

## ORDINANCE NUMBER 24

### AN ORDINANCE PROVIDING FOR A UNIFORM SYSTEM, FOR NAMING STREETS AND NUMBERING PROPERTIES AND PRINCIPAL BUILDINGS IN SCOTT COUNTY

The Scott County Board of Commissioners of the County of Scott, State of Minnesota, ordains as follows:

#### CHAPTER 1.00 **General Provisions**

- 1.01 Title. This ordinance shall be known, cited and referred to as the Scott County Uniform Address Ordinance, except as referred to herein, where it shall be known as "this Ordinance".
- 1.02 Scope. This Ordinance shall be applicable to all property located in the unincorporated area of Scott County, and any incorporated area where a city chooses to adopt these regulations.
- 1.03 Legal Authority. This Ordinance is enacted pursuant to Minnesota Statutes Chapter 4.03, Local Emergency Telephone Services Act.
- 1.04 Purpose. The purpose of this Ordinance is to assure that every principal building in Scott County is assigned an address that reflects a known location, in order to assist the provisions of emergency services to all persons in Scott County, regardless of place of residence or location. This Ordinance provides a uniform system of naming streets and numbering properties and principal buildings. The manual of procedures identified by the title Uniform Street Naming and Property System (hereinafter referred to as "Uniform System"), on file in the Scott County Community Development Division, shall be used as a guide.

CHAPTER 2.00 **Definitions**. For purposes of this Ordinance, the terms defined in this section have the meanings given them.

- 2.01 Address. A unique identifier issued by Scott County that meets Enhanced 911 and United States Postal requirements, and is used to identify the location of a property.
- 2.02 Emergency Services. Activities intended to protect the public's health, safety and general welfare, intended to meet the requirements of the Local Emergency Telephone Services Act, Minnesota Statutes, Chapter 403, as amended.
- 2.03 Principal Buildings. All structures that serve as a residence, whether permanent, temporary, or seasonal, a commercial or industrial building, or any other structure which requires an address.

### CHAPTER 3.00 **Administration**

- 3.01 The Scott County Planning Department within the Community Development Division (hereinafter referred to as "Planning Department") shall administer this Ordinance.
- 3.02 All of the provisions of the Scott County Administrative Procedures Ordinance shall apply as if fully set forth herein.
- 3.03 All of the provisions of this Ordinance shall apply within incorporated areas of Scott County which have requested inclusion of their areas.
- 3.04 The Scott County Community Development Director or a designated representative shall be responsible for maintaining the uniform system and shall keep a record of all street addresses assigned under this Ordinance.
- 3.05 The Scott County Community Development Director or a designated representative shall assign a street address to the principal building or any separate entity within the principal building with a front exterior entrance. The numbers described herein shall not be interpreted to mean physical numbers for attachment to a building.
- 3.06 The Scott County Community Development Director may develop procedures whereby developers or property owners may request assignment of numbers and street names from the local governing body, provided said numbers and street names conform to the provisions of the Ordinance.

### CHAPTER 4.00 **Addressing Procedures**

- 4.01 All streets within the unincorporated areas and participating incorporated areas of Scott County shall be named in accordance with the provisions of the Uniform System.
- 4.02 Each principal building within the unincorporated and participating incorporated areas of Scott County shall be assigned a number for the street on which the front vehicular entrance of the building is located in accordance with the provisions of the Uniform System. When a principal building is occupied by more than one business or family dwelling unit, each separate front exterior entrance of the building shall be assigned a number.
- 4.03 All properties or parcels of land within the unincorporated areas of Scott County and within participating incorporated areas shall hereafter be identified by reference to the Uniform System.

