community utility(ies) provide for the occupancy of mobile homes.

**MSAG** - Master Street Address Guide. A proprietary database of roads served by emergency services of ~~Aspen~~ Pitkin County Communications.

**Official Street Name** - Street name approved and recognized by Pitkin County.

**Parkway** - Typically a four (4) lane or more roadway; allowed in municipal jurisdictions only, (PK or PKWY).

**PCREDC** - Pitkin County Regional Emergency Dispatch Center

**Place** - A road name suffix, allowed in residential subdivisions only (PL).

**Private Road** - Any road that is not maintained by a governmental entity or agency through the use of public funds.

**PSAP** - Public Safety Answering Point. Public safety call receiving and emergency services dispatch center.

**Public Road** - A roadway located on a public right-of-way and which meets the total improvement requirements for a public street, and is maintained through the use of public funds.

**Public Safety Personnel** - Any person functioning on behalf of a Law Enforcement, Fire, EMS, Mountain Rescue, Local Government, or Utility Agency.

**Radio/Communications Service** - Includes any radio communications, transmissions, dispatching or future 911 communications that may involve police, emergency, fire, or rescue operations, but not limited to these aforesaid operations.

**Road** - A suitable name suffix indicating a well-traveled secondary roadway often connecting with a U S or Colorado primary highway (RD).

**Street** - A suitable suffix indicating a well-traveled roadway, allowed only in municipal jurisdictions (ST).

**Street Address** - A unique identifier for each addressable structure within the County. The minimum adequate address consists of a numeric indicator and approved street name and suffix.

**Structure** - Any building, whether residential, commercial, industrial, or institutional in nature and use.

**Thoroughfare** - A general all-inclusive term for; roads, public or private; street, drive, cart way, easement, right-of-way, or any other word or words that means a way of access.

**Townhome** - One of a row of houses joined by common sidewalls.

**Trail** - An acceptable suffix for roadway names (TR).

**Unit Designator** - The portion of the Street Address used to distinguish individual units within the same structure.

**Waterfront Property** - Parcels of land that are accessible by waterborne law enforcement.

**Way** - An acceptable suffix for roadway names (WY).

**Vanity Names** - Any thoroughfare name that contains the whole name or that designates a specific person.

#### **9.08.140: SEVERABILITY**

If any section, clause, sentence or part of this ordinance (and the code adopted herein) is adjudged to be invalid by any court of competent jurisdiction, such invalidity shall not affect, impair or invalidate the other provisions of this ordinance and/or the code adopted herein, which can be given effect without such invalid provision.

#### **9.08.150: ADDRESS ASSIGNMENT**

This fee shall be assessed when a new address is required for development or requested by a property owner. This will apply for a new addressable structure on a vacant parcel or for an additional addressable structure to be built on an already occupied parcel. This fee shall be administered by Pitkin County Community Development and can be found in the Land Use Fee Schedule.

#### **9.08.160: STREET NAMING**

This fee shall be assessed when development requires that a new private roadway be named for three or more addressable structures with either existing or new addresses. This fee may also be assessed when a new street or street name change is requested without new development. This fee shall be administered by Pitkin County Community Development and can be found in the Land Use Fee Schedule.

*(Title 9.08 Adopted Ord. 031.2012, 11-14-2012; § 9.08 repealed and reenacted Ord. 007.16, 04-13-2016)*