

**SIERRA COUNTY, NEW MEXICO**  
**ORDINANCE No. 22-006**  
**SIERRA COUNTY ADDRESSING ORDINANCE**

**WHEREAS**, Sierra County previously adopted Ordinance No. 99-005, "An Ordinance establishing a Road Naming and Rural Addressing Procedure for the Unincorporated Areas of Sierra County" to establish consistent and coherent numbering of structures for public safety purposes, to minimize confusion for citizens and visitors to Sierra County, and to facilitate orderly and comprehensive mail delivery for the citizens of Sierra County; and,

**WHEREAS**, the Sierra County Board of County Commissioners has the desire, and authority, to update and enhance the requirements and guidelines for the rural addressing system; and,

**WHEREAS**, the County has determined that, upon the passage of the new Ordinance, Ordinance No. 99-005 should be repealed and replaced in its entirety; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of Sierra County as follows:

**Section 1. Purpose**

1.0 The purpose of this ordinance is to provide guidelines for maintaining a Rural Addressing System within Sierra County in order to assist in the provision of public safety for its citizens, enhance mail and package delivery for both the U.S. Postal service and other companies providing such services, provide accurate and attainable addresses for structure location, and for defining policies and procedures related to the naming/re-naming of roads, signage of roads, assigning of addresses, and the ongoing maintenance of the rural addressing system.

**Section 2. Effective Date**

2.0 The effective date of this Sierra County Rural Addressing Ordinance shall be thirty (30) days after said document has been duly recorded by the Sierra County Clerk's Office.

**Section 3. Conflicting Provisions**

3.0 Where there exists a conflict between any limitation or requirement in this Ordinance and any applicable limitation or requirement contained elsewhere in this Ordinance or in any other Ordinance, regulation or law, the more restrictive limitation or requirement shall prevail.

**Section 4 Authority and Repeal**

4.0 This ordinance is enacted under the authority granted to the County in NMSA 1978, Sections 4-37-1, 4-37-3, 67-5-1 et seq.

4.1 Upon the effective date of this Ordinance, Ordinance No. 99-005 is hereby repealed.

**Section 5 Definitions**

5.0 Address: A permanent, unique identifier for a property that clearly identifies where a property is located. The address number is assigned by the GIS COORDINATOR, or designee, after inspecting the location of the property or by referencing the County maps and road indexes. Address as used in this Ordinance references the physical location of the property.

5.1 GIS Coordinator: The individual(s) assigned the responsibility for assignment of addresses, maintenance of accurate road name listing, updating of maps, management of address sign installation and maintenance, and enforcement and policing of the provisions of this Ordinance.

5.2 County: Sierra County, New Mexico.

5.3 County Commission: Sierra County Board of Commissioners.

5.4 Cul-de-sac: A road that dead-ends but generally has a turn-around radius with structures arranged around it such that extending the street or joining with another street is not possible.

5.5 Dead-end: A road that ends without the turn-around features found in a cul-de-sac, extending or joining with other roads may be possible.

5.6 Manufactured Home: a movable or portable housing structure over thirty-two feet in length or over eight feet in width constructed to be towed on its own chassis and designed to be installed with or without a permanent **foundation** for human occupancy as a residence and that may include one or more components that can be retracted for towing purposes and subsequently expanded for additional capacity or maybe two or more units separately towable but designed to be joined into one integral unit, as well as a single unit. Includes any movable or portable housing structure over twelve feet in width and forty feet in length that is used for nonresidential purposes. "Manufactured home," does not include recreational vehicles or modular or premanufactured homes, built to Uniform Building Code standards, designed to be permanently affixed to real property.

5.7 Municipality: A village, town, or city that is a political subdivision in Sierra County.

5.8 Primary Access: Principal point of ingress-egress to a property.

5.9 Road Department: The Sierra County Department whose duties include county road and sign maintenance.

5.10 Structure: For the purpose of this Ordinance, a structure is defined as a house or apartment, or commercial building being newly constructed and occupied for the first time and which will require an installation visit to obtain utility services. With the implementation of wireless 911 services, all towers erected for the purposes of wireless communications, of all types, are classified as structures.

5.11 Utility Company: Any public or privately held entity that provides services for a fee or any type of remuneration.

5.12 Utility Service: Service that includes but is not limited to, electric, gas, water, sewer, telephone or cable television.

## **Section 6 Administration**

6.0 All addressing services shall be administered through the GIS Coordinator (hereafter "GIS Coordinator"). The GIS Coordinator, who is charged with the responsibility of coordinating the ongoing maintenance of the rural addressing system. These duties include, but are not limited to, the assignment of addresses, maintenance of an accurate road name list, update of maps, management of address sign installations and maintenance, and enforcement and policing of the provisions of this Ordinance.

## **Section 7 Jurisdiction**

7.0 This Ordinance shall be applicable in all unincorporated areas of Sierra County

## **Section 8 Application of Ordinance**

8.0 Any person, firm, corporation, or other legal entity constructing new structures or locating or relocating manufactured homes shall, before construction or placement work commences, request an address from the GIS Coordinator and shall provide all information required to complete the address process.