### CHAPTER 5.00 **Street Signs and Address Numerals**

- 5.01 Street Name Signs. Except for street names signs within the County right-of-way, all street name sign installation and maintenance shall be the responsibility of the township or city within which the sign(s) are located. All street name sign installation and maintenance within County roadway right-of-way shall be performed by Scott County at the expense of the township or city within which the sign(s) are located. For uniformity, visibility and maintenance purposes, all street name signs shall be fabricated and installed consistent with the Street Name Sign Standards as determined by the County Public Works Director.
- 5.02 911 Residential Address Markers. Scott County shall cause to be installed 911 Residential Address Markers for all addressable principal buildings within the unincorporated area and incorporated areas requesting signage. The sign shall be placed in the road right-of-way on the same side of the road as the vehicular access to the principal building. For uniformity, all 911 Residential Address Markers shall be fabricated and installed consistent with the County's Address Marker Standards, as determined by the County Public Works Director. Placement of signs at shared access points shall be at the discretion of the installer to ensure visibility for emergency vehicle access. Upon the

request of a landowner or proprietor, a 911 Residential Address Marker may be placed to identify the location of an accessory building on the landowner's property upon approval. The marker shall be paid for by the applicant at the time of issuance of a building permit.

- 5.03 Owner responsibility. The property owner shall be responsible for the cost of maintenance, including removal of vegetation and snow that may obstruct visibility of the address marker from the traveled surface of the roadway. The property owner shall pay all costs incurred for the maintenance and replacement of damaged, destroyed or removed address markers.
- 5.04 Address Marker Specifications. The 911 Residential Address Markers shall be of a consistent size, color and material as specified by the Address Markers Standards as determined by the County Public Works Director, for uniformity, visibility and maintenance purposes. Any changes requested to the specifications shall require the review and written approval of Scott County prior to installation.

#### CHAPTER 6.00 **Amendment Procedures**

- 6.01 Private individuals seeking a change in a street name or number shall submit an application to the Scott County Addressing Coordinator, Planning Department, Scott County Government Center, Shakopee, MN 55379, in the form of a written request. The following information must be included in the application:
- A. All affected property owners must agree in writing to the proposed street name/number change. The agreements must be submitted to the Scott County Planning Department as part of the application.
  - B. The applicant shall establish an escrow account for reimbursement of all costs associated with the street name/number change. This includes time and materials for replacement of any street signs and all administrative costs associated with the request.
  - C. The proposed street name change shall be evaluated and approved if determined to be in the best interest of public safety, emergency response and the general public.
  - D. The Scott County Planning Department shall make the final decision regarding the requested change.
- 6.02 The County or a city may seek a change in street name or number for the purpose of providing improved emergency services. The following procedure shall be followed:
- 1. A written notice shall be sent to all affected property owners and the township clerk, if appropriate, informing them of the proposed street name change. The notice must indicate the proposed change and reason for the change of street name or number.
  - 2. The County or city shall take comments on the request for a 10-day period after the notices have been sent. If no opposition to the request is received within 10 days, Planning Department staff shall make a final decision on the change requested.
  - 3. If the County or city receives opposition to the request, the County may negotiate with the property owner for compensation to cover actual costs incurred by the owner(s) of the affected properties, up to \$250 each.
  - 4. If the County or city receives further opposition to the request, the request shall be placed on a County Board or city council agenda. In such case, the County Board or city council shall make the final decision on the change requested.

CHAPTER 7.00 **Violation**

- 7.01 The violation of any provision of this Ordinance shall be a misdemeanor, and upon conviction thereof, the violator shall be subject to fine or imprisonment or both, as set forth in Minnesota Statutes governing misdemeanor penalties, plus the cost of prosecution.

This Ordinance shall take effect upon passage by the Scott County Board of Commissioners and publication according to law.

Adopted by the Scott County Board of Commissioners, in and for Scott County, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

**SCOTT COUNTY**  
**STREET NAME SIGN STANDARDS**

**A. SIGN SPECIFICATIONS**

SIGN MATERIAL

Sign blanks shall be aluminum, and shall be a uniform thickness of 0.08 inches. The finished signs shall be of good appearance, free from ragged edges, cracks, scales, or blisters, and the legend shall be clear-cut. Typical sign plate punch pattern is shown in *Figure 1*.

