

ORDINANCE NO.: 2005-01
Adopted: August 2, 2005
Amended: March 27, 2007
Amended: September 23, 2008

Fillmore County Rural Addressing Ordinance

Section 1

Purpose, Scope and Statutory Authorization

1-1 Purpose.

The purpose of this ordinance is to establish an Official Roadway Plan, to provide roadway numbers and /or names and a property location number for all houses or Agricultural or Commercial business points considered necessary by Emergency services, in the unincorporated areas of Fillmore County, Minnesota.

This Ordinance has been designed to be compatible with the 911 Emergency Telephone system established by Minnesota Statutes, Chapter 403.

The Rural Addressing Ordinance of Fillmore County is hereby adopted pursuant to authority contained in Minnesota Statutes, Chapter 394, commonly known as the County Planning and Zoning Enabling Legislation.

Policies

It is hereby established as the policy of the Fillmore County Board that:

1-2: The Rural Addressing Ordinance shall be used for the numbering and/or naming of all roadways and address points within the unincorporated areas of Fillmore County.

1-3: All persons, firms, corporations, utility companies and other legal entities intending to construct or move a structure, must obtain the proper permits from the Fillmore County Zoning Office prior to an address being issued. The GIS coordinator will issue the address.

1-4: The right to establish a new site requiring an address is strictly limited to the Zoning Office, and is not a part of the Fillmore County Rural Address Ordinance.

1-5: Fillmore County requires that all roadway signs and location address numbers be displayed. All signs and placement of said signs shall comply with the sign specifications set forth in this ordinance.

1-6: The GIS Coordinator shall keep a record of all roadway numbers and names in the unincorporated areas of Fillmore County. When any new roadway is proposed by submittal of a subdivision plat, or otherwise proposed by any person or entity

representing a person, the proposal shall be referred to the GIS Coordinator, to be checked for conformity with the ordinance, duplication and spelling.

Section 2—Title

As provided by Statutes, the County Board of Fillmore County hereby ordains the Fillmore County Rural Addressing Ordinance. When referred to herein it shall be called “this ordinance”.

Section 3 – Definitions

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning, as they would have in common usage and to facilitate the most reasonable application of the ordinance.

3-1: County. Fillmore County, Minnesota

3-2: County Board. The Fillmore County Board of Commissioners

3-3: County Engineer. The Registered Professional Engineer employed by the County.

3-4: Emergency Services Agency. Any agency providing police, fire, rescue or emergency medical services, whose service areas are established by Minnesota Statute or the Commissioner of Public Safety, and dispatched through the Fillmore County Sheriff 911 dispatch system.

3-5: Emergency Service Area. The area included within the boundaries of a specific area served by a public or private service agency (ies).

3-6: Person. Any individual, firm, association, syndicate or partnership, corporation, trust, or any other legal entity.

3-7: Zoning Authority.

Fillmore County Zoning Department.

3-8: Right-of-Way. The land covered by an established and recorded public roadway easement.

3-9: Developer. Any person proceeding under any Zoning Ordinance in effect in the County to develop a subdivision of land for themselves or for another person.

3-10: Subdivision. Is a tract of land, that has been or is to be divided into three (3) or more lots, for the purpose of immediate or future transfer of ownership for building development, including the re-platting of land or lots.

3-11: Utilities. Shall refer to all utility service providers, whether the same be government owned facilities or private utility companies.

Section 4- Implementation

4-1: Administration.

The Fillmore County Board of Commissioners or their designee shall administer the Rural Addressing Ordinance of Fillmore County.

4-2: Official Map. The County Board shall adopt the Official Map of Roadway Numbers and Names for unincorporated Fillmore County.

Said map shall constitute the Official plan of Roadway Numbers and Names. Said map may be divided into townships, subdivisions or other units each separately identified as a portion of the Official Map.

4-3: Compliance.

The GPS system shall be used as the basis for location points for rural address numbers. Whenever a new roadway or subdivision is to be established it shall be the responsibility of the zoning office to notify the GIS Coordinator to obtain a number or name and the address number that meets the criteria for the Official Roadway Map.

4-4: Application to Zoning Office.

Building permit applicants shall receive an address application form from the zoning office. Application may be made by phone or in writing. No address will be issued until all application forms are completed to the satisfaction of said zoning office and a zoning official has completed a site inspection.

4-5: Fees.

Fees to cover items addressed in this Ordinance may be established from time to time by resolution of the County Board and may be billed to a third party.

4-6: Violations and Penalties.

Any Person, firm or corporation who shall violate or fail to comply with the provisions of this ordinance shall be guilty of a petty misdemeanor and upon conviction shall be fined not more than Two Hundred Dollars (\$200). Each day such violation shall continue shall constitute a separate offense.

4-7: Separability.

