

## CLAYTON COUNTY ORDINANCE # 2-2005

### THE UNIFORM RURAL ADDRESS AND ROAD NAMING SYSTEM

Section 1. PURPOSE. This ordinance mandates the use of a uniform address and road naming system to promote the health, safety, welfare and convenience of residents throughout the County, and provides for specific fees and penalties in the administration of the ordinance. The purpose of this ordinance is to enable the orderly development, installation and operation of a county-wide 911 emergency communications system that fosters the rapid and effective response of law enforcement, fire, rescue, and emergency medical service personnel in meeting the emergency needs of county residents.

Section 2. DEFINITIONS. For use in this ordinance, the following terms shall be defined as follows:

- a. Person -- any individual, firm, corporation, unincorporated association or other entity.
- b. Building -- a roofed and/or walled structure built for permanent use.
- c. Subdivision – the division of a tract of land into separate lots or parcels for the purpose of ownership transfer or building development.
- d. Street or Road – land intended for vehicular traffic to and from a lot and which has right-of-use by more than one person.
- e. Base Map – the map used to document and coordinate the uniform rural address and road naming system in Clayton County. Such map shall indicate all addresses in Clayton County subject to the provisions of this ordinance.
- f. Joint E911 Service Board – the Clayton County E911 Service Board performs the duties and obligations defined in Chapter 34A of the State Code. As such it is designated by the Clayton County Board of Supervisors to oversee the general operation of the County’s Uniform Rural Address and Road Naming System.
- g. 911 Coordinator – the person or entity designated by the E911 Service Board to administer the County’s enhanced 911 emergency communications and rural addressing and road naming systems.
- h. Enhanced 911 or E911 – a service that provides the user of a communications service with the ability to reach a public safety answering point by dialing the digits 911, and that has the following additional features:
  - Routes an incoming 911 call to the appropriate public safety answering point;
  - Provides voice communications as well as automatically displays the caller’s name, address and/or location, telephone number, and the public safety agencies serving that address or location.
- i. Public or private safety agency – a unit of state or local government, a special purpose district, or a private firm that provides, or has the authority to provide, fire, police , ambulance, emergency medical services, or hazardous materials response.
- j. Public safety answering point – a twenty-four hour public safety communications facility that receives enhanced 911 service calls and directly dispatches emergency response services, or relays calls to the appropriate public or private safety agency.
- k. Engineer – the Clayton County Engineer.
- l. Rural Address and Road Naming System – the method used to assign numbers or names to the roads and to assign a specific number to each residential, business, industrial or special site in the County. Also the actual address numbers and road numbers and/or names resulting from the application of this method.
- m. Road Name – the name given a platted and approved road, such name or number having been approved by the E911 Board or its designee.
- n. Address Marker – the means by which the rural address number for each dwelling, business, industry or special site is displayed.
- o. Special Site – a place deemed to require an address marker to protect the public health, welfare and safety of a county resident (e.g., an operating cemetery).

- p. Street Sign – the means by which the name or number of each rural road or street is displayed.
- q. Rural – all unincorporated areas within Clayton County.
- r. System – the Uniform Rural Address and Road Naming System.

Section 3. ESTABLISHED BY ORDINANCE. The Clayton County Joint E911 Service Board, which performs the duties and responsibilities as defined in Chapter 34A of the State Code, is designated by the Clayton County Board of Supervisors to oversee the development and operation of the County's Uniform Rural Address and Road Naming System.

Section 4. EXTENT OF SYSTEM. The Uniform Rural Address and Road Naming System shall extend over the entire unincorporated area of Clayton County. All unincorporated areas using an address system not attached to an incorporated area are subject to the provisions of this ordinance.

Section 5. ADMINISTRATION. This ordinance shall be administered by the E911 Coordinator. In accordance with the criterion found in this ordinance, the Coordinator is authorized to assign 911 address numbers and to recommend to the E911 Service Board road names for approval. The E911 Coordinator shall be assisted in this effort by the staff of the County's Secondary Roads Department and the Department for Health and Zoning.