LEGENDS

Legends shall be placed on the sign face to comply with the spacing and series C for street letters and numbers.

FACES

All faces and letters shall be 3M Scotchlite Reflective Sheeting Grade VIP Series 3990 (Diamond Grade.)

COLORS

Colors shall be green background with white letters.

NUMBER\LETTER SIZE

Primary letters and numbers shall be 6" upper/lowercase series C. The first letter of each word or abbreviation shall be uppercase.

LETTER DESIGN

The charts for standard alphabet (capital or uppercase) for highway signs for letter design and spacing are to be used.

FABRICATION

Fabrication of sign faces shall be by screenprint, by precut letters, or colored transparent overlay film. Faces shall be applied to one side of the aluminum blank.

ADHESIVE

Adhesive, pre-coated, used to apply the face to the blank may be either heat activated or pressure sensitive and shall comply with the federal specification L-S-300C adhesives class I or II.

PREPARATION

All faces shall be applied to sign blanks that have been properly prepared. The sign faces shall be applied in accordance with the recommendations with the sheeting

manufacturer.

#### LETTER SPACING CONTROL

The control for the spacing values in traffic layout is the distance recognized aesthetic spacing between two straight letters (e.g. HN). A spacing control of two times the width of the stroke of the letter series to be used shall be the aesthetic control (100%).

Two and one half times the inter-letter spacing control for the series letter shall be the aesthetic word space between elements in the primary legend. This aesthetic work space applies to the distance between the prefix and the primary legend and the suffix when the letters are the same height. When the letters in the prefix and suffix are smaller in height than the primary legend, the space between the prefix and the primary legend and the suffix and/or block number area shall be one half the aesthetic word space used in the primary legend.

The spacing control (100%) for the series used shall be expanded or condensed up to 25% in 5% increments for the end margin. The end margin on all faces shall have a fixed minimum of one inch for end mounting. The maximum overall street name sign size shall be 54”.

#### ABBREVIATIONS

Standard abbreviations as utilized in the E911 Master Street Address Guide shall be used following the street name or number. Periods, commas and other punctuation shall not be used.

#### POSITION

Legend shall be optically centered vertically and space both horizontally and vertically.

### **B. POST HARDWARE SPECIFICATIONS**

For signs to be placed within township road rights of way, allowable posts and hardware shall be determined by the township.

### **C. INSTALLATION**

#### GENERAL

All signs shall be installed plumb and properly aligned with the intersection roads.

