

Ordinance No. CHAPTER 5

**AN AMENDMENT TO THE ORDINANCE ESTABLISHING A UNIFORM
SYSTEM FOR STREET ADDRESSING IN RICH COUNTY**

The County Commission of the County of Rich, State of Utah, being the Legislative Body of said county, ordains as follows:

**ARTICLE I
TITLE, PURPOSE AND LEGAL AUTHORITY**

Section 1.01 – Title

This ordinance shall be known as the Rich County Street Addressing Ordinance, and hereinafter referred to as “this Ordinance”.

Section 1.02 – Purpose

The purpose of this Ordinance is to establish a reliable and consistent system of assigning unique addresses to buildings and properties within Rich County to be known as the Rich County Addressing System (hereinafter “the System”). Such a system is deemed necessary for the public health and safety in the following respects:

1. It will improve response time by police, fire, ambulance, and other emergency services;
2. It will provide a basis for the development of sub-systems which can automatically and quickly generate specific, reliable directions for drivers from any starting location to any destination within Rich County;
3. It will prevent and resolve duplications of addresses and route names, confusing or misleading addresses and multiple addresses for a single location.

Further benefits to Rich County and its residents from such a system are as follows:

1. It will improve the delivery of public services such as building inspections, road and infrastructure repair and maintenance, soil evaluations, utility installation and service, health inspections, property tax administration, property mapping, school busing and other public services.
2. It will provide for coordination between the mapping and Geographic Information Systems (GIS) in use by various public utilities, parcel delivery and governmental and quasi-governmental entities operating in Rich County.
3. It will provide a clear, rational procedure for assigning new addresses and street names within Rich County, as the need shall arise.

Section 1.03 – Legal Authority

This Ordinance is enacted pursuant to Utah Code Annotated ss 17-50-304, Police, building, and sanitary regulations and ss17-53-223, Ordinances.

Section 1.04 – Effect on Local Government Ordinances

This Ordinance is binding upon any incorporation city or town, within Rich County boundaries, unless an agreement between the Municipality and County is created to separate the authority.

ARTICLE II

DEFINITIONS

Section 2.0 – Definitions

For use in this ordinance, the following terms or words shall be interpreted or defined as follows:

Access Point – The point where a particular property is entered from a given route, such as the end of a driveway or lane. Where a house or other location being assigned an address is a substantial distance, as determined by the Administrator, from the access point, the Administrator shall include such information.

Address – The unique identification of a parcel of real property or structure, consisting of numerical coordinates, route name and such other information as may be included by the Administrator, in order to identify the location and establish directions for reaching it.

Address Administrator (also “The Administrator”) – the Recorder of Rich County, GIS administrator or other designee, as the County Commission may deem necessary.

Building – Any structure consisting of a roof supported by columns or walls, which is used or intended for sheltering or being occupied by human beings, animals or personal property. Not all buildings must be assigned addresses.

County – Rich County, a political subdivision of State of Utah.

Geocoding – The process of identifying routes using a GIS system from survey and GPS data and converting them to digital data used by such systems. The process of locating individual properties along a given route and assigning an address to it is called reverse geocoding.

GIS – Geographical Information Systems, computer software and databases which store and automate the representation and analysis of information dealing with land, structures, improvements, and features both upon and below the earth.

GPS – The Global Positioning System developed by the U.S. Department of Defense, which allows persons on the ground to identify specific locations in three dimensions using a receiver capable of reading signals from satellites in the system. The specific coordinate system to be used shall be determined by the Administrator.

Grid or Zone - The area of the county designated pursuant to this Ordinance in which addresses are derived using the center of a municipality within said area as the reference point. The dividing lines between zones are designated as per the Rich County Address Map approved August 1985 Amended.

Route – For purposes of this Ordinance all public thoroughfares, including streets, roads, highways, alleys, ways, lanes or other passageways for motor vehicles, as defined in Utah Code Annotated (1953) Section 41-1a-102(33), which are open to the public by right shall be referred to in this Ordinance as “routes” in order to simplify descriptions and avoid confusion in this Ordinance. Actual designations as streets, roads, etc. shall not be affected.

Route Name – The name established pursuant to this Ordinance for a public travel way, regardless of whether it is otherwise known as a street, road, highway, route, avenue or any other like designation.

Subdivision – Any property requiring approval as a subdivision under Utah Code Annotated ss 17-27-103 (w).

