

**ORDINANCE NO. 2023-15**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE,  
COLORADO, ADOPTING STANDARDS FOR STREET NAMES AND ADDRESSES AND  
AMENDING CHAPTERS 17.4 AND 17.6 OF THE TOWN CODE**

WHEREAS, the Town of Mountain Village has adopted zoning and subdivision regulations codified at Title 17 of the Mountain Village Municipal Code and referred to as the Community Development Code or "CDC"; and

WHEREAS, Section 17.4.13(M) of the CDC provides regulations and requirements for naming roads and driveways in new subdivisions; and

WHEREAS, historically the Town has relied on addressing standards adopted by San Miguel County, but Town Staff has recommended that the Town update and adopt its own addressing standards while still considering the County's standards so as to avoid confusion resulting from similar street and road names; and

WHEREAS, the Design Review Board ("DRB") considered proposed town standards and related amendments to the CDC at its regular meeting on September 7, 2023, and the DRB voted unanimously to recommend adopting of the standards and certain CDC amendments to the Town Council; and

WHEREAS, Section 17.1.7 of the CDC authorizes amendments to the CDC by ordinance when initiated by the Town Council, the DRB, or the Community Development Director and provides for a public hearing process consistent with the ordinance adoption process as set forth in the Town Charter; and

WHEREAS, pursuant to Town Charter Section 12.1, the DRB is to serve as the Planning and Zoning Commission within the meaning of Article 23, Title 31 of the Colorado Revised Statutes, except as modified by ordinance, and the Town has modified such provisions by ordinance codified at Sections 17.2.2. and 17.2.3 of the CDC, which provide that the DRB is an advisory board and that the Town Council acts as the Planning and Zoning Commission; and

WHEREAS, C.R.S. § 31-15-702(1)(a) authorizes the Town to regulate the numbering of houses and lots and to name and change the name of any street or other public place; and

WHEREAS, Article 23, Title 31, provides authority for the Town to regulate land uses within the territorial limits of the Town including the subject matter of this ordinance; and

WHEREAS, the public hearing required by the Charter for second reading of this ordinance shall serve as the public hearing required by C.R.S. § 31-23-214.1, to the extent applicable; and

WHEREAS, the Town Council finds and determines that adopting the standards referenced below would benefit the Town by creating clear and consistent addressing to provide effective emergency services for its residents and visitors and to reduce confusion and prevent delayed response time for the emergency services network; and

WHEREAS, the Town Council desires to approve the Town of Mountain Village Naming & Addressing Standards attached hereto as Exhibit A and to amend the CDC to reference and implement such standards as recommended by the DRB and as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO:

**Section 1. Recitals.** The above recitals are hereby incorporated as findings of the Town Council in support of the enactment of this Ordinance.

**Section 2. Street Naming Standards Approved.** The Town Council hereby approves the Street Naming & Addressing Standards in the form attached hereto as Exhibit A. These standards are subject to further amendment from time to time by resolution of the Town Council as set forth below. Copies of the standards shall be made available to the public via the Town Clerk and/or Community Development Department and on the Town's official website.

**Section 3. CDC Amendments.**

CDC Section 17.4.13(M), *Subdivision, Road and Driveway Naming Requirements* is hereby repealed, including subsections (1) through (6).

A new CDC provision is hereby enacted as follows:

*17.6.6.D Street Naming and Addressing Standards*

1. The Town of Mountain Village ("Town") hereby adopts and incorporates herein by reference as the Town of Mountain Village Street Naming & Address Standards.
2. Purpose and Intent. The Town of Mountain Village is implementing these standards to create clear and consistent addressing to provide effective emergency services for its residents and visitors. This document endeavors to assign a uniform addressing and street naming procedure. It is the intention of this document to remove any confusion and prevent delayed response time for the emergency services network.
3. Applicability and Use Standards.
  - a. These standards shall apply to all lands within the incorporated area of the Town of Mountain Village.
  - b. The Town may amend the Street Naming & Address Standards without an amendment to the CDC or Design Regulations. Such amendments shall be adopted by a Class 5 Resolution. The Town Council action on amendments shall be adopted by resolution and shall, prior to adoption, require public notice by the placement of an advertisement on the Town website.

**Section 4. Severability.** If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

**Section 5. Effective Date.** This Ordinance shall become effective 30 days following publication or upon approval on second reading, whichever is later ("Effective Date") and shall be recorded in the official records of the Town kept for that purpose and shall be authenticated by the signatures of the Mayor and the Town Clerk.

**Section 6. Public Hearing.** A public hearing on this Ordinance was held on the 19<sup>th</sup> day of October 2023 in the Town Council Chambers, Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado 81435.

**Section 7. Publication.** The Town Clerk or Deputy Town Clerk shall post and publish notice of this Ordinance as required by Article V, Section 5.9 of the Charter.