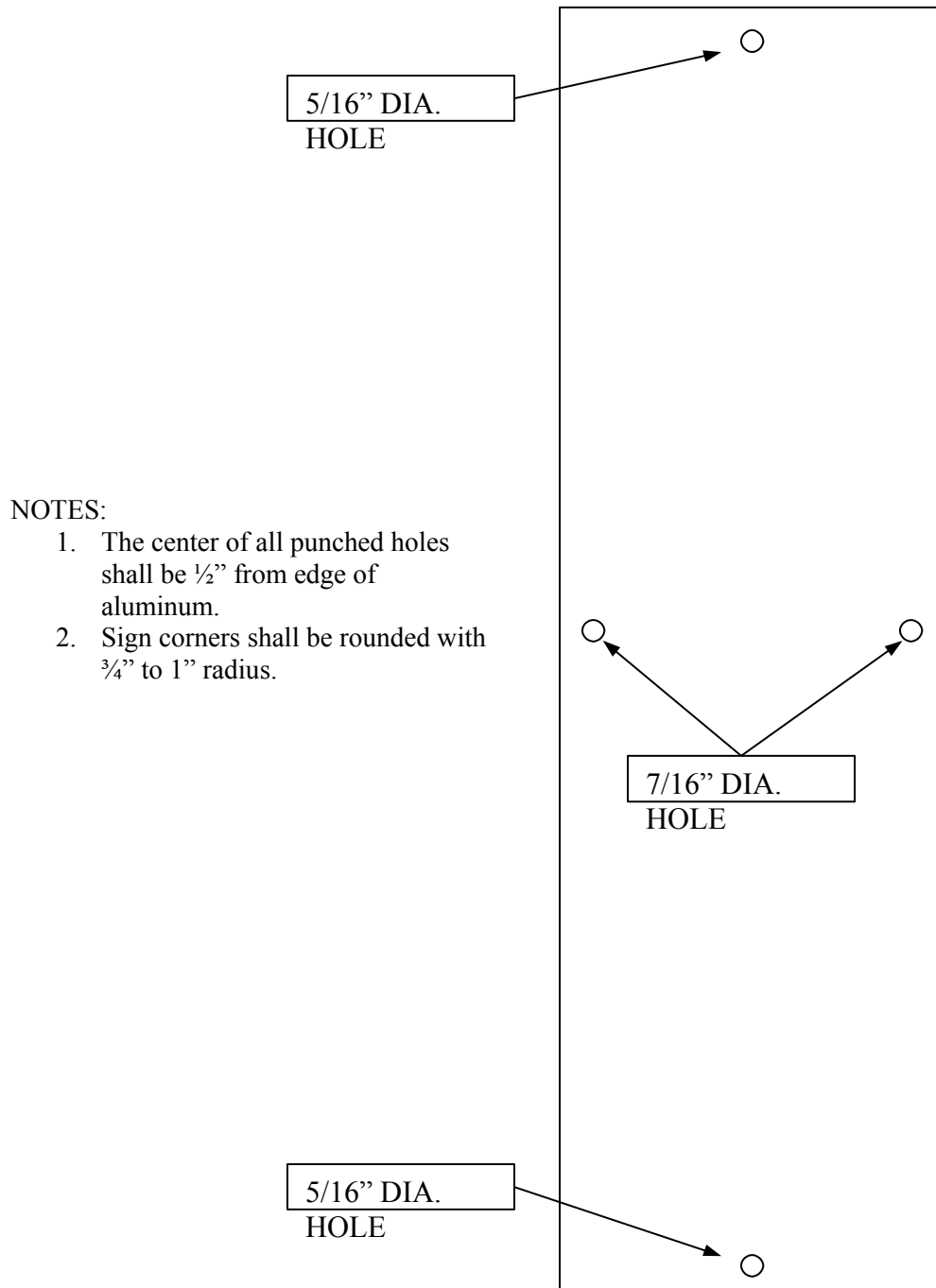
The bottom of the bottom sign shall be between 5-1/2 ft. to 7 ft. above the near edge of the traveled roadway with 6 ft. being the target sign height. The height should be from the edge of the major road of an intersection and should be checked with a hand level. Sign posts shall be placed 10-15 feet from the edge of the shoulder.

### LOCATION

The ideal location parameters at each intersection are as shown in **Figure 2**. Signs shall not obstruct or interfere with existing traffic control devices. They shall also be located to provide optimal target value for all approaches within the parameters provided in the Appendices.

# FIGURE 1

## TYPICAL SIGN PLATE PUNCH PATTERN

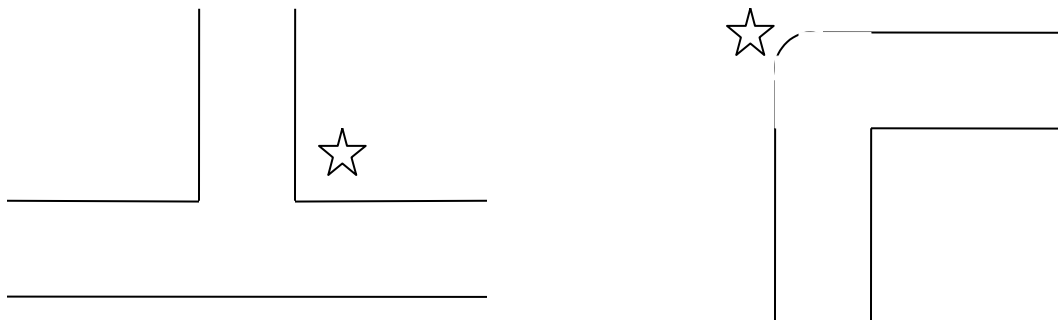
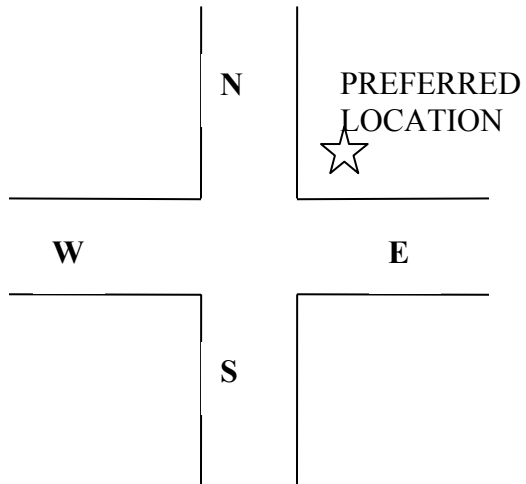