ARTICLE III

IMPLEMENTATION

3.01 Basic Principles:

In administering and assigning street names and addresses pursuant to this Ordinance, the following guidelines are intended as general standards to be observed to the extent they are reasonably practical.

1. Currently assigned addresses should be retained whenever possible whereby not creating confusion or duplication of addresses, especially when they have been used in legal documents such as deeds, plats, mortgages, and documents defining boundaries of legal entities. However, changes should be made where, in the opinion of the Administrator, they are necessary to correct confusing addresses, such as numbers which are out of order or duplicated; where a particular property has been assigned more than one address by different entities; or where a current address is so inconsistent with geocoding as to conflict with the overall consistency and meaning of the addressing system.

2. In determining the boundaries of zones used in assigning addresses, the Administrator's determination of boundaries shall govern, so long as such boundaries are clear and can be readily recognized by emergency personnel.
3. Addresses should be assigned consecutively, reserving a separate address for each frontage unit on a route, so as to allow for future interpolations of new addresses as properties fronting on routes are subdivided and developed.
4. Addresses should be consistent with the actual GPS coordinates of the property, but exact correspondence is not necessary. The specific mechanics of geocoding and reverse geocoding are within the discretion of the Administrator, who shall provide a set of written guidelines and policies for the process, which shall be made available to interested persons upon request.
5. Route identifications shall include sufficient information to prevent confusion and to allow county agencies to identify the route throughout its entire length.
6. Addresses for homes and/or main buildings on a property in the Garden City and Laketown grids should be odd numbers on the North and West side of a route when one is generally traveling away from the center point of the zone, and even numbers on the South and East. Addresses for homes and/or main buildings on a property in the Randolph grid should be odd numbers on the South and West side of a route when one is generally traveling away from the center point of the zone, and even numbers on the North and East. Addresses for homes and/or main buildings on a property in the Woodruff grid should be odd numbers on the South and West side of a route when one is generally traveling away from the center point of the zone, and even numbers on the North and East.
7. Generally, only buildings normally occupied by human beings should be assigned addresses routinely under this Ordinance; provided, however, that other sites or structures may be addressed upon request where the address may be helpful in emergencies, such as electrical substations, telephone booths, gas and oil wells, dams, water gates, service boxes, valves, pumping or compressor sites, etc. Such sites may be assigned addresses upon submission of a request by the owner, including the GPS coordinates and a description of the site, structure or building, and explaining the need for the assignment of a unique address hereunder.

3.02 – Addressing Committee

1. A Rich County Addressing Committee shall be established to settle any concerns or issues that may arise under this Ordinance.
2. The Rich County Addressing Committee shall consist of the following:
 - a. The Administrator
 - b. The County Recorder
 - c. A member of the Rich County Commission designated by the Commission
 - d. The Rich County Sheriff or designated Deputy
 - e. The Rich County Building Inspector
 - f. For meetings involving properties within corporate limits of any Municipality, the Mayor or municipal designee.

- g. Other County department heads shall be invited to participate, as the Administrator shall deem helpful or necessary.

3.03 – Procedure for Establishing System

1. The Administrator shall:
 - A. Review and identify current route names and addresses of all properties having current addresses within Rich County as identified by data from the County Recorder's office and the Rich County Addressing Map adopted August 1985.
 - B. Provide an analysis identifying inconsistencies, misleading addresses and other problems.
 - C. Geocode all existing routes in Rich County that have not been identified by GPS coordinates.
 - D. Consult with the Master Street Address Guide (MSAG) Coordinator for administering the addressing system.
 - E. Place on the Rich County Website the standards for house numbers and placement thereof.
2. The official data comprising the addressing system shall be stored within the County GIS computers.

ARTICLE IV

MAINTENANCE AND ACCESS

4.01 – Administrator's Duties

The Addressing System Administrator shall have the following duties:

1. Understand and remain current in technology underlying the operation of the system.
2. Carry out tasks assigned elsewhere in this Ordinance involving geocoding, reverse geocoding, selecting or reviewing route names, communicating current data to appropriate persons or entities, updating and backing up databases, etc.
3. Prepare reports on the operation of the addressing system as needed, advise the County Commission on technical issues thereto and coordinate with other officials, municipalities, departments or agencies involved in its function.
4. Notify the affected agencies and entities as route names or addresses are changed or added to the established system:
 - a. Rich County Sheriff,
 - b. Rich County Building Inspector,
 - c. Rich County Road Superintendent,
 - d. Rich County Assessor,

- e. Rich County Recorder,
- f. Affected Municipalities,
- g. Utility companies upon the receipt of a email contact, and
- h. Quasi-governmental organizations upon receipt of an email contact.