Should any section, clause or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole or part thereof, except that part so declared to be invalid.

Section 5:
Determination, Assignment, and Recording of numbers and names of roads and property addresses

5-1: All numbers and/or names and addresses for existing roadways and sites, or future sites and roadways will be issued by the GIS coordinator.

5-2: Class I Roadways.

All Federal, State and County State Aid Highways (CSAH) will be class I roadways.

5-3: Class II Roadways.

Class II roadways are the Streets and Avenues that fit the County Section line, $\frac{1}{4}$ line and $\frac{1}{8}$ line grids.

Streets will follow the grid from west to east.

Avenues will follow the grid from south to north.

All Streets and Avenues will be numbered starting in the SW corner of Fillmore County.

5-4: Class III Roadways.

Roadways that do not follow the Section grid system will be named.

Roadway naming criteria will start in the NE corner of Fillmore County with names beginning with A and proceed west across the County at 2-mile intervals per letter of the alphabet.

Proper names will not be allowed.

Names with similar spellings, pronunciations or meanings may be construed as being duplications.

Roadway names shall not exceed 16 characters in length.

The Board of Commissioners or designee will have final approval of roadway names created after the implementation of this ordinance.

5-5: Class III Roadway Definitions.

5-51: Road.

Connects two (2) class I, II or III roadways.

5-52: Drive.

A roadway that branches off a Class I or II roadway and dead ends.

5-53: Trail.

A roadway that branches off a Class III roadway and is addressed south to north.

5-54: Lane.

A roadway that branches off a Class III road and is addressed west to east.

5-55: Loop.

A roadway that branches off a Class I, II, or III road and comes back to the same roadway.

5-56: Circle.

A roadway that branches off a Class I, II or III roadway and comes back to itself.

5-6: Subdivision Roads.

All subdivision roadways shall meet the numbering or naming criteria of the Official Map.

5-7: Exceptions.

Exceptions or additions to the above mentioned terminologies will be at the discretion of the GIS Coordinator with final approval by the County Board.

5-8: Address Numbers.

All address numbers shall be based on a sequential number system of 1000 addresses per mile beginning in the Southwest corner of Fillmore County.

5-9: Address number coordinates.

The coordinates for the property addresses shall be taken from the point where the public road right-of-way and the driveway centerline intersect.

5-9a: Addresses on the west side of an avenue or named roadways will be odd numbers
Addresses on the east side of avenues or named roadways will be even numbers.

5-9b: Addresses on the north side of streets or named roadways will be odd numbers
Addresses on the south side of streets or named roadways will be even numbers

5-10: Variation from address numbering system.

Because of the need for continuity in the address system to expedite Emergency Services, no variations from the Official Map numbering system will be allowed.

Section 6—Design and Placement of Identification Signs

6-1: Sign Standards.

The County Board shall adopt a standard that meets county and state statutes, for sign size, placement, style and colors.

6-2: Roadway Intersection Sign Placement.

Roadway signs shall be placed no closer than 12 feet from the radius point or shoulder of the intersection.

6-3: Intersection Sign Dimensions.

Signs installed at intersections shall be ‘green’ in color and nine (9) inches in width, with ‘white’ six (6) inch letters/numbers. The minimum length sign shall be 18 inches. The maximum sign length shall be limited to 16 characters and/or spaces.

6-4: Signs for Private Roadways.

Signs installed at intersections with private roadways shall be ‘blue’ in color and nine (9) inches in width, with ‘white six (6) inch letters. The minimum length shall be 18 inches. The maximum sign length shall be limited to 16 characters and or spaces.

6-5: Address Sign Dimensions.

All address signs shall be ‘blue’ in color and six (6) inches in width, with ‘white’ four (4) inch letters. The sign length shall be adequate for a 5-digit number.

6-6: Address Sign Location.

All address numbers shall be on the driveway at the right-of-way line, and must be visible from the roadway.

6-7: Sign Maintenance and Replacement.

The Fillmore County Highway department will be responsible for maintenance of all rural addressing and intersection signs. Fillmore County will be responsible for inspection of signs on the County right-of-way at Roadway intersections.

Townships shall be responsible for inspection and notification to the county of needed maintenance of rural addressing signs and those installed at roadway intersections of township road right-of-ways and where township roadways intersect a County or State roadway.

6-8: Damaged or stolen signs.

Signs damaged or stolen should be reported to the Fillmore County Highway Department. Replacement of the damaged or stolen signs shall be initiated within 30 days of receipt of the report. Cost to replace stolen or damaged signs shall be paid by the County.

Section 7— Adoption and Effective Date

7-1: Public Hearing: August 2, 2005.

7-2: Adoption: August 2, 2005.

7-3: Effective Date.

This Ordinance shall be in full force and effect 30 days after its passage and publication as provided by law.