

RESOLUTION NO. 10116

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, REPEALING RESOLUTION NO. 7038 AND APPROVING AN AMENDMENT TO THE EXISTING POLICY THAT ESTABLISHES AND STANDARDIZES NEW METHODS FOR ADDRESS AND STREET NAME ASSIGNMENT WITHIN THE CITY OF MESA BY ADDING A SECTION WHICH CREATES A PROCESS FOR CHANGING THE NAME OF A STREET.**

WHEREAS, subsequent to the findings of a MAG task force, City of Mesa Resolution No. 4350 adopted a policy in 1979 that established standard methods of assigning addresses and street names throughout Maricopa county; and

WHEREAS, said standard methods were more particularly known as the MAG Address & Street Assignment Policy; and

WHEREAS, in 1997 the City of Mesa repealed Resolution 4350 and adopted Resolution 7038, establishing new policy for address and street name assignment; and

WHEREAS, staff has been approached by several citizen groups which desire to change the name of a street; and

WHEREAS, the existing policy does not address how to change the name of a street.

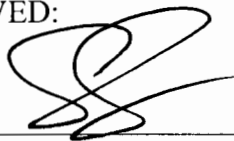
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1. That the City Council hereby repeals Resolution No. 7038.

SECTION 2. That the City of Mesa establish a revised policy for address and street name assignment as specified in attached Exhibit A.

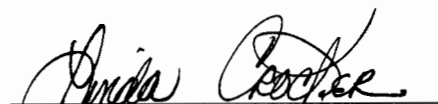
PASSED AND ADOPTED BY THE council of the City of Mesa, Maricopa County, Arizona, this 27<sup>th</sup> day of August, 2012.

APPROVED:



Scott Smith, Mayor

ATTEST:



Linda Crocker, City Clerk



- POLICY STATEMENT -  
for  
ADDRESS AND STREET NAME ASSIGNMENT  
in the City of Mesa, Maricopa County, Arizona

I. PURPOSE

This policy statement sets forth the City of Mesa's policies regarding address and street name assignment within its corporate limits. These policies are intended to standardize methods and ensure consistency so that the public interest, health, safety, convenience and general welfare are maintained.

II. POLICY STATEMENT

A. ADDRESS ASSIGNMENT- GENERAL STANDARDS:

1. Addresses shall, in all cases, be assigned by City staff for developments within Mesa's corporate limits.
2. A City address "hundred" block shall be 660-feet, or 1/8 mile, in length.
4. The east and west "hundred" blocks shall begin with zero at the Center Street alignment.
5. The north and south "hundred" blocks shall begin with zero at the Main Street alignment.
6. Addresses ending in an even number shall be assigned to north and/or west street frontages.
7. Addresses ending in an odd number shall be assigned to south and/or east street frontages.
8. The last two numbers of any address shall not be zeros (500, 1700, etc.)
9. Letters of the alphabet (i.e. "A", "B", "C" etc.) and numeric fractions (i.e. "1/2", "1/3", "1/4", etc.) shall not be permitted or used in the assignment of addresses.

B. ADDRESS ASSIGNMENT - SINGLE RESIDENCE SUBDIVISIONS/PUBLIC STREETS:

1. One (1) address shall be assigned to each lot, in compliance with Section A1 through Section A8 of this Policy.

C. ADDRESS ASSIGNMENT – SINGLE RESIDENCE SUBDIVISIONS/PRIVATE STREETS:

1. One (1) address shall be assigned to each lot, in compliance with Section A1 through Section A8 of this Policy.

D. ADDRESS ASSIGNMENT – MULTIPLE DWELLING RESIDENTIAL DEVELOPMENTS:

(Condominiums, townhouses, apartments, manufactured home subdivision/parks, RV subdivisions/parks, other "non-single-residence" developments)

1. One (1) "master" address shall be assigned to the main development entrance in compliance with Section A1 through Section A8 of this Policy.
2. Each dwelling unit shall be assigned an individual "unit" number, to be used in conjunction with the "master" address (i.e. 1541 E. Brown Rd., Unit #45).
3. Individual "unit" numbers are typically assigned beginning with the dwelling unit located immediately adjacent to the right-side of the main development entrance, and continuing in a "counter-clockwise" direction to the last dwelling unit.
4. When a Multiple Dwelling Residential Development includes multiple buildings, each building shall be assigned an individual "building" number to be used in conjunction with the "master" address (i.e. 1541 E. Brown Rd., Bldg. #2, Unit #45).