8.1 No utility company operating in Sierra County shall furnish utility service(s) to any new structure or manufactured home, including a manufactured home that is moved from one location to another, until it has been issued a valid address by GIS Coordinator or the GIS Coordinator has validated an existing address.

8.2 The subscriber shall furnish GIS Coordinator with the necessary utility contact information for verification of address assignment as well as proof of ownership or lease of the property. GIS Coordinator shall notify the utility of valid address completion.

8.3 Pursuant to their statutory requirements, all entities that have communication towers, regardless of installation date, shall have ninety (90) days from the effective date of this Ordinance to report the location of all towers located in Sierra County. This provision shall apply to all towers that have or could have cellular telephone, similar or newer replacement technologies, installed. This will apply to all towers not previously addressed by Sierra County.

## **Section 9 Addressing**

9.0 A copy of the latest edition of the NENA (National Emergency Number Association) "Addressing Systems" is available for viewing at GIS Coordinator's office during regular business hours. The standards within this publication may be used as a guide by GIS Coordinator in making administrative decisions regarding this Ordinance. It is the intent of this Ordinance that all structures in Sierra County have a valid address.

9.1 All structures in the unincorporated area of Sierra County shall be addressed starting at the road point-of-beginning (POB) and extending to the road terminus, at a rate of 100 addresses per mile. At the discretion of GIS Coordinator, the interval may be amended to accommodate a higher density of structures.

9.2 Even numbered address shall be assigned to structures that lie on the north or east sides of the roadways. Odd numbered addresses shall be assigned to structures on the south or west side of the roadways.

9.3 Once the address has been assigned, GIS Coordinator shall provide the sign and materials for a fee equal to the cost of the materials at the time of the address issuance. The person to whom the address was issued shall be responsible for placement of the address sign at a location which will be on the property line at the front of the property and located 2 feet to the inside of the primary driveway access to the parcel. The sign shall be of aluminum construction with a minimum backing of red colored engineer grade reflective material, with block lettering, 4 inches in height and ½ inches in width. Lettering will be made of white high intensity prismatic (HIP) sheeting. The County may, for a fee of ten dollars (\$10.00) install the signs at the request of the owner, provided the availability of resources to install the signs. Address signs will be located as specified in the attachments to this Ordinance.

9.4 The owner of the addressed property shall be responsible for keeping brush and debris cleared to ensure the visibility of the address sign from the traveled roadway.

9.5 Residents or owners shall be responsible for maintaining their address sign after installation. The County will make replacement supplies available for a fee, equal to the cost of the supplies at the time of the replacement. The County may, upon request, assist residents with maintenance.

9.6 Vanity address signs may only be allowed in addition to County issued address signs.

9.7 All subdivisions that are approved by the County shall be required to be addressed as determined by GIS Coordinator. Vacant lots may be assigned addresses for planning and assessment purposes, however, addresses and address signs shall not be issued or placed until the primary access point for the property has been established and work on a structure is about to commence. These addresses will then be officially issued to the owner of the property.

9.8 In the event a property is annexed into a municipality, Sierra County will no longer provide support or supplies for the address signs.

## **Section 10 Road Names**

10.0 The County will, at its discretion, name, rename, and remove road names to avoid duplication, or when it is in the best interest of the health, safety, and general welfare of the citizens of Sierra County.

10.1 Proposed road names in new developments shall be submitted to GIS Coordinator for preliminary approval as not to conflict, duplicate or phonetically sound the same as a currently named road.

10.2 Newly named cul-de-sacs shall be designated "Court" or "Place".

10.3 Newly named roads that dead-end shall be designated "Lane".

10.4 Newly named roads that beginning and ending points intersect on a common road shall be designated "Loop".

10.5 Newly named roads shall be named with non-family names.

10.6 Roads may only be named with the name of an existing road when the new road is aligned with, or an extension of an existing road.

10.7 Once a road has been named, it shall not be the subject of a petition for renaming for a period of ten (10) years, unless the petitioning land owners can establish a need to rename the road based on public health, safety, or welfare.

10.8 When the GIS Coordinator determines that it is in the best interest of public safety and welfare that a previously un-named road be named, the following criteria shall be utilized:

All affected residents shall be notified of the GIS Coordinator's intent to have the road renamed.

The residents shall have a minimum of thirty (30) days to make suggestions for the name of the road before a resolution naming the road is brought before the County Commission.

The affected residents shall be notified of the date and starting time of the meeting at which the proposed road renaming resolution is presented for consideration by the Sierra County Board of Commissioners.



Upon approval of a newly named road under provision a) of this section, GIS Coordinator shall, within fifteen (15) days, notify all residents, pertinent utilities and public service agencies of the action taken by the Board of Commissioners.

