

CHAPTER 36
UNIFORM RURAL NUMBERING SYSTEM

- 36.01 STATUTORY AUTHORIZATION
- 36.02 TITLE
- 36.03 FINDING OF FACT
- 36.04 PURPOSE
- 36.05 SCOPE
- 36.06 ADMINISTRATION
- 36.07 MAINTENANCE OF ASSIGNED ADDRESS NUMBER RECORDS
- 36.08 ASSIGNMENT OF NEW ADDRESS NUMBERS
- 36.09 UPDATING OF ADDRESS NUMBERS
- 36.10 OFFICIAL MAP
- 36.11 RESOLUTION OF PUBLIC ROAD NAME CONFLICTS
- 36.12 LANDOWNER RESPONSIBILITY FOR NUMBER ASSIGNMENT
- 36.13 ISSUANCE OF UNIFORM ADDRESS NUMBERS
- 36.14 ASSIGNMENT GUIDELINES FOR NON-SUBDIVISION ADDRESSES
- 36.15 ASSIGNMENT GUIDELINES FOR SUBDIVISION PLAT ADDRESSES
- 36.16 INSTALLATION OF SIGNS
- 36.17 CHARGES FOR SIGN AND POSTING
- 36.18 TOWN OPTION
- 36.19 SIGN AND POSTING SPECIFICATIONS
- 36.20 ENFORCEMENT, DAMAGE TO SIGNS, PENALTIES

- 36.01 STATUTORY AUTHORIZATION. This Chapter is adopted pursuant to Wis. Stat. § 59.54(4).
- 36.02 TITLE. This Chapter shall be known as the Uniform Rural Numbering System for Sheboygan County, Wisconsin.
- 36.03 FINDING OF FACT. The lack of a logical county-wide rural address numbering and signing system for buildings and structures in the unincorporated areas of the County adversely affects the public health, safety, convenience, and general welfare of County residents. The state legislature has delegated authority to the counties to work in cooperation with town governments to establish a rural number address and mapping system in towns and to appropriate and expend money therefor. This responsibility is hereby recognized by the County.
- 36.04 PURPOSE. For the purpose of promoting the public health, safety, convenience, and welfare, this Chapter has been established to provide an orderly and uniform system for numbering and signing structures and properties in the unincorporated areas of the County to aid in: (1) the timely and efficient provision of all emergency services to all rural residents including police, fire, ambulance, and civil defense; (2) the reduction of inconvenience to visitors in locating a particular address; (3) reducing the loss of mail and goods due to poor or insufficient addresses; and (4) reducing the potential for traffic accidents created by individuals looking for a residence or business address.
- 36.05 SCOPE. The County shall establish a county-wide rural address numbering system for the unincorporated areas of the County which shall include recordkeeping, maps, and uniform signage requirements. Wherever practicable, the County shall cooperate with the Town governments of the County consistent with Wis. Stat. § 59.54(4m).
- 36.06 ADMINISTRATION. The Planning Department shall be responsible for administration of this Chapter.
- 36.07 MAINTENANCE OF ASSIGNED ADDRESS NUMBER RECORDS. The Planning Department shall maintain records of all address numbers previously assigned for every building or dwelling unit having received a land use, sanitary, or building permit under any predecessor version of this Ordinance.
- 36.08 ASSIGNMENT OF NEW ADDRESS NUMBERS. The Planning Department shall assign and maintain records of all address numbers for all new construction authorized by a land use permit, sanitary permit, or town building permit after enactment of this Ordinance and for any existing residence, business, or primary structure which had not been assigned an address number under any predecessor version of this Ordinance.

- 36.09 UPDATING OF ADDRESS NUMBERS. The Planning Department shall review and reassign any address numbers assigned under this Ordinance or under any predecessor version of this Ordinance as may be necessary consistent with the uniform number assignment system as hereafter provided.
- 36.10 OFFICIAL MAP. From the address number records, the Planning Department shall create and maintain a County road map superimposed with the rural grid system and individual town maps with superimposed grid and individual structure numbers. Such maps shall comprise the "Sheboygan County Official Rural Address Numbering System."
- 36.11 RESOLUTION OF PUBLIC ROAD NAME CONFLICTS. In those instances where a duplication of town road names inhibits the effectiveness of the rural address number system in locating structures, the Planning Department shall undertake to mitigate such conflicts. In performing this duty, and in cooperation with the affected towns, the Planning Department shall be guided by the following factors:
- ▶ Which road has the fewest rural address numbers assigned to it?
 - ▶ Does either road name have historical significance?
 - ▶ Which road has had the duplicated name for the longest amount of time?
 - ▶ Which road is shorter?
 - ▶ Which road has first implemented the signage required hereunder?