**INTRODUCED, READ, AND REFERRED to public hearing before the Town Council of the Town of Mountain Village, Colorado this 20<sup>th</sup> day of September 2023.**

**TOWN OF MOUNTAIN VILLAGE:**

**TOWN OF MOUNTAIN VILLAGE, COLORADO, A HOME-RULE MUNICIPALITY**

By:   
Martinique Prohaska, Mayor

ATTEST:

  
Kim Schooley, Deputy Town Clerk


**HEARD AND FINALLY ADOPTED by the Town Council of the Town of Mountain Village, Colorado this 19<sup>th</sup> day of October 2023.**

**TOWN OF MOUNTAIN VILLAGE:**

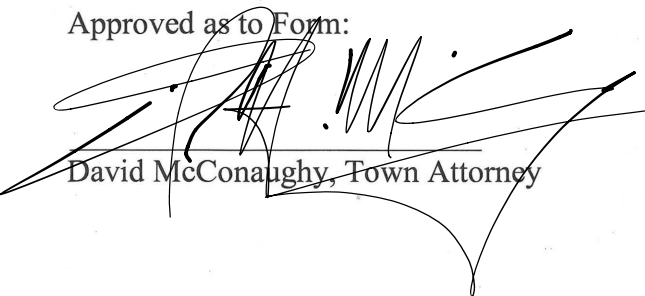
**TOWN OF MOUNTAIN VILLAGE, COLORADO, A HOME-RULE MUNICIPALITY**

By:   
Martinique Prohaska, Mayor

ATTEST:

  
Kim Schooley, Deputy Town Clerk

Approved as to Form:

  
David McConaughy, Town Attorney

I, Kim Schooley, the duly qualified and acting Deputy Town Clerk of the Town of Mountain Village, Colorado ("Town") do hereby certify that:

1. The attached copy of Ordinance No. 2023-15 ("Ordinance") is a true, correct, and complete copy thereof.
2. The Ordinance was introduced, read by title, approved on first reading and referred to public hearing by the Town Council the Town ("Council") at a regular meeting held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on September 20, 2023, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Marti Prohaska, Mayor	X			
Scott Pearson, Mayor Pro-Tem	X			
Harvey Mogenson	X			
Patrick Berry	X			
Peter Duprey	X			
Jack Gilbride	X			
Tucker Magid	X			

3. After the Council's approval of the first reading of the Ordinance, notice of the public hearing, containing the date, time and location of the public hearing and a description of the subject matter of the proposed Ordinance was posted and published in the Telluride Daily Planet, a newspaper of general circulation in the Town, on September 27, 2023 in accordance with Section 5.2(d) of the Town of Mountain Village Home Rule Charter.
4. A public hearing on the Ordinance was held by the Town Council at a regular meeting of the Town Council held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on October 19, 2023. At the public hearing, the Ordinance was considered, read by title, and approved without amendment by the Town Council, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Marti Prohaska, Mayor	X			
Scott Pearson, Mayor Pro-Tem	X			
Harvey Mogenson	X			
Peter Duprey	X			
Jack Gilbride	X			
Tucker Magid	X			

5. The Ordinance has been signed by the Mayor, sealed with the Town seal, attested by me as Deputy Town Clerk, and duly numbered and recorded in the official records of the Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town this 19<sup>th</sup> day of October 2023.

*KSchooley*

Kim Schooley, Deputy Town Clerk

(SEAL)



# TOWN OF MOUNTAIN VILLAGE



## STREET NAMING & ADDRESSING STANDARDS

ADOPTED  
SEPTEMBER 20, 2023

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# I. DESCRIPTION OF THE STANDARDS

## I. PURPOSE

The Town of Mountain Village is implementing these standards to create clear and consistent addressing to provide effective emergency services for its residents and visitors. This document endeavors to assign a uniform addressing and street naming procedure. It is the intention of this document to remove any confusion and prevent delayed response time for the emergency services network.

## II. AUTHORITY

*The towns legal authority to promulgate these Standards is derived from the following relevant Colorado statutes, as well as its inherent police power authority as a political subdivision of the State of Colorado, and as a body corporate and politic:*

**Section 31-15-702(1)(a), C.R.S.**, provides that Municipalities have the power “to regulate the numbering of houses and lots and to name and change the name of any street or other public place.”

**Section 31-23-212, C.R.S.**, provides that “the territorial jurisdiction of any commission over the subdivision of land includes all land located within the legal boundaries of the municipality and, limited only to control with reference to a major street plan and not otherwise, also includes all land lying within three miles of the boundaries of the municipality not located in any other municipality; except that in the case of any such land lying within five miles of more than one municipality, the jurisdiction of each commission shall terminate at a boundary line equidistant from the respective municipal limits of such municipalities. The jurisdiction over the subdivision of lands outside the boundary of a municipality shall apply equally to any municipality.”

**Section 31-23-208, C.R.S.**, provides that “the commission may adopt the plan as a whole by a single resolution or may by successive resolutions adopt successive parts of the plan (said parts corresponding with major geographical sections or divisions of the municipality or with functional subdivisions of the subject matter of the plan) and may adopt any amendment or extension thereof or addition thereto. Before

the adoption of the plan or any such part, amendment, extension, or addition, the commission shall hold at least one public hearing thereon, notice of the time and place of which shall be given by one publication in a newspaper of general circulation in the municipality and in the official newspaper of the county affected.”

**Section 31-23-213, C.R.S.**, provides that “When a commission has adopted a major street plan for the territory within its subdivision control, or any part thereof, as provided in Section 31-23-208, C.R.S., and has filed a certified copy of such plan in the office of the county clerk and recorder of the county in which such territory or such part is located, no plat of a subdivision of land within such territory or such part shall be filed or recorded until it has been approved by such commission and such approval entered in writing on the plat by the chairman or secretary of the commission.”

**The “Local Government Land Use Control Enabling Act of 1974” at Section 29-20- 104, C.R.S.**, provides in pertinent part that the Town of Mountain Village, as a local government, acting within its jurisdiction has the authority to plan for regulate the use of land by: “(g) Regulating the use of land on the basis of the impact thereof on the community or surrounding areas; and (h) Otherwise planning for and regulating the use of land so as to provide planned and orderly use of land and protection of the environment in a manner consistent with constitutional rights.”

