RESOLUTION 1 -16

Lafayette County Address and Road Name Ordinance

WHEREAS, the Lafayette County Land Information Council has written and recommended the attached Lafayette County Address and Road Name Ordinance, to assist in the increased accuracy and efficiency of rural addressing and to improve communication between Towns, Emergency Service Agencies, and County Departments within Lafayette County regarding rural addressing; and

WHEREAS, Wisconsin State Statutes 59.54(4) and (4m) grant the County Board the right to establish a rural naming and numbering system for the purpose of aiding in fire protection, emergency services, and civil defense; and

WHEREAS, the Lafayette County Sheriff's Department is making a significant financial investment in upgrading their computer aided dispatch software and more accurate addressing information will further enhance this improvement

NOW, THEREFORE, BE IT RESOLVED, that the Lafayette County Board of Supervisors, do hereby adopt the Lafayette County Address and Road Name Ordinance, and authorize the Lafayette County GIS Coordinator to enforce said ordinance.

RESPECTFULLY SUBMITTED BY:

LAFAYETTE COUNTY FINANCE COMMITTEE

Wayne Wilson

Wayne Wilson, Chairman

David W Hammer

David Hammer

Bill Moody

Bill Moody

Ted Wiegel

Ted Wiegel

Gerald Heimann

Gerald Heimann

I, Linda L. Bawden, Clerk of the County of Lafayette, State of Wisconsin, do certify that this resolution was adopted by the Lafayette County Board of Supervisors at a meeting held on May 17, 2016, 2016.

Linda L. Bawden

Linda L. Bawden
Lafayette County Clerk

Fiscal Note: The fiscal impact for the remainder of 2016 could not be determined. Any fee revenue and/or costs associated with this ordinance in future years will be included in the associated departments' budgets.

Legal Note: Within County Board authority.

LAFAYETTE COUNTY

ADDRESSING & ROAD NAME ORDINANCE

LAFAYETTE COUNTY, WI

DATE APPROVED:

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SECTION 1.0 GENERAL PROVISIONS

1.1 Authority

These regulations are adopted under the authority granted under Wisconsin Statutes 59.54(4) and (4m).

1.2 Purpose

The purpose of this Ordinance is to promote the health, safety, and well-being of the general public of Lafayette County by providing a means for physically locating properties. The ability to easily locate properties is a vital asset for emergency services as well as being a convenience for delivery services and citizenry.

It is further intended that this Ordinance is to establish a method by which address numbers are assigned, as well as how address signs are obtained, installed, and maintained in all areas outside the limits of incorporated municipalities in Lafayette County.
It is further intended to provide for review and acceptance of all private and public road names in order to ensure compatibility with the county's computer aided dispatch system.

1.3 Jurisdiction

The jurisdiction of this Ordinance shall include all lands and waters within Lafayette County outside the limits of incorporated cities and villages.

1.4 Abrogation and Greater Restrictions

It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing ordinances, rules, or regulations adopted by Lafayette County. However, wherever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

1.5 Severability

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

1.6 Title

This Ordinance shall be known as, referred to, or cited as the "Lafayette County Address and Road Name Ordinance, Lafayette County, Wisconsin".

1.7 Effective Date

This Ordinance shall be effective after adoption by the County Board of Supervisors and take effect that date of adoption.

SECTION 2.0 RURAL ADDRESSES

2.1 Address Assignment

It shall be the duty of the Lafayette County Land Information Office to assign an address number to all property within the jurisdiction of this ordinance. This ordinance shall apply to all habitable structures, businesses, accessory buildings or group of accessory buildings (i.e. a group of farm buildings located separately from the home), or any other structure with a value of $500 or greater. The following standards shall apply when assigning addresses:

a) An address number shall be assigned upon the issuance of the first land use permit allowing construction on said property, or with the written request of a property owner or Town Board.

b) Upon issuance of an address, the Lafayette County Land Information Office will notify the affected property owner, town in which the property is located, County Real Property Lister, and the Lafayette County Sheriff, & Lafayette County Zoning of the official address. Appendix A provides a diagram of some agencies that use the rural address assignment.

c) The address assigned by the Lafayette County Land Information Office shall be the official address for said property and replace any prior address used.

d) There shall be no duplication of address numbers assigned along the same road.

e) Properties with more than one single family residence shall have a separate address for each residence.

f) Industrial or business complexes shall be assigned one address number with extensions given for individual units.

g) Multifamily dwellings of more than two units shall be assigned one address number with extensions assigned for each unit. Multifamily dwellings shall have distinct markings adjacent to the door to identify the individual unit.

h) Starting at the Southeast corner of Lafayette County, there shall be 1000 numbers assigned for every mile of the grid with even/odd numbers assigned as follows:

   a. Along North/South roads: even numbers shall be on the east side of the road and odd numbers on the west side of the road. Numbers increase in size as you head north from the State Line.

b. Along East/West roads: even numbers shall be on the north side of the road and odd numbers on the south side of the road. Numbers increase in size as you head west from the eastern county line.

c. Some roads run at odd angles. For any road, a single north-south or east-west range will be assigned for the entire road. It will be the discretion of the Land Information office to determine which range will be assigned.