If during the negotiation process, a road name change cannot be agreed upon that does not duplicate or in any way conflict with existing road names, it shall be within the Planning Department's authority to assign a non-conflicting road name. The Planning Department is authorized to have the conflicting road name signs removed and replaced with non-conflicting road name signs.

- 36.12 LANDOWNER RESPONSIBILITY FOR NUMBER ASSIGNMENT. If an address number has not previously been assigned to a property, the owner or occupant of any building or dwelling unit who has applied for a land use, sanitary, or town building permit shall, within ten (10) business days from the receipt of such permit also apply to the Planning Department for the issuance of an address number. Upon receipt of the number, the property owner shall have ten (10) business days from receipt of such number to post a temporary rural address number sign as approved by the Planning Department at the property until a permanent sign is available.
- 36.13 ISSUANCE OF UNIFORM ADDRESS NUMBERS. Upon receipt of an address number application, the Planning Department shall have ten (10) business days to review the submitted application and verify all information to be correct. If the submitted information is complete, an address number will be issued. The Planning Department shall assess a fee of Twenty Dollars (\$20.00) to the landowner for each address assignment where field measurements are required. The Planning Department Liaison Committee may authorize the Planning Department to increase the fee to an amount greater than Twenty Dollars (\$20.00) or to charge a fee where field measurements are not required if the Committee determines that an increase is necessary to keep a reasonable relationship between the services provided and the fee imposed.
- 36.14 ASSIGNMENT GUIDELINES FOR NON-SUBDIVISION ADDRESSES. All rural address numbers shall be assigned according to the following system guidelines:
- (1) Address numbers shall be assigned at a rate of 400 numbers to a Section, or a number every 13.2 feet, more or less.
 - (2) All properties on the east side of north-south roads and all properties on the south side of east-west roads shall be assigned odd numbers. All properties on the west side of north-south roads and all properties on the north side of east-west roads shall be assigned even numbers.
 - (3) Determination of a rural address number shall be made by measurement of the distance from driveway/road intersection to the nearest existing rural address number or nearest intersection with the appropriate rural address number grid line. If a driveway does not exist, determination shall be made by using a perpendicular line from the front doorway to its intersection with the roadway.
- 36.15 ASSIGNMENT GUIDELINES FOR SUBDIVISION PLAT ADDRESSES. Address numbers may be assigned to each lot within a proposed subdivision plat submitted to the County for review and approval under Wis. Stat. ch. 236. Address numbers shall be assigned as follows:

