



## Legislation Text

---

**File #:** 19-077, **Version:** 1

---

**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Brian Dalke, Interim Town Manager  
Jeremy Knapp, Community Development Director  
Robert Lee, Building Official

**DATE:** February 28, 2019

**DEPARTMENT:** Community Development

### **AGENDA TITLE:**

**Adoption of Ordinance 2019-03 adopting the Town's Address and Street Assignment Manual;  
and Adoption of Resolution 2019-01 establishing said document a Public Record**

### **Town Value(s):**

- ☒ Primarily one-acre, residential community
- ☐ Limited government
- ☐ Creating a sense of community
- ☐ Partnerships with existing schools and resorts to enhance recreational opportunities
- ☐ Improving aesthetics/creating a brand
- ☐ Preserving natural open space

This manual will provide first responders, developers, and property owners with consistent and predictable addressing standards for new development.

### **RECOMMENDATION:**

Adopt Ordinance 2019-03 adopting the Town's Address and Street Assignment Manual and Adopt Resolution 2019-01 establishing said document a public record

### **SUMMARY STATEMENT:**

The Town of Paradise Valley is responsible for assigning addresses to properties within its jurisdictional boundary for newly created property, reassigned property, and newly created streets. This responsibility falls under the duties of the Town's Building Official and has been done so in years past without the benefit of a policy or manual.

For consistency with the Maricopa Region, the town has relied upon a publication from the Maricopa Association of Governments (MAG) known as the Address & Street Assignment Policy Manual. In 1967 a Maricopa County Master Street Name plan was developed, and all the Valley cities and towns "agreed" with the plan. To address concerns with the initial manual MAG established a Task Force on Address and Street Assignment Policy. That group published an Address & Street Assignment Policy

Manual in September of 1979 although it was never officially adopted.

Then in 2003, in conjunction with TerraSystems Southwest, Inc and with the help of the City of Chandler, Maricopa County and the City of Phoenix Fire Department, MAG published an updated and expanded version of the Address & Street Assignment Policy Manual. While these documents have been and are widely used throughout the Valley, none of them have ever been adopted.

The Town has edited the MAG Address & Street Assignment Policy Manual to ensure consistency with regional approach to addressing as well as considering the unique characteristics of the town. The revised Town Manual made no substantive changes to the original MAG Manual, although some sections which do not apply to the town were removed and exhibits were updated to reflect street names and addressing situations more align with the Town's values. This allows for predictable and consistent addressing for emergency response, property owners, and developers. This document, if adopted, will provide guidance to all parties, including the Building Official, on addressing properties within the Town.

At the request of Council during the February 14<sup>th</sup> Work Study Session, the Town Attorney's Office included a disclaimer in the Preface regarding land use examples from the Manual that are currently not allowed within the Town of Paradise Valley.

The adoption of this Ordinance and Manual will not be retroactive and will have no effect of existing property addresses or street names. The document will be used moving forward as new land is subdivided, new streets are created, or change of address requests are initiated by property owners.

**BUDGETARY IMPACT:**

This item has no impact to the Town's budget.

**ATTACHMENT(S):**

Attachment A - Address and Street Assignment Manual

Attachment B - Resolution 2019-01

Attachment C - Ordinance 2019-03

Attachment D - PowerPoint Presentation