2.2 Placement

An address sign for a property shall be placed by the County or a vendor of their choosing according to the following standards:

a) The sign shall be installed on the same side as the driveway and so that the numbers are perpendicular to the public road and the post shall be located not more than ten (10) feet within the right of way of the road and not more than ten (10) feet from the driveway serving the building

b) The sign shall not be less than 3 ½ feet nor more than 4 ½ feet from ground level and shall not be concealed from view from the road by trees, shrubs, bushes, etc.

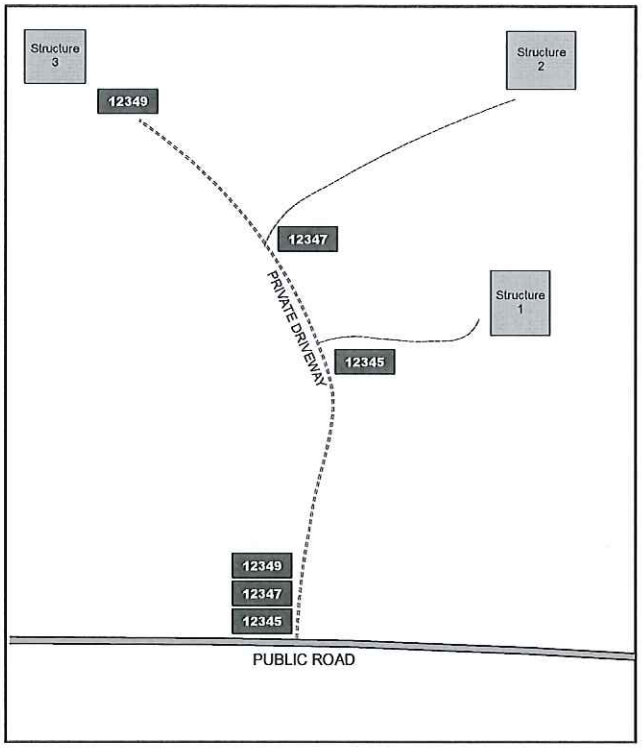
c) The Town may propose an alternate placement option for an address sign so as to make it best visible for local responding emergency services and so as not to obstruct road maintenance responsibilities, such as snowplowing, grading, etc. The town shall send written notification with a plot plan showing the new location of the address sign and the reason for the alternate location was chosen for review and approval by the Lafayette County Lafayette County Land Information Council.

d) Multifamily dwellings shall have distinct markings on the door or doorway to identify the individual units.

e) Any manufactured/mobile home park or campground shall consecutively number the lots. A map of the property showing the lots shall be given to the Lafayette County Land Information Department to be used for mapping. Any changes or addition of lots shall require a new map be sent to the Lafayette County Land Information Department.

f) In the case where several structures are served by a private driveway, each structure shall be double signed. The first sign will be placed at the point where the private driveway intersects with a public road. The second sign will be placed along the private driveway at a point where an individual structure's driveway branches off from the main private driveway. The property owner will be responsible for the cost of the additional rural address sign.

Example:



2.3 Sign Design, Procurement, and Replacement

a) Sign Design

The sign shall be a reflectorized double-sided flag style at least 20" wide by 9" high and have a blue background. The numbers and letters of the address shall be 3" high. The township name shall be located above the address and shall be 1 ½" high letters. The road name shall be located below the address and be 1 ½" high letters. All letters and numbers shall be white and reflectorized.

Example (Not to Scale) :

Town of Packers 1 ½"
12345 3"
Bucky Badger Rd 1 ½"

b) Procurement

All address signs shall be procured by the Lafayette County Land Information Office based upon a vendor or vendors chosen by Lafayette County.

c) Replacement

When either damaged, destroyed or aged beyond usefulness, an existing address sign may be requested for replacement by the affected property owner, Town in which the sign is located, or emergency management. If an emergency response

agency feels a replacement sign is needed, they shall contact the Land Information office to have a new sign ordered. The County may choose to seek reimbursement from the effected property owner for the cost of the replacement sign.

2.4 Maintenance

It shall be the responsibility of the property owner to maintain all address signs for his/her property. Maintenance includes notification for need of replacement, repairs, reinstallation, and keeping the sign(s) in a physical condition whereby the address is easily and clearly legible at any time. The property owner shall also ensure the sign is clearly visible from the public road and not obscured by vegetation, structures, snow, etc.