### NOTES:

1. The center of all punched holes shall be  $\frac{1}{2}$ " from edge of aluminum.
2. Sign corners shall be rounded with  $\frac{3}{4}$ " to 1" radius.

# FIGURE 2

## INTERSECTION SIGN LOCATIONS



### NOTES:

Sign posts shall be placed 10-15 feet from the edge of the shoulder.

Northeast corner of the intersection is the preferred location. Scott County shall determine alternate locations.

## SCOTT COUNTY

# 911 RESIDENTIAL ADDRESS MARKER STANDARDS

## A. MATERIAL SPECIFICATIONS

### SIGNS

Each aluminum panel shall be completely free of wind or twist so that the sign will lay flat against the post. The sheet of aluminum shall conform to the requirements of Mn/DOT Specification 3352.2A1a (ASTM B-209 for Aluminum Alloy 5052-H38). The thickness of the aluminum shall be 0.080 inch  $\pm$  0.004 inch. All aluminum shall be degreased and etched.

All signs shall be fully reflectorized, background as well as legend. The signs shall be reflectorized on both sides by using Reflective Sheeting – “High Intensity Grade” – and must meet Mn/DOT Specification 3352.2A2a (Standard No. 2 Reflective Sheeting).

All signs shall have a blue background with white legend and **3/8” border and edge as shown in Appendix B.** Colors shall conform to the FHWA Color Charts referred to in Mn/DOT Specification 3352.2A. The fabricator shall have the option of silk screening, die-cuts, or electronic methods for the legend. The legend shall consist of three (3), four (4) or five (5) numbers per sign each side and shall be Highway gothic **five (5) inch series “B”.** The numbers shall be aesthetically spaced to fit on the sign.

The signs shall be 8” x 18” with the two (2) outside corners rounded to 3/4” and square where attached to the post. Corner radii shall be based on the schedule shown in the Mn/DOT Standard Sign Manual (current edition). Each sign shall have two (2) 5/16” holes punched **(after the sheeting has been applied) five (5) inch on centers and 1” from the flat edge of the sign** as shown on the Mn/DOT Standard Signs Manual (current edition) drawings. Tolerances on blank sizes shall be  $\pm$ 1/16 inch for each total dimension. Tolerance on dimensions between holes shall be  $\pm$  1/16 inch.

### POSTS

The sign post shall consist of a galvanized steel U – Channel post weighing

1.12 pounds per foot (before punching and exclusive of galvanizing) and shall meet the current requirements of Mn/DOT Standard Specification 3401. The posts shall be tapered at one end and have 3/8" holes punched along the centerline of the back on one inch centers. The holes shall be accurately spaced so that the distance between center of any two (2) holes will not vary more than 1/16" from a multiple of three (3) inches.

