

RESOLUTION

NINE-ONE-ONE

COUNTYWIDE ADDRESS SYSTEM

Whereas, the citizens of McClain County voted on May 9th, 2002 to adopt a Nine-One-One emergency notification - response system, and

Whereas, the Board of County Commissioners created a McClain County public trust, namely, McClain County 9-1-1 Trust Authority, to administer that emergency notification system, and

Whereas, the Trust authority has proposed adoption of a uniform system of permanent road addresses to facilitate responding to emergency situations.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners adopts by this Resolution the uniform system of permanent road addresses recommended by the McClain County 9-1-1 Trust Authority.

PASSED, APPROVED AND ADOPTED THIS 15 DAY OF April, 2002.

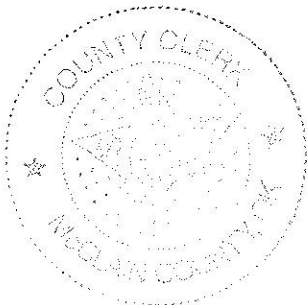
Gay Tucker
Chairman
Board of County Commissioners

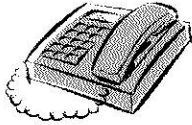
Wally Chapman
Member
Board of County Commissioners

Benny M. Howe
Member
Board of County Commissioners

ATTEST:

Lois Hawkins
COUNTY CLERK (SEAL)





McClain County 9-1-1

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Randy Rable
9-1-1 Coordinator

Harold Harvell
9-1-1 Trust Chairman

McCLAIN COUNTY ADDRESSING POLICY

GENERAL INFORMATION ON ADDRESSING

The purpose of this policy is to provide a comprehensive and uniform system of permanent road addresses for all residences and businesses throughout the county in order to facilitate provision of adequate public safety and emergency response services. It is further designed to benefit the United States Postal Service, local business owners, and individual citizens by minimizing difficulty in locating properties and buildings. Route and Box number addresses have been replaced with numerical street addresses. The numerical street addresses will be assigned by GPS according to the distance a structure is located along a given road. Even numbers will be on the south and east side of the road and odd numbers will be on the north and west side of the road.

INTENT OF GUIDELINES

1. To establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for unincorporated McClain County which will improve the efficiency of locating a property by use of a unique street name and address.
2. To state the policies of the county regarding addressing new projects, naming or numbering new roads, renaming existing roads, assigning of address numbers, road name signage, and posting of individual location address numbers.
3. To state the responsibility of various county departments in this addressing policy.

These regulations do not purport to regulate the names of, addressing on, or signage for roads entirely within the incorporated municipalities of McClain County. Information on these changes within the incorporated areas is, however, required to maintain the 9-1-1 Master Street Addressing Guide (MSAG) and digital map of McClain County.

ROAD NAMING INFORMATION

The objective of road naming is to eliminate duplicate or phonetically similar road names. Countywide road names and addresses will help law enforcement, fire, and EMS personnel save lives and property by reducing the time it takes them to reach the scene of an emergency. A road name shall be assigned to any public or private road, or roadway which provides access to three or more residences, businesses, industries, or combination thereof, regardless of the length of the road. The naming of the road will not change its status as a private or public road nor will it imply any public maintenance of private roads. The McClain County 9-1-1 Coordinator shall not recommend newly proposed road names that do not comply with the county addressing policy.

STANDARDS FOR SELECTING SUITABLE ROAD NAMES

1. Duplicate names of existing road names in the county, including those with different suffixes, shall not be permitted. Exception: the name of a road in the county may duplicate the name of a road in a municipality where such road in the county is an extension of the same road with the duplicate name in the municipality.
2. Sound-alike names, including similar sounding names, shall not be permitted.
3. Standard directionals or suffixes shall not be permitted as part of the root road name. Directionals are not to be used for any county address.
4. The main portion of any road name, exclusive of any suffix or directional, shall not exceed 30 characters.
5. Punctuation, including hyphens, apostrophes, or symbols, shall not be permitted.
6. Continuous roads should carry the same name throughout their length. Roads running North/South on the same section line shall have the same name.
7. Roads running in an East/West direction are to be numbered according to their distance north of the south county line.
8. Roads should not be named for businesses.
9. Road names should not be named for individuals, except where it can be demonstrated that a particular family name carries significant and appropriate historical context.
10. To the extent possible, the names of new or renamed roads in unincorporated McClain County should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.