2.5 Existing Addresses

Addresses which exist at the time of the adoption of this Ordinance but do not meet all the provisions of this Ordinance may be allowed to remain the official address for said property if they are registered at the Lafayette County Land Information Office as an official address. If it is determined that there is potential risk to life and safety, an existing number shall be changed in order to comply with the provisions of this Ordinance. Any such address not listed on the index shall be deemed void and an official address shall be assigned by the Lafayette County Land Information Office according to the provisions of this Ordinance. In all cases, when an existing nonconforming address sign needs replacement, a new address number shall be assigned and a sign obtained in compliance with the provisions of this Ordinance and the original existing address shall become null and void. Any existing address sign that is not a valid sign shall be removed. In all cases, when a new sign must be ordered, the property owner shall be liable for all costs incurred.

2.6 Fees

There shall be fees established with the Finance Committee approval for the following:

a) The assignment of a new address, which will include the procurement of the required sign and installation fees.
b) The procurement of a replacement rural address sign and installation fees.
c) The procurement of additional address signs and installation fees for the same number in instances where the property must be double signed.

It is the responsibility of the property owner to pay all fees. In the case where a Town requests a replacement sign, the Town may choose to pay the fee and seek reimbursement from the affected property owner. In the case where a property owner refuses to pay for a required sign, the county shall request payment from the affected town so that the cost may be assigned by the town to the affected property's tax roll.

SECTION 3.0 NAMING AND SIGNING OF ROADS

3.1 Naming

a) New Roads. No two roads in Lafayette County shall be identically named or in conflict of existing road names. This provision shall not prohibit the use of identical road names for road names existing and named as of the effective date of this ordinance. The Land Information Office has the authority to accept or reject any new road name. Towns shall immediately notify the County Land Information Office of the location and name of all newly proposed public roads. All newly proposed roads will require the completion of the Lafayette County "New Road Name" application.

b) Name Changes. Townships shall contact the County Land Information Office prior to changing any existing road names. Upon the effective date of the road name change, the Township shall erect new road signs containing the new road name. The Land Information office will assign and order new address signs for all existing addresses located on the roadway that was changed.

1. For any proposed road name change, a completed "Road Name Change" application must be submitted to the Lafayette County Land Information Office, along with the required fee in the amount of $1,000.00. The fee is required to cover the cost of administering the necessary changes throughout the entire E911 system. The fee is payable by the applicant, but the Land Information Council reserves the right to waive or increase the fee at their discretion.

2. The Land Information Council reserves the right to amend, or deny any road name change request.

c) Private Driveways. Private driveways shall not be named or signed. Instead, structures along private driveways shall be double signed. See Section 2.2 (f) of this ordinance for details on double signing.

3.2 Signing

The Townships shall see that all Town roads are properly signed, and all signs are placed and maintained at all intersections with other roads. The Township is responsible for erecting, maintaining and replacing road name signs after notification from the Lafayette County Land Information Office or Lafayette County Sheriff.

SECTION 4.0 OFFICIAL MAP

There shall be created the Lafayette County Road Name and Address Map. The map shall be maintained in a standard geographic information system (GIS) format. This map shows the official road names and addresses as accepted under the provisions of this ordinance and shall be maintained by the Land Information Office. Any address number or road name not shown on this map and its associated database shall not be considered official and may be considered violations to the provisions of this ordinance.

SECTION 5.0 PROHIBITIONS

a) No person shall obliterate, vandalize, destroy or remove an official address or road name sign issued under this Ordinance.
b) No person shall fail to reinstall an official address sign installed under this Ordinance after the sign for that person's property has been obliterated, vandalized, destroyed, or removed.
c) No person shall place a non-official address sign or road name sign at or near the location of the official signs. Exceptions will be given in cases where the property owner erects a temporary address sign until such time that the official sign is ordered and installed.
d) No person shall relocate an official address or road name sign.

SECTION 6.0 VIOLATIONS & PENALTIES

It shall be the duty of the Lafayette County Land Information Office to enforce the provisions of the Ordinance and investigate complaints and violations of said Ordinance. If violations are found to have occurred, the Lafayette County Land Information office shall issue a written order to correct any violation of this Ordinance that shall specify the following:

a) The nature of the violation and the steps needed to abate and/or correct it.

b) The penalty or penalties the violator will be subject to if the alleged violation is not abated and/or corrected within a specified time period. If the owner does not comply with a written order from the Land Information Department, the owner shall be subject to one or more of the following penalties:
   i. Full cost of all damages including sign replacement.
   ii. Receipt of a citation for each violation with a forfeiture of no less than $250 per violation, plus costs of prosecution

c) Referral by long-form complaint to the Lafayette County Corporation Counsel for prosecution.