**The “Colorado Governmental Immunity Act” at Section 24-10-106.5 (1), C.R.S., “Duty of Care,”** provides in pertinent part that “In order to encourage the provision of services to protect the public health and safety and to allow public entities to allocate their limited fiscal resources, a public entity or public employee shall not be deemed to have assumed a duty of care where none otherwise existed by the performance of a service or an act of assistance for the benefit of any person. The adoption of a policy or a regulation to protect any person’s health or safety shall not give rise to a duty of care on the part of a public entity or public employee where none otherwise existed. In addition, the enforcement of or failure to enforce any such policy or regulation or the mere fact that an inspection was conducted in the course of enforcing such policy or regulation shall not give rise to a duty of care where none otherwise existed.” Accordingly, any act or omission in the promulgation, implementation, administration, and/or enforcement of these regulations, shall not be deemed to create a legally enforceable duty of care or to constitute a breach of any legally enforceable duty of care by the Town of Mountain Village, its officials, employees, or agents, for the benefit of any specific person or persons.

### III. APPLICABILITY

These standards shall apply to all lands within the incorporated area of the Town of Mountain Village.

### IV. SEVERABILITY

Should any provisions or parts thereof of these standards be judicially declared to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the standards as a whole, or any provision thereof other than the article, section or regulation so declared to be unconstitutional or invalid.



## V. REPEALS

These standards repeal and rescind all previously adopted addressing and street naming standards, systems, regulations and/or procedures.

## VI. GENERAL PROVISIONS

- 1** Only the Town Council or its appointed representative – Town manager or appointed Town staff as authorized by Town Manager – may assign, approve, or change an address.
- 2** The Addressing Coordinator shall be responsible for the administration and enforcement of these standards. The authority is given to this title under the Land Use Code Section 1-16 (Enforcement and Penalties).
- 3** The Addressing Coordinator shall process applications for address number assignments, address number reassignments, street naming, and street naming changes. The Addressing Coordinator may also designate an authorized representative for any part of this process as needed.
- 4** The Town of Mountain Village Geographic Information Systems Department shall be responsible for maintaining accurate addressing and street spatial data, maps, and other resources pertaining to addressing. This includes the Official Street Name List and Map as well as the Official Address List and Map



# II. STREET NAMING GUIDELINES

This section refers to the rules and regulations regarding the naming or renaming of streets within the Town of Mountain Village.

## I. ASSESSMENT

Any street within the Town of Mountain Village may be subject to naming or renaming in accordance with the standards outlined in this document. The Addressing Coordinator may deem that a right-of-way is out of compliance with the standards and initiate the renaming process. Additionally, street names may be requested by the property owner(s) or developer subject to the approval of the Addressing Coordinator. The Addressing Coordinator will consider and may approve the requested street to be named using the following guidelines:

- ✓ The number of residences currently or potentially residing along a roadway for access.
- ✓ The length of the roadway.
- ✓ The configuration of the roadway.

It is important to note that the Town or San Miguel County does not accept any liability for maintenance or signage by naming private streets. The naming of these private roads is done solely in the interest of public safety. Additionally, the assignment of a name to any roadway does not affect or change the physical improvement standards of that roadway. The assignment of a name to a roadway is for 911 addressing purposes only.

## I. STREET DESIGNS

There are several instances where the orientation of a roadway can determine whether a name is necessary, or the design of a roadway presents a special circumstance that affects the name given to it. Below are some examples of these instances:

**A) Roadways that the Addressing Coordinator has determined do not need to be named.** The highlighted road (yellow) should assume the name of intersecting through street – Leaf Way (Fig. 1). This is because the roadway is not significant enough length, nor does it have enough residences to justify assigning a name to.

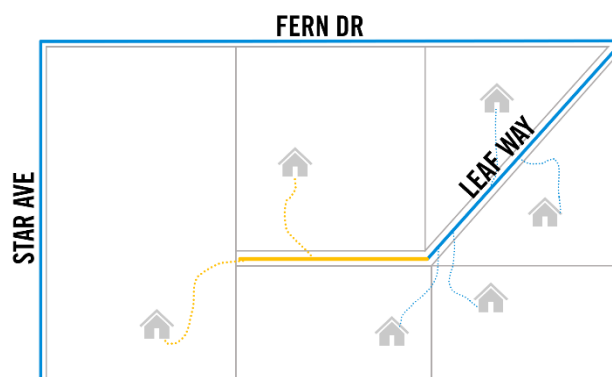


Fig. 1

**B) A series of roadways that are accessed by the same intersecting through street should be named.** The yellow, orange, and green roadways should each have their own names assigned (Fig. 2). By naming each of these roadways, confusion of the location of the homes will be avoided.

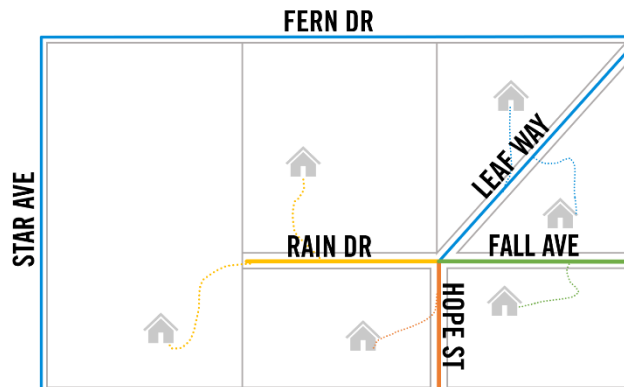


Fig. 2

**C) When a roadway loops back onto itself for a substantial length, the Addressing Coordinator can decide to give the same name to that roadway with two (2) different prefixes.** As seen in Fig. 3, the roadway is named Village Blvd. with one side given the E prefix and the other side given the W prefix. So long as the breaking point of the roadway is in a logical location, this decision can be made for the interest in public interest and safety.

