

ORDINANCE - RURAL ADDRESSING ORDINANCE

HOUSTON COUNTY, MINNESOTA

Adopted 4/13/99

AN ORDINANCE PROVIDING FOR AN ORDERLY AND SYSTEMATIC RURAL ADDRESSING SYSTEM INCLUDING NAMES AND NUMBERS FOR ALL PUBLIC ROADWAYS IN UNINCORPORATED AREAS AND A SYSTEMATIC PROPERTY IDENTIFICATION AND PARCEL NUMBERING SYSTEM.

PART I
INTRODUCTION

1-1 PURPOSE. This Ordinance provides for official roadway names or numbers for all public roads in unincorporated areas of Houston County, Minnesota, and provides for an orderly house numbering and street address system based upon an established Beginning Point and a minimum interval, in feet, to be used hereafter to assign house numbers and street addresses. This system is intended to be used for U.S. Postal delivery and to be used as an emergency locator system and for other uses such as by utilities and the general public.

1-2 DEFINITIONS. For use in this Ordinance, the following terms or words shall be interpreted or defined as follows:

1. "Addressing Maps" shall mean the maps used by the office coordinating the street address system in Houston County to record addresses as they are assigned and to show all the official road names or numbers.
2. "Building" shall mean any structure used or intended for supporting or sheltering any commercial use or occupancy.
3. "Commissioners" shall mean the duly elected Board of Commissioners for Houston County.
4. "Person" shall mean any individual, firm, corporation, unincorporated association, or other entity.
5. "Addressing Official" shall mean the Houston County Official designated or appointed by the Commissioners to administer the content of this Ordinance. For the purpose of this Ordinance, the Addressing Official shall be the County E-9-1-1 Coordinator in conjunction with the Commissioners.

6. "Subdivision" shall mean the division of a tract of land into separate lots or parcels for the purpose of transfer of ownership or building development.

1-3 Through 1-10 Reserved.

PART 2 GENERAL PROVISIONS

The roadway address systems to be used and set forth in an addressing map or maps of Houston County, Minnesota are as listed in this section. Any conflict between this Ordinance and an address map of Houston County, Minnesota shall be settled in the favor of this Ordinance.

1-11 ORIGINATION. A beginning point for origination of roadway address assignments is established at the intersection of the following base lines: north base line shall be assumed to be the northernmost line of Houston County. The eastern base line shall be Range 3 West.

1-12 ADDRESS INTERVAL. Parcel address numbers shall be assigned at an approximate interval of one-one thousandth of a mile (5.28 ft. for a standard mile). Even number addresses shall be on the west side of the north-south "Roads", and on the north side of east-west "Drives", with the odd numbers being the reverse of this.

1-13 EXTENT OF SYSTEM. The roadway address system shall extend over the entire unincorporated area of Houston County. Any incorporated area, upon presentation of a resolution from the governing body to the Commissioners and a copy to the Addressing Official, may also be included in this roadway addressing system.

1-14 ROADWAY NAMES AND MAP. All public roadways in the unincorporated area will be assigned a name, which will be combined with the parcel number to make up the complete address of a building or land parcel. All roadway names assigned in the future to existing or new roadways shall be assigned by the Commissioners after public hearing, and said names shall be added to the County's official addressing map or maps. Roadways having a predominantly north-south orientation will have the suffix "Road" which will be preceded by the assigned roadway name; and all roadways having a predominantly east-west orientation will have the suffix "Drive" which will be preceded by the assigned roadway name. All state and county highways will retain their given highway number and not be given any other name. The extent of each named roadway shall be as shown on the addressing base maps. Privately-owned roadways that are named for addressing purposes and use by the County's enhanced 9-1 -1 emergency telephone system will have the suffix "Lane".

Final roadway names will be assigned only after a map of roadway names has been prepared under direction of the Commissioners and a public hearing has been conducted thereon, and said names and map have been adopted by the Commissioners thereafter. Commencing on the effective date

of this ordinance, a ten-day period is available for any person to recommend that any adopted roadway name be replaced by a different name provided that a minimum of sixty percent of the owners of record of all properties fronting on the roadway recommended for a different name indicate their approval in writing of the recommended different roadway name. Any such different name shall meet U.S. Postal Service standards including that it will not duplicate in sound or spelling any other adopted roadway name in the unincorporated area of the County. The Commissioners retain the authority to approve or disapprove any such different name recommended to replace an adopted name.

