

**TOWN OF KIRTLAND  
ORDINANCE NO. 2022-24**

**AN ORDINANCE RELATING TO ADDRESSING.  
PUBLIC SAFETY, EMERGENCY SERVICE, ROAD NAMES,  
STREET SIGNS, ROAD MAPS AND PENALTIES**

**BE IT ORDAINED** by the Governing Body of the Town of Kirtland, New Mexico:

**Section 1: Short Title**

This Ordinance may be cited as the "Addressing Ordinance".

**Section 2: Definitions**

The following words and phrases when used in this Chapter shall have the meanings respectively ascribed to them in this section.

**A. Address Coordinator**

The official of the Town of Kirtland charged with the administration of this article, including any authorized agent or delegate.

**B. Address Number**

The number assigned to consecutive intervals along a street pursuant to the Number Assignment Formula contained herein. Numbers are always whole. "Half" numbers are not valid, i.e. 515 1/2 Example Street.

**C. Addressable Structure**

Any structure in which a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fees, subdivision, and/or land-use regulations. It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance with the stipulations of these regulations.

**D. Building**

A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, chattels, or equipment. When separated by division walls from the ground up without openings, each portion of such building may be deemed a separate building. For the purposes of this article, the term "building" may also include other manmade structures.

**E. Display**

The manner in which the numbers are affixed to a structure or otherwise displayed when affixing to a structure.

**F. Driveways**

A private way, beginning at the property line of a lot abutting a public road, private road, easement, or private right-of-way, giving access from that public road, recorded easement, recorded private road or right-of-way, and leading to a building, use or structure on that lot.

A driveway may not serve more than a single lot unless it runs along a lot line shared by more than one (1) lot.

#### G. GIS or Geographic Information System

The Town staff responsible for managing and maintaining the responsibilities for addressing, street naming and mapping of geographical data in the Town of Kirtland.

#### H. Non-Compliance

Any failure to comply with the provisions of these regulations including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers in a 9-1-1 address area, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, non-approved numbers, illegal or non-approved street signs, or illegal attachments to street signs.

#### I. Number Assignment Formula

From the beginning of a road's point of origin, a structure number shall be assigned for each interval. Even and odd sides (parity) shall be determined from the perspective of a traveler moving away from the road's point of origin in a forward motion. The parity of a road shall not be mixed or flipped. Address numbers must be sequential relative to neighboring address numbers on both sides of the road.

#### J. Occupant

Any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.

#### K. Owner

Any and all persons, firms, entities, partnerships, trusts, corporations, associations, or other organizations that own the fee title to, or have an undivided interest in, any building or property, which is subject to the provisions of these regulations.

#### L. Physical Location Address

The full address designation of a structure based upon its physical location. It comprises a Primary Address Number, Street Name, Street Suffix, Directional Prefixes or Suffixes (if applicable), Sub-Address (if applicable), and Postal Community (zip code), i.e. 123 South Example Street, Unit 100, Kirtland, NM 87417.

#### M. Point of Origin

The endpoint of a road, which is the starting point for a numbering sequence.

#### N. Primary Address Number

The principal address number of a structure preceding the Street Name in its full address designation, i.e. "123" Example Street. Each separate structure shall have its own separate and unique primary address number. Separate primary address numbers may be provided for units comprising a complete, contiguous structure, (i.e. townhomes or duplexes that span multiple parcels/lots, commercial centers or retail complexes, or similar types).

## O. Primary Structure

Shall include but not be limited to a residential building, mobile home, commercial building, industrial building, office building, public building, utility, or communications tower.

## P. Road or Street

Any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole access to more than two parcels or lots.

## Q. Street Suffix

The suffix of the road or street and the only suffixes eligible for use shall be those listed below and maintained in the Town of Kirtland GIS.

Alley		A narrow passage or way in a Town between or behind buildings, as distinct from a public street. Alleys are narrow, without sidewalks, curb & gutter. Alley names are not used for address assignment.
AVE	Avenue	A wide street or thoroughfare, often lined with trees. It is predominantly straight, normally with sidewalks, leads through residential or commercial development.
BLVD	Boulevard	A broad street often tree-lined and landscaped. Usually used for arterials or collectors.
CIR	Circle	Normally residential, terminates on the same street where it originates.
CT	Court	A short street with an outlet at one end only (dead-end street), constructed with a turnaround at the other end. Also referred to as a 'Cul-de-Sac'.
DR	Drive	Usually not as straight as an Avenue or Street, used in residential and commercial developments.
LN	Lane	Narrow road, originally used in rural areas.
PKWY	Parkway	A broad landscaped arterial or highway, often divided by a planted median strip.
PL	Place	A short street.
PZ	Plaza	A public square, or similar open area.
RD	Road	An open, generally public way.
RUN	Run	A short street.
ST	Street	A public way or thoroughfare, usually with sidewalks. Similar to Avenue.
TRL	Trail	An open, generally public way, typically without sidewalks.
WAY	Way	An arterial, road, path or highway affording passage from one place to another. Usually not as straight as an Avenue or Street, mostly in residential developments.