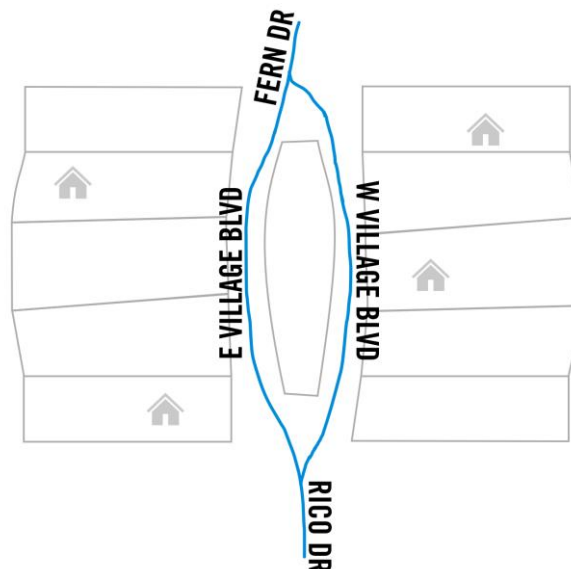


Fig. 3

**D) Major arterials and highways which change direction for a significant distance may change directional prefixes at the most logical and convenient break point.**

**E) Streets located on the same alignment in the same geographical region should bear the same name and directional prefix even though they are not connected, if, in the discretion of the Addressing Coordinator, there is a reasonable expectation that they can connect in the future.**

**F) A street running in one direction shall have one name only and shall have the same name throughout its entire length. However, if a street changes direction for a substantial distance the portion of the street running in a different direction may be given another name at the discretion of the Addressing Coordinator.**



## II. NAMING STANDARDS

All names designated by the Addressing Coordinator and/or presented by property owner(s), developers, or the general public must meet the following criteria for addressing, signage, or publicity:

### I. SELECTION OF STREET NAMES

- A)** Street names should be easy to read and easy to spell so that the public is able to use the name in an emergency situation regardless of limited reading and pronunciation skills.
- B)** All new street names shall use the commonly accepted spelling, according to Merriam-Webster's Standard Collegiate Dictionary.
- C)** All new street names must only use the accepted suffix designations outlined in Section II – Suffix Designations.
- D)** Street names duplications should be avoided \*\*\* for the interest of health and safety. All street names should be unique within the incorporated Town of Mountain Village and the entire San Miguel County boundary as well as the surrounding jurisdictions which share emergency dispatch services (e.g., San Miguel County Sherriff's Office).  
*\*\*\*Duplicate street names are considered as such if they have the same name as another street despite a different suffix (e.g., Star St, Star Dr), or have a similar sounding name despite a spelling difference to another street (e.g., Wood Bridge, Woodridge).*
- F)** Numerical names (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) and single alphabet letters (A, B, C, etc.) should be avoided.
- G)** Complicated or hard to spell / unconventional spellings of words should be avoided.
- H)** Any name that incorporates a directional syllable or suffix should not be used (e.g., NorthStar Drive or Streetview Way).
- I)** Names with special characters such as hyphens, ampersands, apostrophes, etc. should be avoided (e.g., Jack & Jill Drive, Karen's Court, or Bow-crest Way).
- J)** Street names should be able to fit on a standard forty-two (42) inch length sign, with letters at least four (4) inches high.
- K)** No derogatory or obscene language shall be used. This will be at the discretion of the Addressing Coordinator and includes any phrases that could be interpreted as an offensive word or combination of words.

## II. SUFFIX DESIGNATIONS

<b>AVENUE</b>	<b>AVE</b>	A roadway or thoroughfare that is continuous and not limited to a single subdivision
<b>BOULEVARD</b>	<b>BLVD</b>	Street with a landscaped median dividing the roadway
<b>CIRCLE</b>	<b>CIR</b>	Specifically, a looped street that terminates on the same road at two points <sup>***</sup>
<b>COURT</b>	<b>CT</b>	Permanently dead-end street or terminating in a cul-de-sac
<b>DRIVE</b>	<b>DR</b>	A curvilinear street
<b>HIGHWAY</b>	<b>HWY</b>	Used to designate State or Federal roads only
<b>LANE</b>	<b>LN</b>	Minor street within a subdivision
<b>PLACE</b>	<b>PL</b>	Permanently dead-end street, terminating in a cul-de-sac, or short through street
<b>ROAD</b>	<b>RD</b>	A designated thoroughfare
<b>STREET</b>	<b>ST</b>	The common or default suffix
<b>TRAIL</b>	<b>TRL</b>	Limited to use on non-vehicular trails and recreational trails <sup>***</sup>
<b>WAY</b>	<b>WAY</b>	A curvilinear street
<b>PLAZA, SQUARE, WALK</b>	<b>PLZ, SQ, WALK</b>	Reserved for non-motorized areas and paths

<sup>\*\*\*</sup>CIR – Discouraged, but allowed, at the discretion of the Addressing Coordinator. Confusion may arise to emergency responders due to duplicate intersection descriptions.

<sup>\*\*\*</sup>TRL – An exception would be for historical uses that include the suffix of trail. Not allowed for new vehicular streets.

# III. ADDRESSING GUIDELINES

This section refers to the rules and regulations regarding the numbering or renumbering of addresses within the Town of Mountain Village.

## I. ASSESSMENT

Whether a building is brand new and does not have an assigned address or there is a long-standing building that is addressed incorrectly, all buildings within the Town of Mountain Village must adhere to the standards outlined in this document. There are many instances where a building needs an address or readdressing.