Section 6. IMPLEMENTATION OF THE SYSTEM. The Clayton County E911 Service Board, or its designee, shall be responsible for the following tasks:

- Verifying the accuracy of the base map used in the assignment and documentation of road names or numbers and resident marker numbers;
- Making all necessary corrections and updates to the base map;
- Assigning addresses in accordance with the system selected by the E911 Service Board and approved by the Board of Supervisors;
- Reviewing and approving new and revised road names for County roadways;
- Purchasing and installing address markers; and in conjunction with the County Engineer, acquiring and installing road signs;
- Developing, printing and distributing rural reference maps to rural emergency service organizations, dispatchers, emergency vehicles, county offices, the U.S. Postal Service, and the general public.

Section 7. REQUIRED POSTING. Every person or entity owning, controlling, occupying or operating any dwelling, business, industrial, or special site that has a telephone access situated within its premises, or may have a potential need for emergency services, shall be assigned a 911 number and shall have a permanent address marker installed at the entrance of such property. All county roads in Clayton County, public or private, shall be named or numbered and marked with a street sign(s). All addressing and street naming will be accomplished according to guidelines and specifications established by the E911 Service Board.

Section 8. PERFORMANCE REQUIREMENTS OF KEY PARTIES. Every person or corporation erecting a principal building after the effective date of this ordinance shall, no later than twenty-one (21) days after the commencement of building construction, notify the E911 Coordinator. The 911 Coordinator shall, within fourteen (14) days of said notification, assign an address number to the structure or property, and mail the owner a postcard containing the 911 address for the property. The actual address marker shall be installed on the property within thirty (30) days following the mailing.

Every person or corporation developing a subdivision after the effective date of this ordinance shall, no later than twenty-one (21) days following completion of road improvements, notify the 911 Coordinator. Within thirty (30) days of notice the actual street signs shall be installed within the subdivision.

Section 9. MAINTENANCE OF THE UNIFORM ADDRESS AND ROAD NAMING SYSTEM. The Clayton County E911 Service Board, or its designee, shall be responsible for the establishment and continued maintenance of the Uniform Rural Address and Road Naming System. These duties shall include, but not be limited to, the assignment of all

rural road names or numbers; the assignment of all 911 rural addresses; the acquisition, installation and replacement of address markers and road signs; the periodic updating and issuance of maps to emergency responders and the public-at-large; the establishment of fees and penalties; overseeing countywide compliance with this ordinance; and any other duties and responsibilities required to effectively implement the intent of this ordinance.

Section 10. SIGNAGE OF PUBLIC AND PRIVATE ROADWAYS. All roads that serve two or more properties shall be named and designated with legible reflective signs regardless of whether the ownership is public or private. All signs and appurtenances shall be provided and maintained by the Clayton County E911 Service Board, or its designate; and in the case of a private road paid for by the owner of the roadway. All signs shall be consistent with E911 specifications as established by the E911 Service Board.

Section 11. INSTALLATION AND COST OF ADDRESS MARKERS. All 911 address markers shall be provided, installed and maintained by the Clayton County E911 Service Board, or its designee. The cost for an address marker and its installation shall be paid by the owner of the property. The E911 Board shall set fees for address markers, their installation, and other related costs. In addition, the Board shall have the authority to revise or re-determine fees (including rate increases) whenever the Board deems appropriate.

Section 12. INSTALLATION AND COST OF PRIVATE STREET SIGNS. All road signs placed along private roadways shall be provided and maintained by the Clayton County E911 Service Board, or its designee. The cost for a private street sign and its installation shall be paid by the owner of the property. The E911 Board shall set fees for private street signs, their installation, and other related cost. In addition, the Board shall have the authority to revise or re-determine (including rate increases) fees whenever the Board deems necessary.

Section 13. NOTICE TO COMPLY. County officials shall be authorized to enter upon private property for the purposes of inspection and/or to give notice to a person in violation of this ordinance. The person shall have thirty (30) days to abate the situation after issuance of such notice.

Section 14. FINES AND PENALTIES. It is unlawful for any person or corporation to intentionally refuse to have placed or replaced an address marker or private street sign, or to intentionally remove, cover, damage, deface, alter or destroy an address marker or street sign. Any person or corporation who is found in violation of this ordinance, or who has not paid for the installation of an address marker or street sign within thirty (30) days of the mailing date of billing, or who purposely destroys, defaces or covers a marker or street sign, shall be guilty of a misdemeanor. Fines shall be assessed at \$100.00 per incident plus court and replacement/repair costs.