- (1) Assignment of address numbers shall be based on the center point of each parcel boundary where it abuts the roadway to be used for ingress and egress to said parcel.
 - (2) Adjustment of the assigned address number may be made at the time of issuance of a building/sanitary permit so as to maintain uniform and consistent sequencing.
 - (3) Corner lots displayed on the plat shall be assigned two (2) address numbers, each to reflect the two (2) different roads the property abuts. A finalized address will be awarded at the time of issuance of the building permit.
 - (4) Issuance and mounting of address number is not required until the building/sanitary permit is issued.
- 36.16 INSTALLATION OF SIGNS. By December 31, 2015, new permanent rural address signs shall be installed for all properties which have been issued addresses.
- 36.17 CHARGES FOR SIGN AND POSTING. The Planning Department Liaison Committee may establish, on an annual basis, a charge to the owners of each property assigned a number for the cost of the sign, the steel channel post, installation of the sign and post, and all related costs. The Committee shall, on a town-by-town basis, purchase the address signs and posts. The Committee shall, on a town-by-town basis, determine the charge to landowners within such town for the address signs and posts, based on the Committee's determination that the charge bears a reasonable relationship to the cost to the County for the signs and posts. The Committee may, on a town-by-town basis, determine whether the landowner within such town will be responsible for the installation of the sign and the post, or whether the Planning Department shall be responsible for the installation of the sign and the post. In the event that the individual landowner shall be responsible for the installation, the charge determined by the Committee shall be adjusted accordingly. Charges shall be established both for the initial sign and for replacement signs.
- 36.18 TOWN OPTION. Upon the Liaison Committee determining the charge to each landowner in a town for the sign, the post, and the installation, if any, the Planning Department shall notify the Town Clerk of such town of the fee. Within ninety (90) days of notification, the Town Board shall elect one of the following options: (1) to undertake the arrangements for the financing of signs, posts, and installation within that town, (2) have the County undertake the arrangements for financing of signs, posts, and installation, or (3) defer until the following year, provided that the signs be installed by December 31, 2015. Towns may elect to be responsible for the initial sign installation, but responsibility for installation of replacement signs shall remain with the County Planning Department.
- 36.19 SIGN AND POSTING SPECIFICATIONS. Notwithstanding town address signage ordinances to the contrary, by December 31, 2015, all rural address signs shall be in conformance with the following guidelines:
- (1) All signs shall be a flag type with lettering on both sides and located perpendicular to the public road centerline.
 - (2) All signs shall have reflective white letters and numerals no less than three (3) inches in height on a solid background. The background color shall be uniform in each Town as determined by the Planning Department in consultation with the Town. The name of the road shall be located above the address number and should not exceed one and one-half (1-1/2) inches in height. For any addressed parcel with a driveway longer than 500 feet, the sign must include information on the length of the driveway below the house number in letters not to exceed one and one-half (1-1/2) inches.
 - (3) Signs shall be posted on a steel channel post located within thirty-five (35) feet from the centerline of the roadway and within ten (10) feet of the right side of the driveway facing the building from the road serving the numbered parcel or building. Signs shall be attached to posts at a height of four (4) feet, measured from ground surface to vertical center of the sign.
 - (4) When two (2) or more separate residences or businesses are located on a private, unnamed road, rural address number signs shall be placed at the intersection of the public road and the private road. The County may require posting at the building if, in its discretion, it is necessary to assure identification of each structure. When a third address is assigned to a

private drive, the Town shall be requested to assign a road name and existing addresses will be changed to reflect the new road name.

- (5) If a principal building is occupied by two (2) or more businesses or dwelling units, each business or dwelling of the principal building shall bear a separate rural address number to be posted as detailed above, unless they are serviced from one public access entrance/exit. Dwelling units or businesses within each principal building that share a public entrance/exit shall share a common rural address number and also be identified by some unique method, such as apartment or suite numbers.
- (6) Addresses within densely developed areas of a Town may be signed in a less visible and conspicuous manner as may be determined by the Planning Department in consultation with the Town to be appropriate given the greater density of the area.
- (7) To the extent that towns or portions of towns may have undertaken comprehensive signage, the Planning Department may exempt properties in such towns from the signage requirements herein, if it determines that the signage is sufficiently compatible with the uniformity guidelines sought by this Chapter.
- (8) All of the foregoing are to be considered the preferred guidelines and actual placement will be dependent on actual field conditions and circumstances provided that the sign and posting is as close to the guidelines as conditions and circumstances may allow.

36.20 ENFORCEMENT, DAMAGE TO SIGNS, PENALTIES.

- (1) Enforcement. The Planning Director or designee shall refer violations of this Chapter to the Sheriff's Department for enforcement. Prosecution shall be by the Corporation Counsel.
- (2) Willful Damage. It shall be unlawful and a violation of this Chapter to willfully disturb, remove, or deface any sign erected or maintained under the provisions of this Chapter.
- (3) Property Owner Responsibility. Property owners shall be responsible for obtaining address numbers, and posting and maintaining rural address signs as required under this Chapter. Property owners shall be responsible for maintaining an unobstructed view of their rural address number signs from a public road. Property owners shall be responsible for paying for and maintaining any replacement signs as may be necessary if the initial sign is damaged or destroyed or if the address number has been reassigned for the property.
- (4) Penalties. Any person who shall violate any of the provisions of this Chapter shall, upon conviction thereof, forfeit not less than Fifty Dollars (\$50.00) or more than Two Hundred Dollars (\$200.00) together with the cost of prosecution. Compliance herewith may also be enforced by injunctive action by the County.