Below are just a few examples:

- ✓ A certificate of occupancy (a CO) was issued.
- ✓ The address number was assigned incorrectly.
- ✓ The address in the 911 phone records does not match.
- ✓ The number does not fit in with the Town numbering system. (Not in sequential order to surrounding numbers).
- ✓ The number is odd when it should be even or vice versa.
- ✓ The property is addressed with the wrong street name.
- ✓ The property exists on a duplicate street name within the Town or San Miguel County.; etc.

## II. ADDRESS COMPONENTS

To maintain consistency with the Town's addressing data, certain pieces of a building's address must always be present. There shall always be a primary address for a property with a secondary address being given to multi-building properties. Each address must consist of an address number, street name, and suffix.

However, it may contain all the following components:

- A) Address Number
- B) Prefix / Directional Description
- C) Street Name
- D) Suffix
- E) Building/Suite/Unit Number

Example of an address using all components:

<b>123</b>	<b>N</b>	<b>Village</b>	<b>Blvd</b>	<b>Unit 303</b>
<i>Address Number</i>	<i>Prefix</i>	<i>Street Name</i>	<i>Suffix</i>	<i>Unit Number</i>

## I. FRONTAGE

All addresses will be assigned based on the right-of-way the driveway access is located. If the property lies along the corner of two (2) roadways, the access point for the driveway will determine the street name for the address.

Further explanation of how multi-building properties adhere to the frontage rules and regulations, look in [Section III.III.I – Multi-Building & Multi-Unit Structures](#).

### III. NUMBERING PROCEDURE

A) Odd and even addresses must follow the cardinal directions listed below, with the exception of the guidelines listed in Section III - Numbering Procedure (B).

- ✓ Odd numbers shall reside on the north side of east-west streets and the west side of north-south streets (Fig. 4a).
- ✓ Even numbers shall reside on the south side of east-west streets and the east side of north-south streets (Fig 4b).

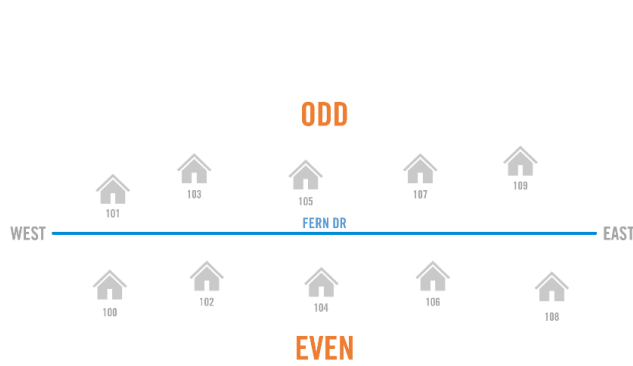


Fig. 4a

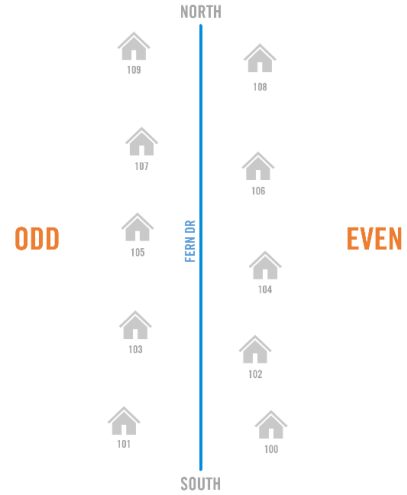


Fig. 4b

B) Despite the location of an address along the roadway, the odd and even numbering system shall be maintained throughout the entirety of the roadway as seen in Fig. 5.