#### FASTENERS

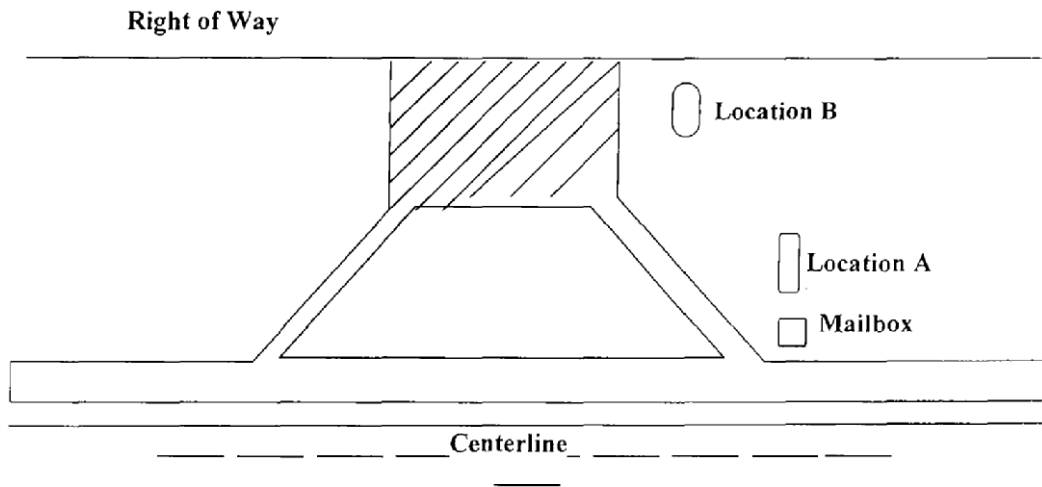
All fasteners shall be Grade 5 zinc plated conforming to Mn/DOT Standard Specification 3391.2a for common structural steel bolts with keps head nuts. The sign face hardware shall include keps head nuts, bolts 5/16" dia. X 1 1/2" length with full thread, nylon washers and zinc-plated flat washers. All fasteners shall be provided by the Contractor and will be considered incidental to furnish and install 8" x 18" double faced rural address signs.

## **B. INSTALLATION**

Signs shall be installed plumb and at the preferred location parameters shown on the typical installations drawing as shown in Appendix A. The mounting height of the sign shall be a minimum of 42" above the road shoulder or shoulder of the driveway, as shown in Appendix B, depending on the location.

At those rural residence driveways that serve more than one resident the Rural Address Signs shall be mounted on the post with the numbers in increasing order (from low at the top to high at the bottom) as shown on the attached drawing.

