

CHAPTER 97: E-911 UNIFORM ADDRESSING

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§ 97.01 PURPOSE.

The purpose of this chapter is to provide a system by which the owners of all primary structures located in the city shall be required to maintain the address number assigned to his, her or their primary structure in specified locations in accordance with this section. This chapter shall be intended to promote the public health, safety and general welfare and to further the implementation of the Emergency Telephone Services Act, M.S. Ch. 403, as it may be amended from time to time.

§ 97.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDRESS NUMBER. The number for each primary structure as assigned by the city. The minimum size for numbers shall be three inches. Numbers shall be reflective or of a color contrasting with background color. Numbers shall be numeric, and not alphabetic.

ADDRESS SIGN. A two-sided sign, which contains an address number in reflective or high contrast colored numbers, on both sides of the sign that are at least three (3) inches tall and that are positioned horizontally on the sign.

DRIVEWAY. A private road serving only one primary structure.

PRIMARY STRUCTURE. A building which shall be used for the principal lot or parcel in, which it is located.

PRIVATE DRIVE. A private road serving more than one primary structure.

ROAD. A public or private way, no matter how designated, which affords primary means of access by vehicles to adjacent property. A public or private way which is accessible only by foot or off-road vehicle shall not be a **ROAD**, as defined in this section.

SIGNPOST. A post, permanently affixed in the ground, used solely for display of an address number or an address sign.

§ 97.03 UNIFORM ADDRESSING SYSTEM REQUIREMENTS.

(A) Assignment and display. The City shall assign an address number to each primary structure located inside the corporate limits of the City. All owners of the primary structures shall cause the address number assigned to his, her or their primary structure to continuously be displayed in conformity with this Chapter.

(B) Display location.

(1) All owners of primary structures shall display the address number assigned to his, her or their primary structure on the primary structure on or near the door facing the nearest street.

(2) Where the primary structure is not visible from the street or private road, or is located more than 100 feet from such street or road, an additional set of numbers shall be placed on an address sign on a signpost, or address numbers on a mailbox at the driveway apron or entrance with the address numbers visible in both directions of travel on the street. The signpost shall conform to the following standards:

(a) The signpost shall be located within five feet of the driveway, at a location which shall be clearly visible year round from the road. The signpost shall be placed in a location which is at least five feet from the edge of the surface of the road and not farther from the road than the outward edge of the right-of-way.

(b) In the event there is no driveway, the signpost shall be located in the public right-of-way in front of the primary structure to clearly indicate the location of the primary structure, no farther from the public road than the outward edge of the right-of-way.

(c) An address sign with the address number assigned to the primary structure shall be placed on the signpost. The address sign shall be placed perpendicular to the road. The bottom of the address sign shall be placed at a height which shall be between four and five feet above the level of the surface of the road.

(C) Temporary address numbers. No building permit may be obtained for a primary structure unless the applicant for the building permit places a temporary post with a sign displaying the address numbers for the primary structure until the numbers can be placed on the primary structure or an address sign, as applicable. When the building permit expires, this paragraph shall not apply and the property owner must comply with the remaining provisions of this Chapter.

(D) Multiple houses or primary structures. Where more than one house or structure is served by the same private driveway or unnamed private road, each individual property owner on the private driveway or road shall be responsible for including his or her address number on a single, common identification sign in the public right-of-way near the public roadway entrance, consistent with the signpost requirements above, that contains all of the address signs for the addresses on the private road. Alternatively, the single common identification sign may list the range of address numbers located on the driveway or road, for example "1300-1308". The identification numbers on the signpost shall be in numerical order, and shall contain the numbers of primary structures on the private drive with the address number for the farthest primary structure on the bottom of the identification sign. Consistent with paragraphs (B)(1) and (2) above, additional sets of numbers shall be placed at every fork or other driveway as necessary to direct traffic to every house, including the house farthest from the street. Numbers placed on mailboxes are insufficient to satisfy the provisions except when a mailbox stands on the subject property, not across a public street, and not in a group of mailboxes more than one in number.

(E) E-911 address change. Following the adoption by the city of an E-911 addressing system, the City Administrator or Address Coordinator will notify residents and/or owners of any address change. It is the responsibility of the owner/occupant to notify the United States Postal Service of his or her address change.

§ 97.04 MULTIPLE DWELLING/BUSINESS NUMBERING.

(A) Structures with more than one dwelling unit or more than one business (apartments, retail centers and the like) shall be assigned one address number for each building and shall use unit, suite or apartment numbers for each residential or business tenant.

(B) It shall be the duty of the owner of every building containing more than one dwelling unit or more than one business and the owner or occupant of every individually owned dwelling unit or business in any multiple-unit building to properly identify each dwelling unit or business by attaching identification numbers on or adjacent to each entrance and to provide signs, including directional arrows, easily identifying the location of each dwelling unit or business in the building which is accessed from that entrance. The signs shall be placed in an obvious location inside each entrance to the building as approved by the Fire Chief.

§ 97.05 EXCEPTIONS AND PRACTICAL ALTERNATIVES.

(A) If the locatable primary structure is in or within five feet of the road right-of-way, such as in a commercial district, the assigned address number shall be displayed on the outside of the primary structure, near the front door, for emergency purposes. The address number must face the public road, be clearly visible and shall be no smaller than three inches tall, and must be colors in high contrast to the primary structure.

(B) Practical alternatives to the application of the provisions of this Chapter may be granted by the Council where following the applications create undue difficulties created by the unique characteristics of the property.

§ 97.06 MAINTENANCE OF NUMBERS.

(A) The owner of the primary structure shall be responsible for keeping his, her or their address numbers in good repair and clear of snow, dirt, debris or other obstructions.

§ 97.07 COMPLIANCE.

(A) All owners of primary structures in the city shall comply with this chapter after its passage and publication. It is a misdemeanor for any person to fail to comply with the provisions of this Chapter or to post numbers other than the correct city-assigned numbers.

(B) If the property owner fails to comply with the requirements of this section, the City may erect a sign adjacent to the street on which the number is stated or affixed, and upon completion ascertain the cost and certify the cost to the county auditor to be collected as any other special assessment.