1-15 CONTINUATION OF LA CRESCENT TOWNSHIP PROPERTY ADDRESSING SYSTEM. All road names and house numbers currently in use in La Crescent Township will remain after adoption of this ordinance. Any new roads shall have names that comply with the road name standards of this ordinance. New address numbers will be assigned by La Crescent Township according to the grid system currently in use. All new addresses will then be reported to the addressing official.

1-16 EXTENSION OF CITY PROPERTY ADDRESSING SYSTEMS. The property addressing systems, including street name extensions, of the Cities of La Crescent, Caledonia, Houston, Hokah, and Spring Grove are authorized to be extended beyond their city limits according to the requests adopted by the City Councils of said Cities and forwarded to the Commissioners and recorded in the records of the County Recorder.

1-17 PUBLIC ROADWAY NAME SIGNS. The adopted name of each Road, Drive, and Lane shall be posted on a sign post at each intersection within the County.

1-17.1 Standards - The standards for design, size, color, placement and erection of roadway signs shall be in conformance with the current MMUTCD and the Minnesota Department of Transportation Traffic Engineering Manual.

1-17.2 Maintenance - The maintenance, repair, replacement and the erection of new roadway signs shall be the responsibility of the townships in coordination with the County Highway Department and the Minnesota Department of Transportation.

1-17.3 New Signs - The County E-9-1-1 Board will be responsible for the coordination of purchasing, with the townships being responsible for purchasing and erecting the roadway name signs for new intersections, including the intersections of new private roadways (Lanes) with a public roadway.

The Developer of a private roadway shall be responsible for paying the purchase and installation cost of all such signs at the intersection of one private roadway with another private roadway, such as the roadway network within a housing subdivision. In such cases, the townships shall make the initial purchase of such signs and shall install them in coordination with the owner of the private roadway and bill said owner for this purchase and installation costs. Should the roadway owner not pay such charges within ninety (90)

days of the date of the bill, then such charges shall be assessed onto the property taxes of the land containing such roadway intersection or intersections.

1-17.4 Names for New Roadways - The Commissioners shall be responsible for naming any new public roads in the unincorporated area of the County. Such new names shall be established by ordinance and recorded. The Commissioners shall consult with the County Addressing Official on new road names to avoid duplications with any existing roadway name in the unincorporated areas of the County. The names for new private roadways serving or intending to serve three or more addressable uses shall be selected by the owner of such private roadways, in coordination with the County Addressing Official, to avoid duplication with any other roadway name in the unincorporated area of the County.

Where a new private or public roadway is built as, and functions as an extension of an existing named roadway, then the new roadway shall take the name of the existing roadway for E-9-1 -1 addressing and intersection signing purposes.

1-17.5 Exclusions - Private roadways that do not require names or intersection name signs include individual private driveways off a public roadway serving or intending to serve two (2) or fewer addressable uses. If such a private driveway is converted or extended in the future to serve three (3) or more addressable uses then such driveway shall be required to be named, with intersection signs and with all new and pre-existing properties fronting on such roadway having their address calculated off said roadway.

1-17.6 Coordination with Cities - The County Addressing Official shall contact the City Council for their input and approval for any proposed new roadway names on any public or private roadways within two thousand six hundred and forty-feet (2640 ft) of the closest city limits boundary of any incorporated city in Houston County.

1-17.7 Any person who destroys or deface any roadway name sign erected pursuant to this ordinance is guilty of a petty misdemeanor and upon conviction shall be fined not more than two hundred dollars. Each day such violation continues shall constitute a separate offense.

1-18 ROADWAY DEVELOPMENT STANDARD. This section provides minimum standards for the development of roadways. Consistent with the purposes of the Houston County Rural Addressing Ordinance and in furtherance of the health, safety and general welfare of county residents and property, the specific purpose of these standards is to provide for the logical extension of this addressing system for new Roads, Drives and Lanes, and to provide for safe and quick ingress and egress by vehicles responding to E-9-1 -1 emergencies on the roadways which are part of the E-9-1 -1 addressing system and identified with E-9-1 -1 intersection signs.

1-18.1 Roadway Width - The minimum traveled width of any part of a Road, Drive or Lane serving one or more addressed uses, constructed or re-constructed after the effective

date of this ordinance, shall be twenty-two (22) feet. The minimum right-of-way width shall be sixty-six (66) feet.