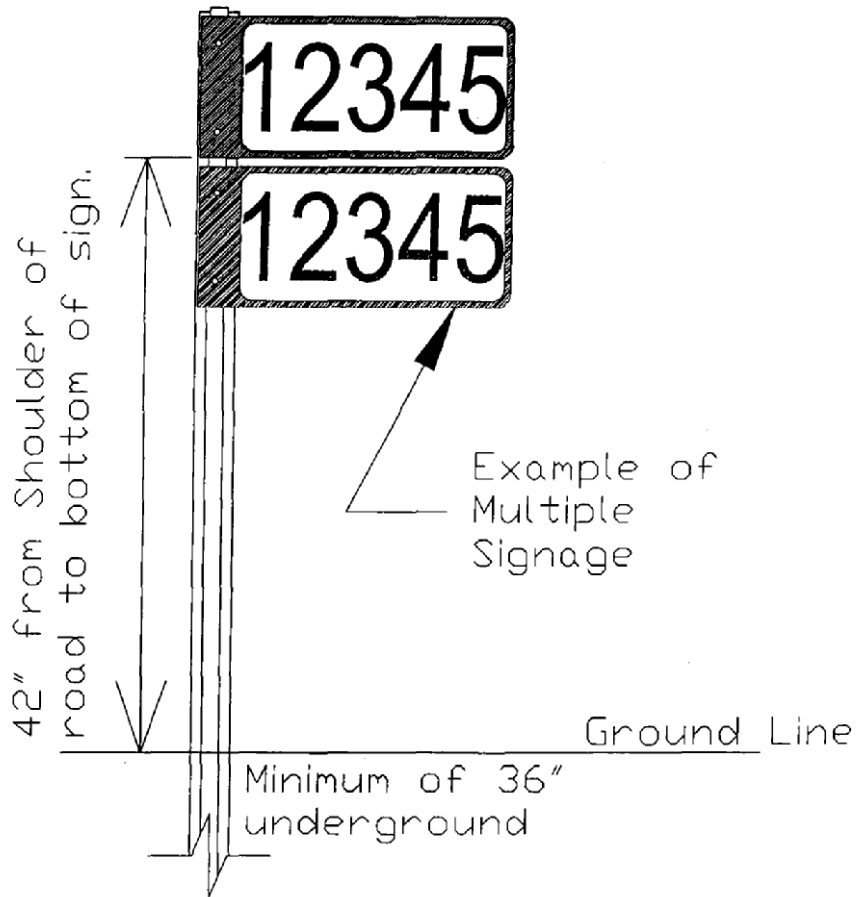
## TYPICAL RESIDENCE MARKER LOCATION



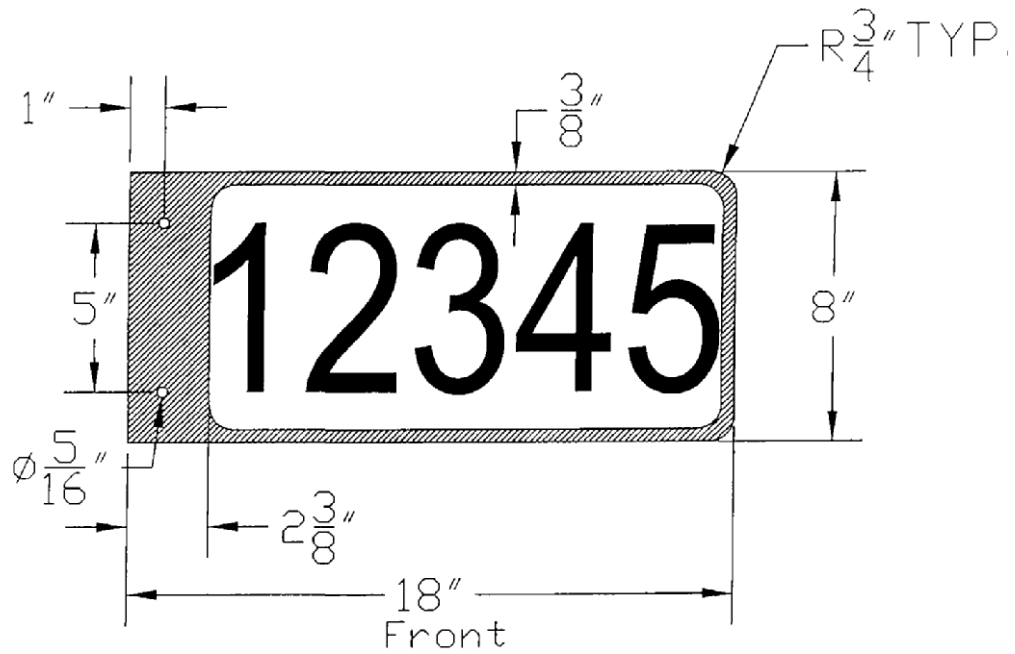
- Marker signs to be placed on the right hand side of the driveway
- Locations should be free of sight obstructions for motorists
- Locations should be behind mailbox when mailbox is on the same side of driveway (Location "A"), otherwise approximately 15 feet from the shoulder of the road (Location "B")

Appendix A

# TYPICAL RESIDENCE MARKER SIGN PLACED APX 1 FOOT BEHIND MAILBOX



# Details



## NOTES:

1. Holes to be punched after applying sheeting.
2. Numbers shall be five (5) inch, Highway Gothic, Series "B"
3. Front Side-Sign Fully covered with Hi-Int Sheeting 18"X8"
4. Back Side-2" Channel Post Area No Sheeting, Hi-Int Sheeting size 16"X8"