



# Municipality of Skagway

## MEMO

<b>TO:</b>	Civic Affairs Committee
<b>FROM:</b>	Emily Deach, Deputy Borough Manager
<b>DATE:</b>	August 29, 2022
<b>SUBJECT:</b>	Addressing Update & Code Amendment Requests

Please see the update and requests (in blue) below regarding various components of the Municipality's addressing efforts:

### Background

In 2019, the Police Department undertook a project to provide new physical addresses for all parcels in the townsite, for the purpose of improving the efficiency of emergency response. The new building numbers were assigned using a standard method that would make it easier for responders to locate a building in town based just on the number. Also, the Municipality plans to implement Geographical Information System (GIS) mapping for use by dispatchers and responders and had contracted with a GIS specialist to create interactive maps with the new addresses. In 2019, municipal staff sent out letters to all property owners informing them of the building numbers that had been newly assigned to their properties.

### Buildings on Corners

The building numbering system implemented in 2019 complied with code in all but one aspect. Buildings on corners were given addresses on the streets running north-south (Spring, Broadway, State, Main, Alaska) regardless of the location of the main entrance. However, municipal code states: "The location of the front or main entrance to a building shall determine the number assigned and, for buildings located on the corner of a street or avenue, the designation as a street or avenue location" [SMC 15.10.010(D)]. The Municipality has received substantial feedback from residents and business owners who have buildings located on corners with new addresses that are not currently determined by the front or main entrance; the feedback is overwhelmingly that it would be most beneficial to them if their physical addresses were re-assigned to comply with this code. It is the intention of the Municipality to identify the affected properties, re-assign the building numbers based on the location of the front or main entrance, and notify the property owners of the changes. **Please advise if the committee would prefer a different approach to this issue.**

### Dyea Road and West Creek Road

A short portion of the Dyea Road was assigned physical addresses in 2019 based on each building's milepost location on the road. The mileposts on the Dyea Road begin at the point where the Dyea Road meets the Klondike Highway. The Municipality would like to move forward

with providing numbers for the remaining buildings on the Dyea Road and for the entirety of the West Creek Road; however, we would first like to ensure that this milepost method for numbering buildings on the Dyea Road and West Creek Road is codified, so future efforts are consistent.

### **Klondike Highway and Liarsville Road**

The entirety of the Liarsville Road already has building numbers assigned. A portion of the Klondike Highway already has building numbers assigned. However, the assigned numbers on both roads do not correspond to mileposts. The Municipality would like to move forward with providing numbers for the remaining buildings on the Klondike Highway (and any new structures on both roads in the future), but would first like to ensure that a standard method for numbering the buildings is codified. Ideally, we would want to assign numbers on the highway and road according to mileposts, similar to the Dyea Road, but we are concerned that to change these building numbers again will cause unnecessary confusion. To accommodate this, we have proposed alternative language in code for numbering buildings on these roads.

### **Proposed Code Amendments**

Included in the committee's packet is a draft code amendment ordinance that will codify the methods detailed above, and generally clean up SMC 15.10. Also included in the packet is a map generally showing the effect of the amendments. **We are requesting that the committee review and discuss the proposed amendments, make changes as desired, and vote to propose the ordinance to the Assembly.**

### **Planning & Zoning Commission Review of SMC 15.10.020**

At its meeting of July 14, 2022, the Planning & Zoning Commission (P&Z) discussed the following potential amendments to SMC 15.01.020:

15.10.020      Applicability and compliance.

The numbering system shall be applicable to all buildings within the municipal boundaries. ~~There shall be no penalty for noncompliance other than that owners or occupants of unnumbered buildings may suffer safety hazards or inconvenience.~~ **In all cases the structure's address number shall be clearly displayed in such a way that the structure number can easily be identified from the street or road during both day and night. All structure numbers shall be constructed of a durable material and shall be reflective for night readability. The color shall contrast with the color scheme of the structure and shall contrast with the background and be clearly visible. The minimum number size shall be four inches in height.**

**15.10.030      Violations.**

**Failure to properly display the building address shall be a noncriminal infraction, punishable by a civil fine established by resolution. Each act or violation and every day upon which a violation occurs or continues constitutes a separate offense.**

After discussion of the proposed code amendments, a specific motion was not adopted by P&Z; however, the commissioners present indicated they were in favor of moving the proposal forward. These proposed amendments are not included in the draft ordinance in your meeting packet. **We are requesting that the committee review these additional proposed code amendments from P&Z and direct staff about whether to include or omit them from the draft code amendment ordinance.**

# Skagway Addressing



8/16/2022