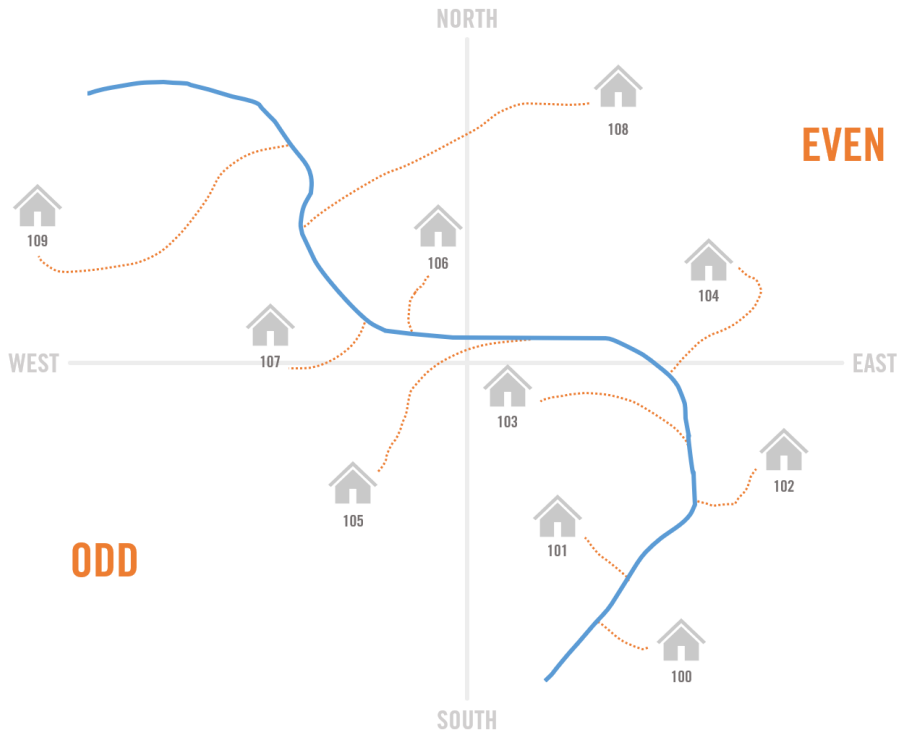


Fig. 5

- C)** Existing address numbers on or near the property must be evaluated for consistency and adherence to these standards.
- D)** To allow for future development, a sufficient interval must be maintained between address numbers. This interval will be evaluated by the Addressing Coordinator based on surrounding parcel sizes, current building footprint sizes, future development plans, etc.
- E)** A proposed address number range shall be identified for each street. This numbering range will determine what number may be assigned to a building along a given roadway. If the address number range is between 100–200, a building cannot receive a number such as 235.
- F)** Address numbers shall follow sequentially and logically after one-another. The numbers should increase consistently along the roadway in a logical fashion. 143 for example, will never fall between 103 and 127. There are no exceptions to this rule, despite an owner’s desire for a particular number. This is important to maintain public safety and efficiency for emergency reporting purposes.
- G)** Address numbers across a roadway from one-another are expected to be numerically similar. If 550 is used on an even numbered side of the roadway, one should expect to find buildings addressed as 549 and 551 on the odd side. There are variances to be expected in practice, but this guideline should be followed as closely as possible.
- H)** The address number range may typically start from 1, 100, 200... and so on. However, it can be based on length of street, pre-existing addresses, surrounding roadway numbering range, and other factors the Addressing Coordinator deems relevant.

## **I. MULTI-BUILDING & MULTI-UNIT STRUCTURES**

- I)** In the instance of an apartment complex, condominium buildings, or anything similar in nature, unique addresses must be assigned to each unit within the complex. The need for a secondary address involving a building identifier will be evaluated by the Addressing Coordinator on a case-by-case basis.
- J)** The implementation of unit numbers is strictly reserved for an instance where there is a building containing **more than one (1)** dwelling unit, office unit, or occupied space intended to be a home, residence, or sleeping place by one person or more people who maintain a common household. These standards establish that any building that contains **more than one (1)** of the aforementioned definition of a unit **shall not** be addressed solely as a unit.
- K)** Multi-building complexes that the Addressing Coordinator has deemed appropriate for building identifiers shall be given a primary address for the entire property and secondary addresses for each building/unit. Secondary addresses will be comprised of the unit identifier and (if necessary) the building identifier. The following is an example of a secondary address where the building is identified as building seven (7), the unit is on the second (2<sup>nd</sup>) floor and has been identified as the first (1<sup>st</sup>) unit:

**456 Example St. Unit 7201**

*The 7 represents the building number.*

*The 2 represents the floor the unit is on.*

*The 01 represents the specified unit number on that floor.*

- L)** Multi-building complexes may use either numerical or single alphabetical identifiers for the buildings and must maintain this throughout the entire property. The Addressing Coordinator can assign building identifiers with help and input from the property developers. Room for future development should be considered when assigning identifiers.



**M)** Unit identifiers may be numerical or alphabetical and must be maintained that way throughout the entire property. The Addressing Coordinator can assign unit identifiers with the help and input from the property developers. The unit identifier must include reference to the building floor it is located on and increase sequentially in a clockwise (left to right) direction. Room for future development should be considered when assigning identifiers.

**N)** It is recommended that if a building identifier is alphabetical that the unit identifier is numerical and vice versa. (a building labeled as A should have unit numbers such as 103, 302, etc.)

**O)** Building identifiers should increase in value consecutively (A, B, C, ... or 1, 2, 3, ...) from the entrance to the complex and follow logically throughout (Fig. 6 & Fig. 7). Due to the nature of the topography in Mountain Village, each complex will be evaluated by the Addressing Coordinator on a case-by-case basis to determine the most logical naming procedure of building identifiers.