4.02 – Address Signs

Posting of Designated Street Addresses shall adhere to the following stipulations:

1. The owner of any house or building to which a number has been assigned will be notified in writing by the Building Inspector of the number assigned after the issuance of the address.
2. Within Sixty (60) days after the receipt of such written notification from the Building Inspector, the owner of the house or building to which a number has been assigned shall affix the number in a conspicuous manner in a conspicuous place.
3. It shall be in the duty of such owner upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the Building Inspector.
4. Each principal building shall display the number assigned to the frontage on which the front entrance is located. In the case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance may display a separate number.
5. Building numbers are required to be posted on all buildings. Numbers shall be posted as soon as construction begins on a new building.
6. Building numbers shall be posted using Arabic numerals at least 4” high on residential facilities. They shall be black on white, white on black, dark on light, or light on dark.
7. Buildings not easily visible from the street should have the address posted out by the place of entrance on the addressed street.
8. Exceptions:
 - a. Temporary structures that will not be used for more than 30 days.
 - b. Accessory buildings used for storage, private garages, or other similar accessory uses, provide the building has no more than 3,000 square feet in total floor space.
 - c. Buildings in a complex under one ownership for which a building number has been assigned for the complex rather than for individual buildings. In this case the building number for the complex shall be posted on at least one building that is readily visible from the street, such as the main office building.

4.03 – New Routes

1. Whenever a new subdivision is proposed in Rich County or any municipality participating in the addressing system, the person proposing the same shall meet with the Administrator to make sure the street names are unique, not misleading or confusing, and are in compliance with the requirements of the system. No subdivision plat shall be approved by the County without a certificate from the Administrator that the route names and any addresses contained therein have been cleared. Municipalities should amend their Subdivision Ordinances to include this procedure as a condition for plat approval, as well. If the Administrator is a designee that is not the County Recorder, the County Recorder shall notify the Administrator of split parcels needing to be addressed.
2. Other routes established by Rich County or any city, state, or federal agency as a public route shall be geocoded and entered in to the database as soon as the final alignment thereof is established.
3. The Administrator may add private lanes, driveways, etc., to the Address System that serve multiple addressable sites as routes, in consultation with the property owners affected.

4.04 – Changing Route Names

Property owners or residents with addresses on a given route may petition the County to change the name of such route as follows:

1. The petition must be in writing and signed by not less than 60 percent of the persons, businesses or others having addresses on such route.
2. The petition shall include the typed names, addresses and telephone numbers of the petitioners.
3. The petition shall propose both a first and second choice for a new name for the route.
4. The petition shall be filed at the office of the County Clerk/Auditor and a copy thereof provided to the Administrator.

The Administrator shall review each such petition and determine whether the proposed name change is acceptable as set forth in the standards defined in Section 4.03 paragraph 1; as well as the cost of replacing route signs required to implement the name change requested.

The cost associated the sign replacement shall be submitted by the petitioners with the petition to be held in escrow until a decision is made. The Addressing Committee will meet to consider the submitted change.

4.05 -Violations

Any violation of this Chapter shall be punishable by a fine not to exceed the sum of two hundred ninety-nine (299.00) dollars, or imprisonment in the Rich County Jail not to exceed ninety (90) days, or by both fine and imprisonment.

1. In the event that the owner of any house or building refuses to comply with the terms of this ordinance by failing to affix the number assigned within sixty (60) days after notification, or by failing within said period of sixty (60) days to remove any old numbers affixed to such house or house entrance which may be confused with the number assigned thereto will be in violation.
2. Disturbing, removing or changing a valid property address number or route sign is in violation.

PASSED AND ORDERED POSTED by majority vote of the Board of County Commissioners of Rich County at the regularly scheduled meeting of the Board on the 12th day of December 2012.

BOARD OF RICH COUNTY COMMISSION

By: William E. Cox
Chairman

ATTEST:

Becky Peart
Becky Peart, Clerk/Auditor

Commissioner William E. Cox yeah
Commissioner Norm Weston yes
Commissioner Tom Weston yeah