1-18.2 Turn-a-round - Every dead end Road, Drive or Lane serving one or more addressed uses and constructed or re-constructed after the effective date of this ordinance shall have a temporary or permanent turnaround intended for the use of emergency vehicles. Such turnaround shall have a minimum diameter of eighty (80) feet, unless natural or man-made obstacles limit the size to a smaller diameter.

1-18.3 Administration and Enforcement of Standards - The County Addressing Official shall be responsible for the administration of the standards of this section. This official may consult with persons with technical or professional development expertise for the discharge of these responsibilities. Nominal expenses for such consultations can be incurred by the addressing official. Prolonged consultation shall be approved by the Commissioners. The Addressing Official shall consult with developers and roadway owners, where necessary, to achieve compliance with this section.

Any plat of land submitted to the Commissioners for action shall be referred first to the County Addressing Official for review and recommendation regarding compliance with relevant provisions of this section before being acted on by the Commissioners. No plat of land requiring approval of the Commissioners shall be approved if it is in violation of the requirements of the Rural Addressing Ordinance. Where strict compliance with the standards of this section is not possible due to conditions beyond the control of the developer, land owners, and County Board, then a variance from such standards may be granted by the Commissioners with conditions attached if judged necessary by the Commissioners to comply with the purposes and objectives of this ordinance.

1-19 RESIDENTIAL MARKERS. Residential marker signs shall be posted for each residence in rural Houston County.

1-19.1 Residential marker signs shall include house number signs.

1-19.2 The standards for design, size, color, placement, erection and maintenance shall be determined by the E-9-1 -1 Board in conformance with the current MMUTCD.

1-19.3 The townships shall be responsible for the installation of residential marker signs for all residences outside the incorporated cities within Houston County.

1-19.4 Placement of residential marker signs shall include, but is not limited to the following areas in the unincorporated areas of Houston County: permanent and seasonal residences

Additional sign locations shall be determined at the discretion of the E-9-1-1 Coordinator

and the E-9-1 -1 Board.

1-1 9.5 All signs shall remain the property of the townships.

1-19.6 Maintenance, repair, and replacement of residential marker signs shall be the responsibility of the townships. Residents are required to notify the Township Board in the event a sign is damaged, stolen or otherwise missing.

1-19.7 Each person constructing a new residence or any other such structure requiring a residential marker sign shall be responsible for contacting the E-9-1-1 Coordinator to obtain a new residential marker sign. Installation of new residential markers signs shall be the responsibility of the townships.

1-19.8 Any person who destroys or deface any residential marker sign erected pursuant to this ordinance is guilty of a petty misdemeanor and upon conviction shall be fined not more than two hundred dollars. Each day such violation continues shall constitute a separate offense.

1-19.9 No individual or entity may alter, remove or move any residential marker sign without written permission from the E-9-1 -1 Board.

1-19.10 All residential marker signs must be clearly visible from the roadway. Residents shall keep their residential marker signs clear from obstruction.

1-20 reserved.

PART 3 ADMINISTRATION

1-21 IMPLEMENTATION OF SYSTEM The Commissioners hereby direct the Addressing Official to:

1-21.1 Verify the accuracy of the location of buildings or properties that shall be used in the assignment of addresses.

1-21.2 Make all necessary corrections and updates to addressing maps, including names for public roads and house numbers for existing buildings.

1-21.3 Compile and print a reference map showing all the roadway names approved by the Commissioners, in a size no larger than required to show the above detail and yet suitable for general use.

1-21.4 Notify all county offices, the post offices, providers of emergency services, and similar offices in adjoining counties that provide overlap services into Houston County, of the availability of these maps.

1-21.5 Coordinate all new address assignments with the U.S. Postal System.

1-22 NEW STRUCTURES. Every person erecting a principal building on a parcel shall be given an address number as a part of the zoning permit application.

1-23 MAINTENANCE OF STREET ADDRESS SYSTEM. The Addressing Official shall be responsible for the continued maintenance of this street address system in Houston County. Duties shall include assignment of all new addresses, updating addressing base maps, updating the reference map(s) that are available to the public, and other duties necessary to insure the effectiveness of the system.

1-24 SEVERABILITY CLAUSE. If any section, provisions, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

1-25 VIOLATIONS AND PENALTIES. Any person, firm or corporation who shall violate or fail to comply with the provisions of this ordinance shall be guilty of a petty misdemeanor and upon conviction shall be fined not more than two hundred dollars. Each day such violation continues shall constitute a separate offense.

1-26 Through 1-30 Reserved.