5. Individual "building" numbers are typically assigned beginning with the building located immediately adjacent to the right-side of the main development entrance, and continuing in a counter-clockwise direction to the last building.
6. When a Multiple Dwelling Residential Development contains buildings that include dwelling units located above the ground/first floor, each "unit" number shall be assigned using 100 series numbers for the ground/first floor dwelling units, 200 series numbers for the second floor dwelling units, etc. (i.e. 1541 E. Brown Rd., Bldg. #12. Unit #232).
7. When the total number of dwelling units exceeds ninety-nine (99), each "unit" number shall be assigned using 1000 series numbers for the ground/first floor dwelling units, 2000 series numbers for the second floor dwelling units, etc. (i.e. 1541 E. Brown Rd., Bldg. #2, unit #2302).

**E. ADDRESS ASSIGNMENT- COMMERCIAL & INDUSTRIAL SUBDIVISIONS/PUBLIC STREETS:**

1. One (1) address shall be assigned to each "lot", in compliance with Section A1 through Section A8 of this Policy.
2. When a "lot" includes multiple buildings, each building shall be assigned an individual "building" number to be used in conjunction with the "lot" address (i.e. 1541 E. Brown Rd., Bldg. #2).
3. Individual "building" numbers are typically assigned beginning with the building located immediately adjacent to the right-side of the "lot" entrance, and continuing in a "counter-clockwise" direction to the last building.
4. Buildings containing multiple tenants shall be assigned individual "suite" numbers, for each identified tenant space, to be used in conjunction with the address and "building" number (i.e. 1541 E. Brown Rd., Building #2, Suite #145).

**F. ADDRESS ASSIGNMENT – COMMERCIAL & INDUSTRIAL SUBDIVISIONS/PRIVATE STREETS:**

1. One (1) address shall be assigned to each "lot", in compliance with Section A1 through Section A8 of this Policy.
2. When a "lot" includes multiple buildings, each building shall be assigned an individual "building" number to be used in conjunction with the "lot" address (i.e. 1541 E. Brown Rd., Bldg. #2)
3. Individual "building" numbers are typically assigned beginning with the building located immediately adjacent to the right-side of the "lot" entrance, and continuing in a "counter-clockwise" direction to the last building.
4. Buildings containing multiple tenants shall be assigned individual "suite" numbers, for each identified tenant space, to be used in conjunction with the address and "building" number (i.e. 1541 E. Brown Rd., Building #2, Suite #145).

**G. ADDRESS ASSIGNMENT- COMMERCIAL & INDUSTRIAL DEVELOPMENTS:**

(Retail business, office complexes, medical clinics, schools, places of worship, restaurants, hotels/motels, manufacturing, etc.)

1. Commercial and Industrial Developments involving a single building shall be assigned one (1) address, in compliance with Section A1 through Section A8 of this Policy.
2. Commercial and Industrial Developments involving multiple buildings and a common tenant/occupant shall have individual "building" numbers assigned, to be used in conjunction with the address (i.e. 1541 E. Brown Rd., Bldg. #2).