Section 15. INCLUSION OF ADMINISTRATIVE GUIDELINES. In implementing Clayton County's Uniform Rural Address and Road Naming System, the administrative guidelines for street naming and rural addressing shall be followed.

Section 16. SPECIAL ACCOUNTS. All fees, fines and other monies available or paid to the County under the provisions of this ordinance shall be credited to the E911 Surcharge Fund. These monies shall be expended for the administration and enforcement of this ordinance and for any other expenses incurred by the E911 Service Board, directly or indirectly related to the provisions set forth in this ordinance. Any unencumbered or unexpended funds within this account that remain at the end of any fiscal year shall not lapse but shall be carried forward for the purpose of this ordinance until expended, or appropriated, by subsequent E911 Service Board action.

Section 17. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 18. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance is 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.

Section 19. EFFECTIVE DATE. This ordinance shall become effective upon publication as set forth in Section 331.302 of the Code of Iowa.

Passed by the Clayton County, Iowa Board of Supervisors on the 6th day of July, 2005, and approved this 11th day of July, 2005.

/s/ Neil Meyer, Chairman, Clayton County Board of Supervisors

/s/ Dennis Freitag, Clayton County Auditor

**Publication of this ordinance was in the Clayton County Register, The Outlook and Guttenberg Press on July 27, 2005.**

## **Reference Appendix**

# **CLAYTON COUNTY IOWA**

### **ADMINISTRATIVE GUIDELINES FOR STREET NAMING**

The purpose for the Clayton County Uniform Rural Address and Road Naming System is to establish standards for naming roadways and assigning address numbers to all dwellings, principal buildings, businesses, industries and special sites within the County; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient delivery of services.

Community groups, citizens and developers can approach Clayton County's 911 Coordinator with a proposal to name or rename a road. In naming county roads, this process provides an opportunity to recognize community aspirations within a uniform set of guidelines.

A street name should be appropriate and easy to read so that children as well as adults can use the name in an emergency situation, and should add to community pride by promoting cultural heritage, history and traditions, and/or by reflecting local geography and character.

Historically, the County has relied on an alpha-numeric grid system to name its roads. In the future this method will not be used. Such methods are well suited to level geographic areas where a north-south and east-west road system can be easily constructed. Unfortunately, Clayton County's topography is much more varied making it virtually impossible to create a north-south/east-west road system. Due to its topography, most of the County's roads run diagonally across the county resulting in many exceptions (i.e., inconsistencies) within the county road system. Given the importance of the rural address and road naming system to public health and welfare, these exceptions, within a supposedly "uniform" system, create a significant reliability problem. Fortunately, new technology is now available that allows the County to replace its alpha-numeric grid system with a Global Positioning/Geographic Information (GIS/GPS) System that relies on longitudinal and latitude points to provide accurate directional and location information for its emergency response agencies.

The following standards and guidelines will be used in determining and approving street names:

#### Road Naming Requirement

A roadway will be named if it meets at least one of the following conditions:

- If two or more existing or proposed parcels, dwelling units, or business-related buildings front the road whether public or private;
- If the roadway is maintained by the County.