11. New roads or renamed roads in unincorporated McClain County should be given a designating suffix, which indicates the type of road by these guidelines:

- a) Any public right-of-way that runs North/South on a county section line should be named Avenue.
- b) Any public or private right-of-way that runs East/West should be named Street.
- c) Any public or private right-of-way that has only one ingress/egress and not on the county section line grid should be named: Road, Drive, Lane, or Court.
- d) Any public or private right-of-way that circles back to its beginning point or to the same right-of-way from which it starts should be named: Circle.
- e) Any public or private right-of-way that is divided by a median or is a special scenic or park route should be named: Boulevard or Parkway.
- f) Any right-of-way designated only for bicycle or pedestrian traffic should be named: Path
- g) Any right-of-way designated as a state or federal route should be appropriately named: State Highway # or U.S. Highway #.

SUBMISSION OF PLATS FOR ADDRESSING REVIEW PRIOR TO FILING

Persons wishing to file any plat for recording in McClain County shall have the plat reviewed by the McClain County 9-1-1 Coordinator prior to filing. This is to insure compliance to McClain County addressing standards and maintenance of the 9-1-1 MSAG and digital map of McClain County.

APPLICATION TO NAME AN UNNAMED ROAD

The naming of all public and private roads in the county shall be the responsibility of the McClain County Board of County Commissioners.

1. It shall be the policy of the county that any person desiring to name a road shall first file an application to name a county road, available at the County Clerk's office.

2. Application for the proposed road name shall contain:

- a) Three suggested road names listed in order of preference;
- b) Name, address, phone number, and signature of 75% of the residents living or operating a business on the road indicating support for the application;
- c) A notarized certification by the person circulating the petition stating that the signatures are genuine.

3. The McClain County 9-1-1 coordinator will review the application for compliance with the county addressing policy. Applications found to be in compliance will be marked "recommended" and forwarded to the McClain County Board of County Commissioners. Applications found not to be in compliance with the county addressing policy will be reviewed by the McClain County 9-1-1 Trust Authority. The application will be reviewed and if found to be in compliance the application will be marked "recommended" and forwarded to the McClain County Board of County Commissioners. If again found not to be in compliance the 9-1-1 Trust Authority will mark the application "not recommended" and forwarded it to the McClain County Board of County Commissioners.

4. The application shall be presented to the McClain County Board of County Commissioners which shall make a final determination on the application.

5. It shall be the policy of the McClain County Board of County Commissioners that all road names should be compliant with the county addressing policy.

APPLICATION TO RENAME A ROAD

The naming of all public and private roads in the county shall be the responsibility of the McClain County Board of County Commissioners.

1. It shall be the policy of the county that any person desiring to have a road name changed shall first file an application to rename a county road, available at the County Clerk's office.

2. Application for the proposed road name change shall contain:

- a) The reason(s) why the road name should be changed;
- b) Three suggested road names listed in order of preference;
- c) Name, address, phone number, and signature of 75% the residents living or operating a business on the road indicating support for the application;
- d) A notarized certification by the person circulating the petition stating that the signatures are genuine.

3. The McClain County 9-1-1 coordinator will review the application for compliance with the county addressing policy. Applications found to be in compliance will be marked "recommended" and forwarded to the McClain County Board of County Commissioners. Applications found not to be in compliance with the county addressing policy will be reviewed by the McClain County 9-1-1 Trust Authority. The application will be reviewed and if found to be in compliance the application will be marked "recommended" and forwarded to the McClain County Board of County Commissioners. If again found not to be in compliance the 9-1-1 Trust Authority will mark the application "not recommended" and forwarded it to the McClain County Board of County Commissioners.

4. The application shall be presented to the McClain County Board of County Commissioners which shall make a final determination on the application.

5. It shall be the policy of the McClain County Board of County Commissioners that all name changes should be compliant with the county addressing policy and that the present name of any road shall be presumed to be the best name for that road.