## R. Sub-Address

A number or letter within the main address of a structure for a unit, suite, apartment, or room number following the Street Name in its full address designation, i.e. 123 Example Street,

"Apartment 202", "Unit 100" or "Suite 105." Structures that are sublet or divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. Sub-Addresses must be Alpha ("Unit A") or Numeric ("Suite 105"), but cannot be a combination of both, i.e. ("Apartment 202A," "Unit 100-B", and "Suite A-2)". Sub-Addresses will replace any invalid "half" address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.

### **Section 3: Authority**

The provisions of this Chapter shall be applicable to the Town of Kirtland Addressing Boundary as agreed between San Juan County Rural Addressing and the Town of Kirtland.

1. The "Town of Kirtland Street Name Index" shall be the official listing of names for streets and roads in the Town of Kirtland and shall be maintained in the Town of Kirtland GIS.
2. The Address Coordinator has the authority to review all requests for new street names, determine the need for street name changes, and to make such changes when appropriate.
3. The Address Coordinator will be responsible for the interpretation and administration of this chapter within the Town addressing jurisdiction, including:
  - (a) Assigning all numbers for properties and buildings.
  - (b) Maintaining address records of each property and building.
  - (c) Changing of existing addresses when necessary to facilitate sequential house numbers along a road.
  - (d) Designating individual unit addresses within the multiple housing units in conformity with this article.
  - (e) Coordinating with emergency service personnel to assist the public in complying with the requirements of this article.
4. The Address Coordinator is hereby authorized to assign names to any public or private road in the Town's jurisdiction which provides access to three or more occupied buildings defined as an "Addressable Structure". At any time that three or more addressable structures exist or plan to exist on a right-of-way, a street name shall be applied.
5. The Town of Kirtland, or its duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within the Town. The initial costs of such signs and installation shall be funded by the Town of Kirtland for Town streets in existence at the time of approval of these regulations. All sign installation, relocation or repair costs for newly created roads after approval of these regulations, shall be borne by the owner, resident or land development (subdivision) applicant creating the street name.

### **Section 4: Appeals, Amendment, Conflict with Other Laws, Validity**

#### **A. Appeals.**

- 1) Any inquiries concerning street name changes, addressing complaints and/or general administration of these regulations, will first be directed to the Address Coordinator within

thirty (30) days from the time of street name or address assignment.

- 2) After the implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Town of Kirtland.
  - 3) Mapping accuracy and consistency in the application of these regulations is imperative for the delivery of emergency services. The Town will strive to improve such accuracy and consistency and as such is authorized to correct any found errors or inconsistencies if deemed necessary.
  - 4) Past decisions by the Town do not set precedent for future determinations in mapping, addressing or administration of these regulations.
2. Amendment. By legislative procedure, the Town of Kirtland Council may, from time to time, amend, supplement or change the provisions of these regulations.
  3. Conflict with Other Laws. Where the provisions of these regulations impose greater restrictions than those of any other ordinance or regulation, the provision of these regulations shall be controlling. Where the provision of any statute, other ordinance or regulation imposes greater restrictions than these regulations, the provisions of such statute, ordinance or regulations shall be controlling.
  4. Relationship between Physical Location Address and Tax Assessor Data or Legal Deed Documents. The physical location address is a label to identify an addressable structure or unit(s) within a structure. This address may function as a mailing address for onsite or rural delivery services. It does not legally designate a property, parcel or lot by itself. It may support the identity of a property in conjunction with the Tax District, Map and Parcel number of the lot as defined by San Juan County Assessor's Office. The legal description of a property shall be identified by the boundary description in the Deed first and then the Tax District, Map and Parcel number second. The physical location address of any structure on said lot is non-essential to the legal description. Where a physical location address exists in any legal document that does not match the correct physical location address, the GIS system can provide the correct address to the proper authority.
  5. Validity. If any article, section, subsection, paragraph, clause or provision of these regulations shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of these regulations as a whole or any other part thereof.