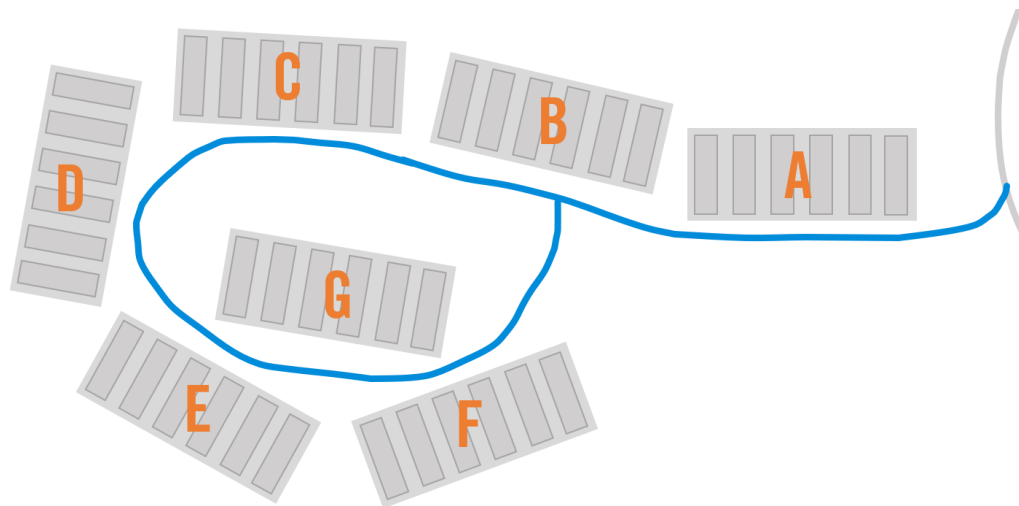


Fig. 6

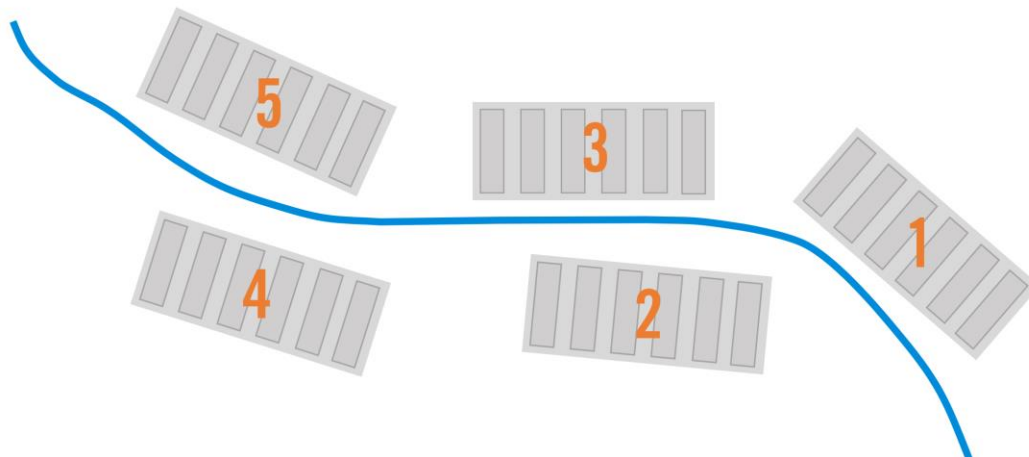


Fig. 7

## II. SUBDIVISIONS

**P)** Addressing and street naming procedures for subdivisions will conform to the standards outlined in Section III. Addressing Guidelines. The address numbers and street names for the parcel(s) shall be included in the Final Plat map.

**Q)** During the plan review for the subdivision or planned unit development plat map review, the developer shall produce a street naming proposal. In this proposal, the developer must include a complete map of the overall tract outlining the street layout, proposed street names for each street, and an alphabetical list of all proposed alternative street names. Any street name suggestions made by the developer shall be reviewed by the Addressing Coordinator and Planning Department.

# IV. TIMELINE

## I. GENERAL GUIDELINES

### I. STREET NAMES ASSIGNMENTS OR REASSIGNMENTS

The Addressing Coordinator may, at any point in time, determine a street requires a name or change of name in the interest of public safety and emergency response efficiency. Some example reasons for why the Addressing Coordinator would initiate this process:

- ✓ A new roadway or access road is created.
- ✓ The current roadway has a duplicate name.
- ✓ The current roadway does not comply with the standards listed in [Section II – Street Naming Guidelines](#)

Any person or persons may also initiate the process of changing the name of a public or private roadway within the Town of Mountain Village by filling out the Street Name Application form (*Exhibit F – Street Name Application Form*). Once this process is initiated, the following procedures will need to be completed by the applicant:

**A)** Any affected parties<sup>\*\*\*</sup> to this potential change shall be listed. The applicant must include the name, mailing address, and physical address as listed in the San Miguel County Assessor's Office records for each affected party within sixty (60) days of the application date.

<sup>\*\*\*</sup>*The affected party pertains to any property owner or condominium unit owner, whose parcel or unit is adjacent to, accessed by, or otherwise intersected by the roadway of interest.*

**B)** Street Name Application form & Street Name Change Petition items:

- ✓ Three (3) potential street names must be provided.
- ✓ Petition filled out (*Exhibit H – Street Name Change Petition*). If approved by the Addressing Coordinator or >51% of affected party agree to change, the process should continue free of charge. If denied by the Addressing Coordinator or <51% of affected party deny change, the process will be ended. The applicant can submit an appeal in accordance with CDC Section 17.4.5
- ✓ A brief statement of why change needs to / should occur.
- ✓ A map showing the vicinity of the street.
- ✓ A short description of the roadway of interest.

**C)** In the event of an appeal, a public hearing will be conducted by Mountain Village Town Council. The Town Council will make a decision to grant, conditionally grant, or to deny the request. A written resolution will be produced in accordance with these standards. Notice of 15 days - will be given for this hearing. Public Notice to adjacent property owners (see CDC Section 17.4.4.1.1.) of 15 days - will be given for this hearing.

**D)** Any person or person(s) may protest this change. A written statement must be submitted at least twenty-four (24) hours in advance to the hearing. No petition signature may be withdrawn.

**E)** The board has the power to initiate this process without following the steps listed above. This is the only exception.

**F)** Once the process is completed, Addressing Official or board must move to adopt a new official street name list and map.

**G)** After the process is completed, the new official street name will be in effect after sixty (60) days.

**H)** If addresses are affected by this change, the process for changing an address will be initiated.

## **II. ADDRESS ASSIGNMENTS OR REASSIGNMENTS**

A property's address is assigned based on the location of access in accordance with [Section III – Addressing Guidelines](#). Thus, no address can be or shall be assigned to a property without a designated driveway location unless deemed necessary by the Addressing Coordinator. Circumstances in which the Addressing Coordinator may assign an address prematurely are as follows:

- ✓ Building Permit Application
- ✓ Development Permit Application

Until completion of the building, the address given during construction will be considered temporary.