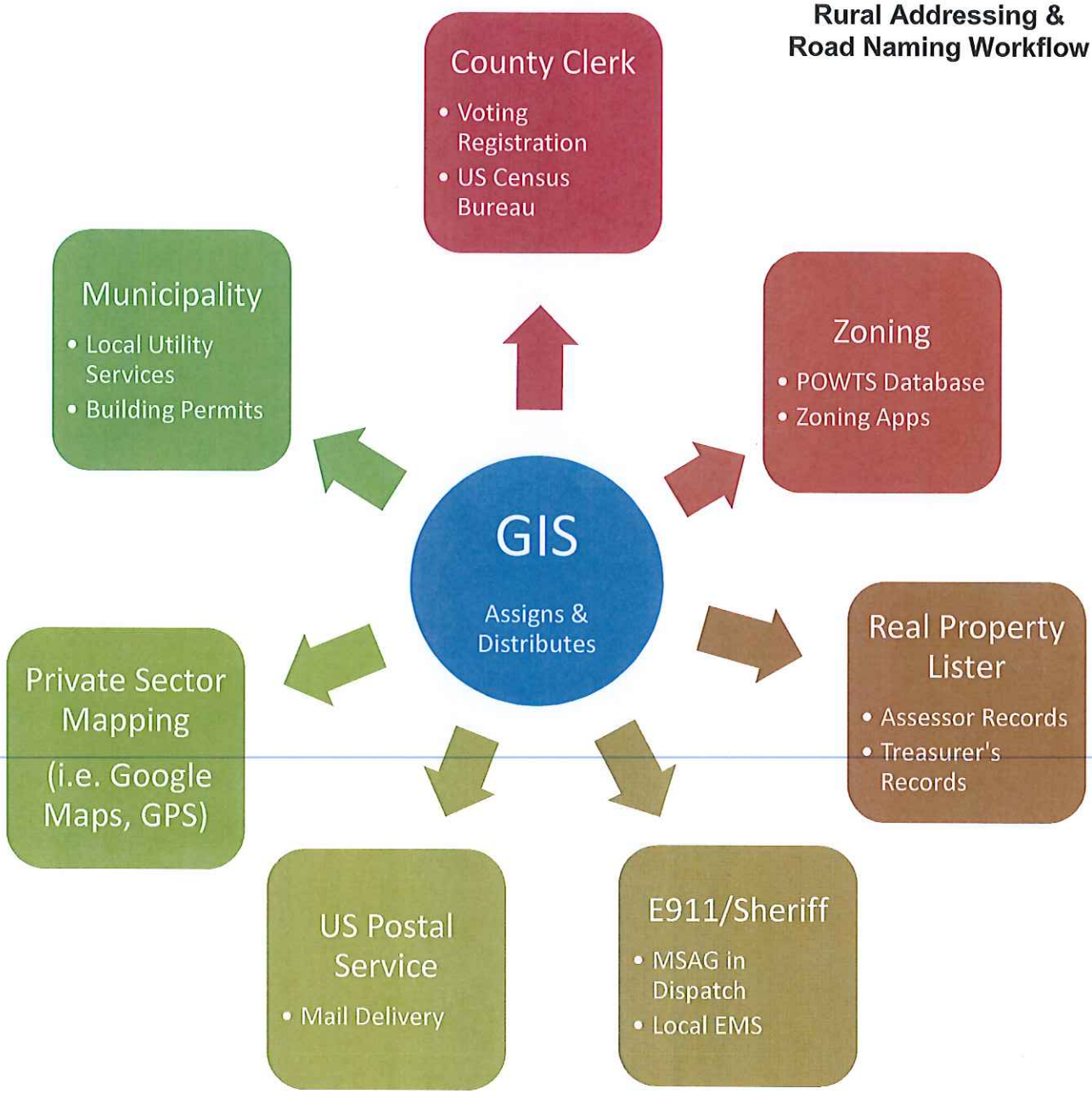
SECTION 7.0 AMENDMENT

This Ordinance shall be subject for consideration of amendment as deemed necessary by the Lafayette County Board of Supervisors. The following entities can, at any time, propose amendments to this Ordinance:

1. Any standing commission established by the Lafayette County Board of Supervisors
2. Any town board in which this Ordinance has jurisdiction
3. Any petition to the commission by any member of the public

The process for amending this Ordinance shall require consideration by the Lafayette County Finance Committee at a duly posted meeting. If the Committee is to consider amendments, it shall do so only after holding at least one public hearing the purpose of which is to obtain and, if deemed appropriate, incorporate public input. Any proposed amendments offered by the Committee shall require action by the Lafayette County Board of Supervisors in accordance with established Board rules before taking effect.

APPENDIX A

Lafayette County

Rural Addressing & Road Naming Workflow