## **Section 5: Penalties**

It is unlawful for any person to violate these regulations. When it appears that a violation of these regulations has occurred, the responsible party shall be notified by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be corrected within sixty (60) days from the date appearing on the notice. After sixty (60) days of non-compliance from the time of written notification, the violation of any section of these regulations shall be deemed a petty misdemeanor punishable by a fine of up to \$500.00. Each day a violation continues shall constitute a separate offense.

## **Section 6: Street Naming**

1. No street within the Town, currently shown on a recorded deed, subdivision plat or assigned

to a new subdivision plat, shall be considered official until such name is registered within the Town of Kirtland GIS, approved, and added to the Town of Kirtland Street Name Index and submitted to the San Juan County Clerk's Office in conjunction with an approved subdivision plat by the Town Council.

2. A street shall have only one name throughout its entire length unless approved as an exception by the Town of Kirtland. A street name can only change names at defined intersections where a traffic control device exists, such as at an intersection controlled by a stoplight or an intersection controlled by stop signs where the street bearing the name is controlled by the stop sign. An example of this is a 4-way stop sign controlled intersection. The Address Coordinator shall have the authority to interpret and apply these regulations as appropriate.
3. Wherever possible, a street name shall continue directly straight across at an intersection and not turn right or left on a different path or direction as it approaches the intersection. Street names that are not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when traveling along the street.
4. At the discretion of the Addressing Coordinator, the third addressable structure built on a right-of-way not otherwise named can cause the right-of-way to be named. The Addressing Coordinator shall coordinate and oversee the naming of the right-of-way. The owners of any parcels accessing a right-of-way required to be named have the naming rights of the right-of-way. The Address Coordinator shall provide street name petitions to all owners of parcels affected by the street name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the street name change shall agree upon a street name and submit the street name for approval. The Town requires that proof of ownership of each signatory to the petition through documentation (such as a tax bill or deed) must accompany the petition at the time of filing. If an agreement of a street name does not occur within the stipulated timeframe, the Town shall have the authority to name the street.
5. Street names shall not duplicate street names already assigned, regardless of street name prefixes or suffixes, except for streets grandfathered into the road network. The cardinal points of the compass may be used as a prefix, but not a suffix, to designate portions of a continuous street.
6. Identical or confusingly similar street names shall not be differentiated simply by changing the street name suffix. (i.e., Birch Street and Birch Avenue) nor by adding a cardinal point suffix (i.e., Example Street and Example Street North).
7. All named streets must intersect and have defined connections to another named roadway within the road network.

## **Section 7: Street Signs**

1. All new street signs erected within the Town of Kirtland shall be in conformance with the specifications of this section.
2. All signs placed within State, Town, or private roadways shall be in conformance to the United States Department of Transportation, Federal Highway Administration rules as published in the current edition of the *Manual of Uniform Traffic Control Devices*.
3. All street name signs throughout the Town of Kirtland shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the latest edition of the *Manual on Uniform Traffic Control Devices*. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funds for the materials, production, and installation of such signage. The installation will conform to the latest version of the MUTCD and the requirements of the Town Engineer. Said owner

shall submit a signage plan that details the location, type, and size of each sign proposed.

4. Except as approved by the Town of Kirtland, no other object or sign of any type shall be attached, permanently or temporarily, to any street name signpost. At no time shall a stop sign be mounted to a street name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post.
5. Any sign displaying the name of a subdivision, property name, family name, or structure name (i.e. historic structure) shall not resemble a street name sign nor shall in any way be confused with a Town of Kirtland street sign. Any such sign shall not have in it any street name suffix.
6. The cost of repair or replacement of signage which is removed, damaged or destroyed shall be the responsibility of the individual(s) causing such removal, damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the removed or damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such removal, damage or destruction.
7. Any such person found to be responsible for removal, damage or destruction of any street sign shall pay to the Town all of the costs for the replacement or repair of such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal action against the responsible party for all costs, such as court costs and reasonable attorney fees.
8. Any signs not in conformance to the specifications of these regulations shall be removed and signs that are in conformance shall be erected, all at the expense of the owner or party responsible for the subdivision, property, or other development.