### Street Naming Protocols

- To avoid confusion a name should be relevant to the County and not be used more than once.
- As a means of general identification, names with the same theme (i.e. flowers, states) are suggested for naming streets in an entire subdivision.
- A road should not be named after a commercial enterprise or living person.
- A name should be written in English, be relatively short and be easy to pronounce, spell and write.
- Historically used road names should be retained where possible.
- Names tending to be confused as homonyms (i.e., having the same or similar pronunciation but different spellings) are discouraged and shall not be used within the County (e.g., Smith, Smyth or Smythe; Ellis or Allice; Allen or Alan).
- Names which may be offensive (e.g., slang, double meanings, etc.) shall not be approved.
- Use of frivolous or complicated words or unconventional spellings in road names is discouraged.
- Sound-alike names (e.g., Bay View Dr, Bayview Dr or Brainard Ln, Barnard Ln) should not be used.
- Special characters in road names such as hyphens, apostrophes or dashes are not permitted.
- Use of standard suffixes or directional suffixes or prefixes as road names (e.g. North BLVD, Court St, Avenue of Pines) should be avoided.
- Road names will not be accepted without the correct road name suffix and unless appropriately applied:
  - Alley(ALY) – a narrow road or lane between or behind a row of building;
  - Avenue(AVE) – a wide public rural/suburban road that is heavily-traveled or tree lined, and that runs predominantly east and west;
  - Boulevard(BLVD) – a broad road divided by a grassed or landscaped island;
  - Bypass(BYP) – a four lane road circling a town or city;
  - Circle(CIR) – a rural/suburban road that circles back upon itself or curves into a dead end;
  - Court(CT) – a single short rural/suburban cul-de-sac or dead-end road;
  - Drive(DR) – a winding street with connector roads that end in a dead-end or cul-de-sac;
  - Highway(HWY) – a primary state or county road connecting towns or cities;
  - Interstate(INT) – a primary road exiting between, or connecting two or more states;
  - Lane(LN) – a rural dead-end road with no other connecting roads, normally consisting of one lane supporting to and from traffic;
  - Loop(LOOP) – a road that circles back upon itself or starts and ends on the same major street;
  - Overlook(OLOOK) – a rural/suburban road that has an elevated scenic view;
  - Parkway(PWKY) – a broad landscaped road with a grassy median;
  - Place(PL) – a public square or a suburban cul-de-sac;
  - Square(SQ) – an open area at the intersection of two or more roads;
  - Street(ST) – a rural/suburban through road that predominantly runs north-south;
  - Trail(TRL) – a rural road primarily in a recreational community (e.g., park);
  - Way(WAY) – a short through road that connects two separate roads;
  - Road(RD) – a two way thoroughfare that is heavily use and runs in any direction.

### Naming of New Streets

New streets shall be named during the subdivision process. The developer shall propose the naming of all streets within a new subdivision at the time of filing the preliminary plat. The 911 Coordinator will review all subdivisions for conformance with the street naming standards at the time of the preliminary plat review. Approval of the proposed names will be based on the E911 Service Board's, or its designee's, concurrence with the 911 Coordinator's review and recommendation.

### Renaming of Same or Conflicting Streets Names

In the case of two or more conflicting street names, the E911 Service Board and 911 Coordinator will consider the following criterion in determining which street name should be changed:

- The road having the name for the shortest period of time;
- The least number of addresses to be changed;
- The historical relevance of the road and name;
- The least number of existing street signs to be changed.
- The shortest road or roads.

### Notification of Name Changes

Upon the E911 Service Board's adoption of a street name change, the 911 Coordinator will notify the affected property owners, the U.S. Postal Service, all utilities, the County Auditor, and the County's emergency services of the change. Any street name change will become effective when accepted by the E911 Service Board, or its designee.

### Street Sign Fees

All road signs placed along private roadways shall be provided and maintained by the Clayton County E911 Service Board, or its designee. The cost for a private street sign and its installation shall be paid by the owner of the property according to the following payment schedule:

- a. The initial installation fee, other than noted below, shall be \$100.
- b. The replacement fee for a damaged and/or missing street sign shall be as follows:
  - For the first replacement -- \$50.00;
  - For the second and subsequent replacements -- \$100.00
  - Said replacement fee may be waived if the E911 Service Board, or its designee, determines that replacement resulted from an occurrence that was beyond the control of the property owner.
- c. In the case of a new subdivision or other large development requiring multiple street signs, the following fee schedule will be used to determine a landowner's costs:
  - For the first thru tenth street sign, the installation fee shall be \$100.00 per unit.
  - For the eleventh or more street signs, the installation fee shall be \$95.00 per unit.
- d. The installation fee shall be assessed and billed to the property owner within thirty (30) days of the actual installation. All amounts due shall be paid within thirty (30) days of billing.

When initiated by the County, the sign costs related to changing a street name will be borne by the County.

# CLAYTON COUNTY IOWA

## ADMINISTRATIVE GUIDELINES FOR RURAL ADDRESSING

The purpose for the Clayton County Uniform Rural Address and Road Naming System is to establish standards for naming roadways and assigning 911 address numbers to all dwellings, principal buildings, businesses, industries and special sites within the County; and to assist emergency service agencies, the United States Postal Service and the public-at-large in the timely and efficient delivery of services.

