

**AN ORDINANCE ESTABLISHING A UNIFORM SYSTEM FOR STREET ADDRESSING IN EMERY COUNTY**

The County Commission of the County of Emery, 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 Emery 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 Emery County to be known as the Emery 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 Emery 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 Emery 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 among the mapping and Geographic Information Systems (GIS) in use by various public utilities, parcel delivery and governmental and quasi-governmental entities operating in Emery County;
3. It will provide a clear, rational procedure for assigning new addresses and street names within Emery County as the need shall arise.

**Section 1.03 – Legal Authority**

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

#### **Section 1.04 – Effect on Local Government Ordinances**

This Ordinance is not binding upon any incorporated city or town, except to the extent such city or town shall enter into an interlocal agreement consenting to the application hereof within its boundaries.

### **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, a 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 Information Technology Director of Emery County.

**Block, Block Interval** – referring to city or town plats, a block is the distance between streets numbered in multiples of 100 according to the distance from the center of the zone. The actual distance in feet may vary with locale. Routes which are not located at standard block locations in the zone will be assigned a coordinate indicating their position from the center using the standard block scale in the zone.

**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** – Emery County, State of Utah

**Frontage Unit** – The standard interval in feet used to assign consecutive address numbers on a given route.

**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.

**Lyman Plan** – the system widely adopted in Utah by cities and towns in which routes are laid out on a grid, with routes and addresses named according to their distance from a center point established when the area was settled, increasing by 100 with each block.

**Map** – the graphical representation of the property parcels, buildings and other sites identified and addressed under this Ordinance. No single map shall constitute an official document, however, since the data used to produce maps change continuously, and each map produced from them is merely a representation of these data at one point in time. The GIS Department of the county maintains this information, called a database, and prints maps as needed from time to time. No warranty is given as to the accuracy of such maps, and Emery County disclaims any liability for errors which may appear in them or the database on which they are based.

**Participant** – the following municipalities, agencies or entities:

1. All elected officials and/or appointed department heads of Emery County.
2. All incorporated municipalities, school districts, special districts and state agencies entering into interlocal agreements with Emery County agreeing to participate in the addressing system established by this Ordinance.
3. Any federal agency which enters into a memorandum of understanding agreeing to participate in the addressing system established by this Ordinance.
4. Public utilities providing telephone, natural gas or electric power services within the incorporated and unincorporated areas of Emery County, including participants in the 911 system of emergency notification and dispatching.
5. Any other interested party requesting to be notified of addresses assigned hereunder, provided that such party must provide the Administrator with the party's email address and a name, postal address and telephone number. Such notifications will only be sent by email.

**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, but 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 §17-27-103(w)*

**Zone** – The area of the county designated pursuant to this Ordinance in which addresses are derived using the center of a city or town within said area as the reference point. The dividing line between zones shall be designated, whenever possible by existing, permanent landmarks, preferably roads or highways, in order to make them easily recognizable.

### **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. The Administrator :

1. Currently assigned addresses should be retained wherever it can be done without creating confusion, 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 should be odd numbers on the left side of a route when one is generally traveling away from the center point of the zone, and even numbers on the other. There is a general preference for primary addresses ending in “5” or “0” to the extent practical, given the lot frontage available, as may be determined by the Administrator. The “even” and “odd” sides of the route shall be determined by the Administrator with reference to the prevailing usage in the State of Utah.
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. There is created an Emery County Addressing Committee which shall meet as necessary to carry out its duties under this Ordinance.
2. The Emery County Addressing Committee shall consist of the following:
  - a. The Administrator
  - b. The County Recorder
  - c. A member of the Emery County Commission designated by the Commission
  - d. The Emery County Sheriff or designated Deputy

- e. The County Building Official or designated representative
- 3. For meetings involving properties within corporate limits of any Municipality, the Mayor or other municipal official designated by such Municipality shall be invited to meet with the Addressing Committee.
- 4. 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 Emery County, including those within incorporated areas.
  - b. Provide an analysis identifying inconsistencies, misleading addresses and other problems.
  - c. Geocode all existing routes in Emery County, including those within municipalities.
  - d. Consult with the provider of 911 telephone service in establishing policies for administering the addressing system.
  - e. Prepare a report providing an overview of problems with present addresses and recommendations for resolving the same, and submit the same to the county commission and other elected officials and department heads of the county, as well as affected municipalities and public utilities.
  - f. Produce maps, digital disks and other documents needed to depict the addresses and parcels affected by this addressing system.
- 2. After the County Commission and other affected entities have acted on the report, the Administrator shall make approved changes in the address database and prepare maps incorporating said changes. These maps shall serve as a baseline, depicting the state of the system as of the date printed, and shall be made available for inspection by the public at the office of the Clerk-Auditor, during regular business hours. The distribution of maps and fees charged shall be established the Administrator and set forth in the system guidelines and policy. These maps shall be of sufficient scale and detail to allow all properties assigned addresses to be identified, including names for roads and house numbers for existing buildings.
- 3. The County Clerk-Auditor shall give notification to all others by official notice in newspapers of general circulation in Emery County stating:

- a. That the maps are available for inspection at the County Courthouse or at participating municipalities during business hours.
  - b. The date the system will take effect.
  - c. The suggested standards for address numbers and placement thereof.
  - d. The importance of posting the new number as soon as possible so as to ensure emergency services and delivery of parcels.
  - e. That objections and complaints regarding the changes must be submitted in writing to the Administrator and the deadline for submitting the same.
4. The Administrator, not less than month following such notice, shall review all objections and complaints received and present recommendations to the Addressing Committee and present the system to public hearings on the County level as well as in each Municipality proposed to be included in the system for the purpose of answering questions and receiving comments from the public. Following such public comment, the Addressing Committee shall make final changes in the system, and notify the participants of any changes adopted.
  5. Thereafter, the official data comprising the addressing system shall be that stored within the County GIS computers, as it is updated and secured.