### **Section 8: Address Number Acquisition and Responsibility**

1. Whenever any house, building, or addressable structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to obtain the correct number(s) for the property and to affix these numbers to the building in accordance to these regulations. The owner shall place or cause to be placed upon each house or building controlled by him/her the number(s) assigned under the uniform numbering system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.
2. Any structure situated on a "corner lot" and having streets along two sides of the structure may have two possible access points. Consequently, that structure may be addressed from the street facing the primary entry to the center of the structure, or from where the driveway leading to the structure intersects the right-of-way, whichever is more appropriate. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in this instance.
3. An application for a building permit for a new addressable structure shall be considered an application for an address assignment.
4. No address shall be assigned or given out until the structure is permitted.
5. An occupancy permit for any structure erected or repaired shall be withheld by the San Juan County Building Inspector's Office until the permanent and proper address numbers have been affixed to such structure in accordance with the requirements of these regulations.
6. Owners or occupants of buildings already constructed which do not comply with this article will be notified and will be required to meet these requirements within sixty (60) days from the date of the notification. Failure to meet such requirements may result in a court appearance.

## **Section 9: Address Location Display and Location**

All costs in displaying address numbers shall be borne by the property owner. Display of address numbers shall be as follows:

### **1. Residential Structure.**

(a) Each primary structure shall display the number of the address assigned to it.

(b) The numbers shall be in Arabic numerals at least three (3) inches in height, and of a durable and clearly visible material.

(c) The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right-of-way, or not clearly visible from the public right-of-way, the address number shall also be placed along the driveway or property entrance.

(d) Address numbers are to be a contrasting color to the background on which they are mounted.

### **2. Commercial and Industrial Structure.**

(a) Address numbers for commercial and industrial structures shall be in Arabic numerals at least six (6) inches in height and of a durable and clearly visible material.

(b) The number shall be placed above or on the main entrance to the structure when possible. If such a number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same.

(c) Address numbers are to be a contrasting color to the background on which they are mounted.

### **3. Apartments and Similar.**

(a) The address number assigned to a single building number shall be displayed on each assigned structure in Arabic numerals at least six (6) inches in height and of a durable and clearly visible material.

(b) The numbers for individual apartments or units within these complexes shall be in Arabic numerals at least three (3) inches in height, and of a durable and clearly visible material.

(c) These numbers shall be displayed on, above, or to the side of the main doorway of each apartment or unit.

### **4. Trailer Park and Similar.**

(a) The main address to the trailer park must be posted at the entrance of the park in Arabic numerals at least six (6) inches in height and of a durable and clearly visible material.

(b) The numbers for a trailer within an organized trailer park shall be in Arabic numerals at least three (3) inches in height and of a durable and clearly visible material.

(c) The lot or space number must be posted and permanently affixed to the lot identifying the lot or space number.

(d) Address numbers are to be a contrasting color to the background on which they are



mounted.

**Section 10: Maps**

All properties or parcels of land within the Town of Kirtland shall hereafter be identified by reference to a uniform numbering system, as shown on maps maintained in the Town of Kirtland GIS. The maps and explanatory matter thereon may be amended, modified, or changed at the direction of the Address Coordinator or GIS.

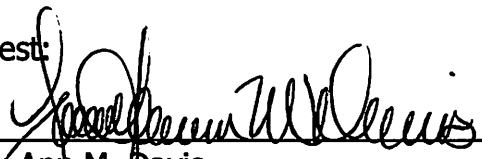
**Section 11: Severability**

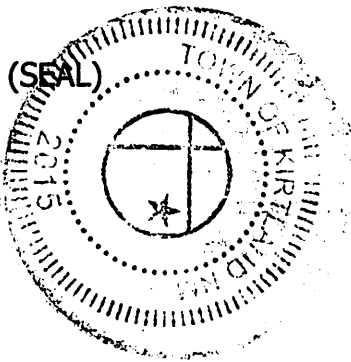
If any section, subsection, paragraph, phrase, or other portion of this ordinance shall be declared invalid for any reason whatsoever by a court or competent jurisdiction, then such decision shall not affect the validity or enforceability of the remaining portions of this ordinance.

**PASSED, APPROVED AND ADOPTED**

by the Governing Body of the Town of Kirtland  
this 10<sup>th</sup> day of ~~Feb~~, 2022.  
January 2023.

APPROVED:  
  
\_\_\_\_\_  
Mark Duncan  
Mayor, Town of Kirtland

Attest:  
  
\_\_\_\_\_  
Lou Ann M. Davis  
Town Clerk, Town of Kirtland



Moved by: Councilor Alex Uhl  
Seconded by: Councilor Jason Heslop

VOTE:	Yes	No
Councilor Alex C. Uhl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilor Larry Hathaway	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilor Jason Heslop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilor Tyrone Austin	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Mark Duncan	<input type="checkbox"/>	<input type="checkbox"/>