3. Individual "building" numbers are typically assigned beginning with the building located immediately adjacent to the right-side of the development, and continuing in a "counter-clockwise" direction to the last building.
4. Retail developments involving multiple buildings, with each building occupied by a single tenant, shall have individual addresses assigned to each building, in compliance with Section A1 through Section A8 of this Policy.
5. Commercial and Industrial Developments with buildings containing multiple tenants shall be assigned individual "suite" numbers, for each identified tenant space, to be used in conjunction with the address (i.e. 1541 E. Brown Rd., Suite #145).
6. Commercial and Industrial Developments with buildings containing multiple tenants, with unfinished interior space ("shell buildings"), shall be assigned "suite" numbers for every 20-foot width of open floor space as measured across the building's frontage.

**H. ADDRESS ASSIGNMENT - MISCELLANEOUS IMPROVEMENTS:**

(Detached signs, landscape water meters, electric meters, etc.)

1. For the purpose of making application for a permit to construct and/or install miscellaneous improvements in conjunction with a new and/or existing development, the officially assigned and current development/"lot" address, "building" number, "unit" number and/or "suite" number shall be utilized.
2. For the purpose of making application for a permit to construct and/or install miscellaneous improvements that are not associated with a particular development lot, building, unit and/or suite, one (1) new address shall be assigned to each miscellaneous improvement location, in compliance with Section A1 through Section A8 of this Policy.

**I. STREET NAME ASSIGNMENT- GENERAL STANDARDS:**

1. Public street names shall, in all cases, be assigned by City staff for developments within Mesa's corporate limits.
2. Public street names shall only be assigned to street alignments where public right-of-way has been dedicated to Mesa and/or to private street alignments developed in conjunction with Single Residence, Commercial or Industrial Subdivisions.
3. Public street names, for east and west street alignments, shall be assigned beginning with the letter "A" at Main Street and continue alphabetically in a northerly or southerly direction to Mesa's corporate limits.
4. Public street names, for north and south street alignments, do not have alphabetical constraints.
5. Established public street names shall be assigned to new streets that share a common alignment with existing streets within Mesa's corporate limits.
6. New public street names shall be assigned to new streets that do not share a common alignment with any existing street within Mesa's corporate limits.
7. All public street names shall be assigned a single direction prefix (i.e. North, South, East, or West).
8. Public street names for east and west street alignments north of Main Street, shall be assigned the suffix "Street". The suffix "Place" may also be assigned to "numbered" streets (i.e. 9<sup>TH</sup> Place) located one-half block north of the "Street" of the same number.
9. Public street names for east and west street alignments south of Main Street, shall be assigned the suffix "Avenue". The suffix "Drive" may also be assigned to "numbered" streets (i.e. 9<sup>th</sup> Drive) located one-half block south of the "Avenue" of the same number.

10. Public street names, for north and south street alignments, (except arterial streets and mid-section collector streets) shall be not be assigned a suffix.
11. "Cul-de-sac" (dead end/no outlet) streets shall be assigned a public street name in compliance with Section I of this policy.
12. Public street names for "Cul-de-sac" streets shall be assigned the suffix "Circle".
13. "Bubble" type street improvements shall share the public street name assigned to the adjacent/adjoining street alignment.
14. Other suffixes (Road, Boulevard, Lane, etc.) may be assigned to new street alignments if they are deemed reasonable, appropriate and not in conflict with existing street suffixes.

**J. STREET NAME ASSIGNMENT - MISCELLANEOUS:**

1. Mesa's standard driveway entrance (M-42, M-42.1, and M-42.2) requirements shall be utilized by Single Residence Subdivisions with private streets to clearly define where public streets end and private street(s) begin.
2. Single Residence Subdivisions, with private streets, shall be required to identify any public streets via street signs provided and installed by the City
3. The developer of Single Residence Subdivisions, with private streets, shall remit to Mesa a "Public/Private Street Sign Charge" for said street signs as established in the City of Mesa's Schedule of Fees and Charges.
4. Street signs for Single Residence Subdivisions, with private streets, shall be blue in color and shall include the designation "Private Street" prominently displayed above the street name.
5. The developer of a Single Residence Subdivision, with private streets, shall be responsible to provide and install street sign posts at locations determined by City staff during the Central Plan Review process and per Mesa Standard Detail M-39.