### Addressing and Marker Installation, Maintenance and Replacement

As designated by the E911 Service Board, the assignment of rural address numbers in accordance with the guidelines set forth in this document is the responsibility of Clayton County's Department of Health and Zoning in collaboration with the 911 Coordinator. This department also oversees the installation and maintenance of address markers and street signs.

### Placement of Address Markers

Unless unfeasible, an address marker will be placed at the entrance of the drive leading to a specific property. Normally, the marker will be placed on the right-hand side of the drive (facing the property from the road) not less than fifteen feet (15 ft.) nor more than thirty (30 ft.) from the edge of the driveway. The marker should also be within one to one and one-half feet of the right-of-way or the fence.

### Address Marker Fees

The cost for the address marker and its installation shall be paid by the owner of the property according to the following payment schedule:

- a. The initial installation fee shall be \$50.00
- b. The replacement fee for damaged and/or missing markers shall be as follows:
  - For the first replacement -- \$25.00;
  - For the second and subsequent replacements -- \$50.00
  - Said replacement fee may be waived if the E911 Service Board, or its designee, determines that replacement resulted from an occurrence that was beyond the control of the property owner.
- e. In the case of a new subdivision or other large development requiring multiple address markers to be installed at the same time, the following fee schedule will be used to determine the landowner's costs:
  - For the first thru tenth marker, the installation fee shall be \$50.00 per unit;
  - For the eleventh thru forty-ninth marker, the installation fee shall be \$45.00 per unit; and
  - For fifty markers or more, the installation fee shall be \$40.00 per unit.
- f. The installation fee shall be assessed and billed to the property owner within thirty (30) days of the actual installation. All amounts due shall be paid within thirty (30) days of billing.

When initiated by the County, the cost of changing an existing address marker or street sign will be the responsibility of the County.

### Responsibility for Continued Display of Address Numbers

It shall be the responsibility of each and every property owner of every residence, farm, apartment building, business, industry or special site to continue to display the assigned address number once installed. It shall be unlawful to cover, remove or destroy any address marker once installed.

### Fines for Destroying or Obstructing An Address Marker

Obstruction, removal or destruction of a 911 address marker will be a misdemeanor punishable by a one hundred dollar fine for the first offense and two hundred and fifty dollars for every additional offense.

### Standards and Guidelines Used in Defining Rural Address Numbers

#### *Frontage Interval*

Clayton County's Uniform Rural Address and Road Naming System will assign address numbers every ten (10) feet.

#### *Odd/Even Number Location*

Even numbers shall be assigned to buildings, dwellings or special sites fronting on the east side of streets running predominantly north and south and on the south side of streets running predominantly east and west. Odd numbers shall be assigned to buildings, dwelling and special sites fronting on the west side of streets running predominantly north and south and on the north side of streets running predominantly east and west.

#### *Fractional, Alphanumeric, Hyphenated Addresses*

There will be no use of fractional addresses or alphanumeric or hyphenated address numbers in Clayton County.

#### *Diagonal Streets*

Diagonal streets will be treated as either north-south or east-west streets. The 911 Coordinator, in collaboration with the County Engineer, will determine the primary direction of the road.

#### *Circular Streets*

Circular roads are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside of the circle is then numbered to match and mix with the outside. This standard will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between the numbers.

#### *Cul-de-sacs*

Numbering will begin at the intersection of the main road and ascend towards the cul-de-sac. Once in the cul-de-sac the numbers precede odd around the left side of the circle and even around the right side, progressing in the direction that the numbers increase. Odd and even numbers meet at the midpoint of the back of the cul-de-sac.

#### *Stacked Addresses*

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction noted in



these guidelines. Use of hyphenated, alphanumeric or fractional numbers are not allowed.

#### *Mobile Home Parks*

Mobile home parks should name each road in the park and number the homes as single family dwellings following the standards for distance and direction noted in this document.

#### *Multiple Unit Buildings*

Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate numbers. Apartments will have one property number, followed by an apartment number , such as 235 Maple Street, Apt.2.