#### **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, updating and backing up databases, printing maps, etc.
3. Prepare reports on the operation of the addressing system as needed, advise the County Commission on technical issues related thereto and coordinate with other officials, municipalities, departments or agencies involved in its function.
4. Prepare maps or copies of digital data for participants. and make them available for public inspection or publish them on the county’s internet website, <http://www.emerycounty.com>

##### **4.02 – Distribution of Maps**

The following agencies and entities will be provided with two complimentary maps under the system are initially as follows: (See definitions under *Participants*)

Emery County Sheriff	Emery County Assessor
Emery County Building Official	Emery County Recorder
Emery County Road Superintendent	Emery Telcom
Questar	Utah Power and Light Company

Also, all incorporated cities and towns participating in the system, school districts, special service districts, and other quasi-governmental organizations.

Printed maps, and/or digitally formatted data for use by GIS systems, shall be available to others who demonstrate a need for them, shall be provided for a fee, initially \$10.00 per copy but which may be raised from time to time by a resolution of the county commission in order to meet actual costs of providing the same. The data will also be provided to the public in a graphic form on the county's internet site, <http://www.emerycounty.com>, which shall be updated as changes are made.

#### **4.03 – Notices**

Whenever route names or addresses shall be changed or added to the established system, the Administrator shall notify the persons and agencies stated in Section 4.03 who are affected by such changes. This notice may be given via email.

#### **4.04 – Address Signs**

Emery County finds that the most useful signs for the purposes of this Ordinance are located near the entrance to the property, unobstructed, legible to traffic on the route from which the property is entered in both directions, double sided, and reflective and of such size as to be legible in all lighting conditions. Signs including the route name are preferable, but not necessary and need not match the size of the numbers. The Addressing Committee shall adopt or designate more specific standards for individual addresses, but route name signs shall conform to standards applicable throughout the State of Utah. The posting of new addresses in compliance with the system is not mandated, but, in order to prevent confusion and delay in delivery of emergency services, signs or numbers depicting addresses which have been changed pursuant to this Ordinance shall be removed from the properties on which they are affixed. The Addressing Committee shall consider measures to encourage installation of suitable signage throughout the county through local merchants, fire departments, civic groups or youth groups in order to make such signs available for purchase at reasonable prices.



Participating municipalities may establish requirements and standards for addresses within their own boundaries, remembering the purpose for which this system is established.

The County shall be responsible for erecting signs identifying routes within the unincorporated areas within its borders. Participating municipalities shall be responsible for installing street signs within their limits.

#### **4.05 – New Buildings**

Every new building erected for residential, commercial, or industrial use on or after the effective date of this ordinance, shall be assigned an address during the building inspection process. The GPS coordinates shall be determined by the building inspector and communicated to the Administrator, who shall assign a street address to the structure and enter the same into the address database and communicate the same to the building inspector who shall advise the property owner of the address and require that it be posted on the property. The Administrator shall communicate the address and owner to the agency which administers 911 service in the County, as well as county departments, the municipality in which the property is located, each public utility serving the location and such other persons or entities as may request such information providing an email address where such information may be sent. The owner of each property being assigned a new address shall be given a copy of the guidelines in Section 4.02 above.

#### **4.06 – New Routes**

1. Whenever a new subdivision is proposed in Emery County or any municipality participating in the addressing system, the person proposing the same shall advise the Administrator of the locations of all lots and any routes to be created by the subdivision, including a preliminary plat where a plat is required. The Administrator shall review the proposed route names to determine that they are unique, not misleading or confusing and are in compliance with the requirements of the system, such as length, use of reserved terms, etc.; and shall geocode them and reverse geocode the lots proposed to be created; and shall notify the agency involved of his findings and the addresses assigned. 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. Participating municipalities should amend their Subdivision Ordinances to include this procedure as a condition for plat

approval, as well. Upon the submission of any plat, or resolution approving a subdivision not requiring a plat, the County Recorder shall notify the Administrator so that the address database may be updated accordingly.

2. Other routes established by Emery County or any city, state or federal agency as a public route shall be geocoded and entered into the database as soon as the final alignment thereof is established.
3. The Administrator may add private lanes, driveways, etc. which serve multiple addressable sites as routes under the system, in consultation with the property owners affected.

#### **4.07 – Changing Route Names**

Property owners or residents with addresses on a given route may petition the County, or Municipality in which such route is situated, 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 in the same manner as in Section 4.07 paragraph 1. above; as well as the cost of replacing route signs required to implement the name change requested; and shall inform the parties requesting it.

Such costs shall be submitted by the petitioners prior to further consideration of the petition. If the costs are remitted and the name change sought is acceptable, the Administrator shall notify any municipality which would be affected and if no objections are received, may approve the change and notify affected entities and addressees of the change.

**4.08 – Violations**

The following are violations of this ordinance and misdemeanors:

1. Disturbing, removing or changing a valid property address number on any property to which this Ordinance applies.
2. Failure after written notice from the County, or Municipality in which a property is located, to remove old addresses which may be confusing or misleading to emergency service personnel.

**PASSED AND ORDERED POSTED** by majority vote of the Board of County Commissioners of Emery County at the regularly scheduled meeting of the Board on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The following commissioners voted for the ordinance: \_\_\_\_\_

\_\_\_\_\_.

The following commissioners voted against the ordinance: \_\_\_\_\_

\_\_\_\_\_.

**BOARD OF EMERY COUNTY COMMISSIONERS**

By: \_\_\_\_\_

Chairman

ATTEST:

\_\_\_\_\_

Bruce C. Funk, Clerk/Auditor