**K. ADDRESS ASSIGNMENT – CHANGES:**

1. All requests for address changes must be submitted in writing to the office of the Development and Sustainability Department Director and require a minimum of five (5) working days for staff review and evaluation.
2. If a request to change the address of one (1) Single Residence is approved by City staff, the affected property owner shall provide the City with written consent to the approved address change and shall remit to Mesa an "Address Change Fee" as established in the City of Mesa's Schedule of Fees and Charges.
3. If a request to change the address scheme ("master" address with individual "unit" numbers for each lot) of an existing Single Residence Subdivision (w/private streets) to the addressing method prescribed in Section C1 of this Policy is approved, the City shall be provided with written consent to the approved address change from one-hundred percent (100%) of all property owners within the subdivision. Said property owners shall remit to Mesa an "Address Change Fee" per lot as established in the City of Mesa's Schedule of Fees and Charges, and shall comply with the Street Name Assignment requirements prescribed in Section J1 through J5 of this Policy.
4. If a request to change the address scheme ("master" address with individual "unit" numbers for each dwelling unit) of an existing Multiple Dwelling Residential Development is approved, the City shall be provided with written consent to the approved address change from development owner(s) and one-hundred percent (100%) of the residents within the development. Said development owner(s) shall remit to Mesa an "Address Change Fee" per dwelling unit as established in the City of Mesa's Schedule of Fees and Charges.

5. If a request to change the address of a Commercial and/or Industrial lot/development is approved by staff, the affected property owner(s) and one-hundred percent (100%) of all tenants shall provide the City with written consent to the approved address change, and shall remit to Mesa an "Address Change Fee" per tenant as established in the City of Mesa's Schedule of Fees and Charges.
6. Due to the evolution of Mesa's addressing policy, some existing developments in Mesa may have addressing that was assigned/approved by City staff but is not in compliance with current Policy. These developments shall be declared to have addressing that is "existing non-conforming". Said developments shall not be required to bring the existing addressing into conformance unless and/or until a "change-of-occupancy" or other "significant" change in the development occurs that would justify changing the existing address to comply with the prevailing policy.
7. The City of Mesa will ensure that all appropriate City records are revised to reflect any approved address change. The affected owner(s), resident(s), and tenant(s) shall be responsible to ensure all other records and/or documents, known and unknown, shall be accurately/appropriately revised at their cost

**L. STREET NAME ASSIGNMENT - CHANGES:**

1. The mayor and council, by resolution, may change, rename, or name an existing street within mesa's corporate limits at any time in order to correct errors in street names, improve regional connections, eliminate confusion, recognize historical significance, or any other reason deemed in the best interests of the city of mesa. Such actions may be taken if it is determined that the long term benefits to the general public outweigh the short term inconveniences.
2. All requests for street name changes must be submitted in writing to the transportation department office and will require a minimum of thirty (30) working days for staff review and evaluation.
3. if the proposed street name change is recommended by city staff, the applicant(s) will be notified and staff will follow departmental procedure(s), which may include public notification and outreach, presentation(s) to appropriate boards/committees, and/or making final recommendation to the city council.
4. Recommended street name changes will affect any existing addresses associated with the street or street segment being changed.
5. The city of mesa will change all appropriate city records to reflect any approved street name change. The affected owner(s), resident(s), and tenant(s) shall change, at their cost, all other records and/or documents as they deem appropriate.

**III. PROCEDURAL STATEMENT**

Specific procedures for the implementation and execution of this Policy by City staff and those individuals involved in the planning and development of land in Mesa's corporate limits shall be located in, and be a chapter of, the City of Mesa's Engineering Procedure Manual. Said procedures shall be evaluated annually by City staff with recommendations for amendments being reviewed and approved by the Development and Sustainability Department Director.