### **Section 11 Renaming Roads**

11.0 A petition from the majority (51%) of the affected property owners who own, reside, or operate a commercial establishment on the road in question, shall forward such petition to GIS Coordinator and such petition shall include the name, address of residence and telephone number of the petitioner, and such petition shall name one person on the petition as the group representative who shall be the spokesperson for the group and work directly with GIS Coordinator.

11.1 GIS Coordinator shall contact all property owners who reside or operate a commercial establishment on the road in question and conduct a poll of the residents concerning the proposed name change.

11.2 Upon completion of the poll, GIS Coordinator shall forward the results of the poll, and all other pertinent information to the Board of County Commissioners and the County Manager's Office. The request for name change shall then be placed on the agenda for the next regularly scheduled Board of County Commissioners Meeting or as soon thereafter as reasonably possible to comply with publication requirements for a hearing and consideration of the request.

11.3 A road name shall be changed only if there is a public benefit that clearly outweighs the public confusion and expense created by the name change.

11.4 It shall be the responsibility of the residents requesting the name change to pay the costs associated with the name change. A non-refundable administrative fee, as established by separate resolution, shall be paid to cover the expenses related to the review, polling, document preparation, notifications, and map and records changes. A fee, as established by separate resolution, shall be paid for each street or road sign that must be installed or replaced due to the name change.

11.5 A request for changing a road name shall not be considered for approval by the County Commission until GIS Coordinator has received a cashier's check or money order for an amount equal to the administrative fee as outlined in Section 11.4 of this section. Payment for road signage shall be in advance of actual work, and within fifteen (15) days of approval. It shall be the responsibility of the group representative to obtain the funds necessary to cover all administrative and signage fees.

11.6 Subdivision re-plats that change the name of established roads shall be subject to the provisions of this section.

11.7 Roads approved for renaming shall be subject to the provisions of Section 10.

11.8 For the purposes of Section 11.0, to establish the required 51% of the affected land owners, one person per vacant lot, occupied building, or residence may sign the petition. (i.e. one vacant lot, one vote; one occupied building, one vote; one residence, one vote.)

## **Section 12 Road Signs**

12.0 All road and traffic control signs on roads that are not maintained by the State of New Mexico or municipality, shall be placed by the Sierra County Road Department in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

12.1 Road name and traffic control signs placed by the Sierra County Road Department in new subdivisions shall be at the expense of the party creating the subdivision. Fees shall be based on the current material and actual installation costs, as determined by the Sierra County Road Department. All signage fees shall be paid in advance of the installation.

## **Section 13 Prohibitions**

13.0 No building permit shall be issued, or a manufactured home located or relocated, within the unincorporated areas of Sierra County until an approved address has been assigned and verification, in writing, has been provided by the GIS Coordinator.

13.1 Only persons authorized by the County may install or erect road or traffic control signs.

13.2 Only County authorized personnel may remove, alter, change, install or maintain road name, traffic control signs in accordance with this ordinance.

13.3 No person shall install or cause to be installed any utility service, including but not limited to electric, gas, water, sewer, telephone or cable television to any structure or manufactured home without first obtaining a valid address for that location. Utility companies shall obtain address verification from the GIS Coordinator prior to installation.

## **Section 14 Severance Clause**

14.0 The provisions of this Ordinance are severable. If any provision, sentence, clause, section, or part hereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, the illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance or its application to other persons or circumstances. It is hereby declared to be the intent of the County that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, sentence, clause, section, or part had not been included herein, or if the person or circumstances to which this Ordinance or any part thereof are inapplicable had been specifically exempted therefrom.

## **Section 15 Penalties**

15.0 Any person, partnership, association, corporation, public utility, private utility, or other legal entity who purposefully locates or relocates a manufactured home, or installs or causes to be installed any utility service including, but not limited to electric, gas, water, sewer, telephone or cable television to any location required by this Ordinance to be assigned an address without first receiving written address verification from the GIS Coordinator shall be guilty of a petty misdemeanor punishable by a fine not to exceed three hundred dollars (\$300.00) or by imprisonment for a term not to exceed ninety (90) days, or both.

15.1 Any person who intentionally installs a road sign, traffic control sign or address sign in violation of this Ordinance or who intentionally removes, alters, defaces, changes or conceals a road, traffic control or address sign erected or installed pursuant to this Ordinance shall be guilty


of a petty misdemeanor punishable by a fine not to exceed three hundred dollars (\$300.00) or imprisonment for a term not to exceed ninety (90) days, or both.

15.2 Any entity that fails to comply with Section 8.3 shall be guilty of a petty misdemeanor, punishable by a fine not to exceed three hundred dollars (\$300.00) or by imprisonment for a term not to exceed ninety (90) days, or both.

Approved, Adopted, and Ordained this 20<sup>th</sup> day of September 2022.


**BOARD OF COUNTY COMMISSIONERS**

  
JAMES PAXON, CHAIR

  
TRAVIS DAY, VICE-CHAIR

  
HANK HOPKINS, COMMISSIONER

ATTEST BY:

  
SHELLY TRUJILLO, COUNTY CLERK