ROAD NAME IDENTIFICATION SIGNS

Road signs identifying the name or designation of all roads in unincorporated McClain County shall be posted at the intersections of all roads. Such signage shall be installed and maintained by the McClain County Board of County Commissioners according to the following specifications.

1. Road identification signs for county roads shall have a green base with white letters.
2. Sign name blades shall be 0.080 gauge flat aluminum, 9" x variable length (to accommodate road name length).
3. Sign name face material shall be 3M engineer grade reflective sheeting or better with upper case letters 6 inches in height lower case 4.5 inches in height. Supplementary lettering to indicate street type (AVE, ST, RD, etc.) may be in smaller letters at least 3" high.
4. Sign posts shall be 10' galvanized 2 3/8" round or 2" square with mounting holes on one inch centers.
5. Sign brackets, caps, and crosses shall be designed for flat sign blades with a blade holder of at least 5.25" containing all required hardware to mount name blades to post. Cap used will be appropriate to post type.
6. The road name sign mounting height shall be a minimum of 7' to the bottom of the lower road name sign unless otherwise authorized by the county commissioners.
7. Locations for signs at each intersection shall be determined using current *Manual on Uniform Traffic Control Devices* (MUTCD) guidelines.

ASSIGNMENT OF ADDRESS NUMBERS

A unique address number shall be determined using a Global Positioning Device (GPS) in unincorporated McClain County and cities and towns which have adopted the county addressing system. Even numbers will be assigned on the south and east sides of the road and odd numbers will be assigned on the north and west sides of the road.

The following are specifications for addressing certain types of development:

1. Single Family Residence: A separate address shall be given for each dwelling.

2. Duplexes: Separate addresses shall be given for each unit, except where there is a mixture of duplexes and multifamily units. Unit numbers may then be assigned to the duplexes when deemed necessary to avoid confusion.

3. Multiple Units on a Single Lot: Unless otherwise provided herein, where there are multiple units within a single structure, each structure will receive a street address and each unit shall receive a unit designator. The address for the individual units shall be the building address and the unit designator. (Apartments)

4. Mobile Home Parks: One address shall be given for the entire development. Individual mobile home sites shall use both the address for the development and the space or lot number.

5. Commercial Area, Indoor: Where each unit in the commercial area has a separate outdoor entrance, each unit will be given a separate address. Where multiple commercial units are served by a common entrance, or entrances, each unit shall be addressed with a common street address and a unit designator. (Strip Mall vs. Indoor Mall)

6. Vacant land: Vacant land will not receive a physical address. You may apply for a physical address as long as you have a driveway established or you can flag where your driveway will be located.

POSTING OF ADDRESS NUMBERS

All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property. The owner or occupant of the affected residence or business shall place or cause to be placed upon each house or building the numbers assigned under the county address system.

Such numbers shall be placed on existing buildings within 30 days from the date of notification. The cost of the numbers shall be paid for by the property owner and they may be procured from any source. The numbers used shall not be less than three inches in height for residential structures and shall not be less than four inches in height for nonresidential structures. The numbers shall be of a durable reflective material or a color contrasting to the background color to enhance visibility.

The numbers shall be conspicuously placed immediately above, on, or at the side of the front entry door of each building so that the number can be plainly seen from the street on which the number is based. Whenever any building is situated so that the number is not clearly discernible from the street or is otherwise obscured, the number assigned shall be placed near the walk, driveway or common entrance to such buildings, and affixed upon the mailbox or other appropriate place so as to be easily discernible. Address number signage may not be placed in the state highway right-of-way unless on a mailbox.

ADDRESSING FORMS AND APPLICATIONS

The County Clerk's office will provide forms to the public and accept completed applications for the 9-1-1 coordinators' review to:

1. Request an address
2. Review a plat prior to filing
3. Application to name/rename a road

The 9-1-1 Coordinator will supply the County Clerk's office with these forms and others, as may be necessary, to maintain the 9-1-1 MSAG and digital map of McClain County.

NOTIFICATION OF NEW ROAD CONSTRUCTION OR IMPROVEMENTS

The County Commissioner of the district in which any new road is constructed or improved in any manner will notify the 9-1-1 Coordinator of the construction or improvement so that it may be updated in the county 9-1-1 MSAG and digital Map.