In the interest of public safety and emergency response efficiency, the Addressing Coordinator may deem an address out of compliance with the addressing standards listed in Section III – Addressing Guidelines. Some example reasons for why the Addressing Coordinator would initiate this process:

- ✓ A new roadway or access road is created.
- ✓ The current roadway the property relates to has been renamed.
- ✓ The address number was assigned incorrectly.
- ✓ The address in the 911 phone records does not match.
- ✓ The number does not fit in with the Town numbering system. (Not in sequential order to surrounding numbers).
- ✓ The number is odd when it should be even or vice versa. (For generally north-south roads, odds are to the west, evens to the east. For generally east-west roads, odds are to the north, evens to the south).
- ✓ There is a duplicate street name within the Town or San Miguel County

Any person or persons may also initiate the process of requesting an address within the Town of Mountain Village only after a driveway location exists and by filling out the Address Application form (*Exhibit I – New Address Application Form*).

Once an address has been assigned, the Addressing Coordinator will notify their responsible parties within one (1) week. Property owners will then have sixty (60) days to notify their respective parties of the change. After ninety (90) days, a final follow-up will be conducted by the Town in order to ensure the property's address monument has been corrected. A letter stating that the property has been assigned or reassigned

an address will be mailed out to the property owners immediately. There will also be a physical copy of the letter posted on the property.

## II. AFTER EFFECTS

After sixty (60) days, the new address will be in full effect and the property owners shall be responsible for contacting the following:

- ✓ Gas
- ✓ Electric
- ✓ Phone
- ✓ Delivery
- ✓ Insurance
- ✓ Trash
- ✓ Alarm companies
- ✓ HOAs
- ✓ Banks
- ✓ Etc.

Additionally, the property owner(s) must physically readdress the property by correcting the address monument. Guidelines for address monuments are listed in [Section V – Signage Standards](#). The correction of an address monument must be completed by the sixty (60) day mark.

After one (1) week of the new address assignment, the Addressing Coordinator shall be responsible for contacting the following:

- ✓ San Miguel County Addressing Official
- ✓ San Miguel County Sheriff's Office
- ✓ San Miguel County Assessor
- ✓ San Miguel County Clerk & Recorder's Office
- ✓ San Miguel County GIS Department
- ✓ Town of Mountain Village Road and Bridge Department
- ✓ Town of Mountain Village Fire Department
- ✓ Any other appropriate emergency response agency(ies) (e.g., Mountain Village Police Dispatch)
- ✓ Appropriate United States Post Office
- ✓ Any private entities who enter a monetary contract with the Town of Mountain Village for address and street update information

## I. FOLLOW UP

After ninety (90) days the Addressing Coordinator will ensure all steps have been followed. Additionally, an officer from the Mountain Village Police Department shall conduct a follow-up investigation in the field to ensure the address monument has been corrected.

If the monument is not corrected nor properly placed in accordance with Section V - Signage Standards by the aforementioned deadline, the Town will issue a fine up to \$5,000 in accordance with CDC guideline **17.1.18(J)**. For each week after the given deadline that the monument is not corrected, an additional \$100 fine per week will accumulate.

# V. SIGNAGE STANDARDS

When designing and building a street sign or an address monument for a property, the following features must be considered:

- ✓ Size
- ✓ Lighting
- ✓ Height
- ✓ Font & Letter Sizing
- ✓ Reflectivity
- ✓ Materials
- ✓ Maintenance
- ✓ Aesthetic
- ✓ Location

The purpose of an address monument is not only for aesthetics, but to display the address of a property clearly and effectively so first responders, delivery companies, guests, etc. can locate the building quickly. It is imperative that any sign is designed to withstand the elements of high alpine terrain and climate.

## I. CDC GUIDELINES

All address monuments and subdivision signs must be subject to the design review process outlined in the Mountain Village Municipal Code Chapter [17.4](#) - Developmental Review Procedures.

**Detailed guidance and regulations for signage standards can be found in the Mountain Village Municipal Code Chapter [17.5.13.E.4](#) - Design Regulations, Sign Regulations.**

After ninety (90) days the Addressing Coordinator will ensure all steps have been followed. Additionally, an officer from the Mountain Village Police Department shall conduct a follow-up investigation in the field to ensure the address monument has been corrected.

If the monument is not corrected nor properly placed in accordance with [Section V - Signage Standards](#) by the aforementioned deadline, the Town will issue a fine up to \$5,000 in accordance with CDC guideline **17.1.18(J)**. For each week after the given deadline that the monument is not corrected, an additional \$100 fine per week will accumulate.





## **VI. DEFINITIONS**

### **ADDRESSABLE STRUCTURE**

Any building or location where a person would live, work, worship, or play at.

### **BUILDING IDENTIFIER**

A unique sequence of numbers or letters assigned to a specific building.

### **FRONTAGE**

The front facing side of a building.

### **MULTI-BUILDING COMPLEX**

A cluster of buildings that serve one or more types of functionalities and are generally under one ownership or control.

### **PREFIX**

Directional descriptor for streets that lie before the street name.

### **ROADWAY / RIGHT-OF-WAY**

A paved section of land zoned for motor vehicle transportation. Also, another term for street.

### **SUFFIX**

Descriptor for streets that lie after the street name and is used to identify the type of street.

### **UNIT**

A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other person in the building, and which have direct access from the outside of the building or through a common hall.

### **UNIT IDENTIFIER**

A unique sequence of numbers or letters assigned to a specific unit.

# VII. APPENDIX

## I. EXHIBITS

- A) New Address Letter
- B) Readdressing Letter
- C) Provider Letters
- D) Introductory Packet
- E) New Street Name Petition
- F) Street Name Application Form
- G) Street Name Application Instructions
- H) Street Name Change Petition
- I) New Address Application Form
- J) Address Inventory
- K) Road Inventory
- L) Suffix Table
- M) Official Street and Roadway Map
- N) Official Address Map

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