

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 15, 2014

SUBJECT: Proposed Changes to the Henderson County Property Addressing Ordinance

PRESENTER: Autumn Radcliff, Senior Planner

ATTACHMENTS: (1) Draft Property Addressing Ordinance
(2) Draft Property Addressing Ordinance (with track changes)
(3) PowerPoint Handout

SUMMARY OF REQUEST:

On August 20th, the Board of Commissioners enacted a 120 day moratorium on changes in road names already accepted under the Henderson County Property Addressing Ordinance and directed Staff to bring back proposed changes for the Boards consideration. The moratorium was a result of multiple road name change requests within the last year.

Attached for the Boards review are several proposed amendments to the Property Addressing Ordinance that include: reformat ordinance for consistency, clarify definitions and remove duplicate definitions, standardize street sign requirements, require new procedures for naming streets, and authorize the Zoning Board of Adjustment to process appeals, this is consistent with the Land Development Code requirements for appeal procedures. Staff has provided the Board with a copy of the draft ordinance with proposed changes incorporated and a copy showing all the track changes.

BOARD ACTION REQUESTED:

Staff recommends the Board of Commissioners approve the proposed amendments to the Property Addressing Ordinance and lift the current moratorium on changes in road names.

Suggested Motion:

I move that the Board approve the proposed amendments to the Property Addressing Ordinance; and

I further move that the Board lift the current moratorium enacted on August 20, 2014 concerning changes in road names already accepted under the Henderson County Property Addressing Ordinance.

DRAFT – 2014 Proposed Amendments to Property Addressing Ordinance

Chapter 41, PROPERTY ADDRESSING

[HISTORY: Adopted by the Henderson County Board of Commissioners April 17, 1996. As amended through October XX, 2014]

§ 41-1. Title.

This chapter shall be known and may be cited as the "Property Address Ordinance for the County of Henderson, North Carolina."

§ 41-2. Purpose.

- A. The purpose of this chapter is to provide a uniform property numbering system along streets in Henderson County in order to facilitate provision of adequate public safety and emergency response services.
- B. This chapter is further designed to eliminate duplicate or phonetically similar street names, to provide for the uniform marking of streets and to provide for the assignment of physical addresses for all addressable structures throughout the County.
- C. It is further designed to establish an official map and listing of all streets in Henderson County and to establish the procedures by which a street may be named or by which an existing name may be changed.

§ 41-3. Statutory authority.

This chapter is adopted under the authority and provisions of N.C.G.S. 153A-239.1 and local modifications thereto.

§ 41-4. Jurisdiction.

This chapter and the regulations and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereon within the County of Henderson outside of the jurisdiction of any incorporated municipality. This chapter shall also apply to any municipality upon specific request of the governing body of the municipality and consent of the Henderson County Board of Commissioners through an interlocal agreement pursuant to N.C.G.S. Chapter 160A, Article 20.

§ 41-5. Definitions and word usage.

- A. The following terms are defined for purposes of this Chapter.

ADDRESSABLE STRUCTURE - Any structure that has electrical power and telephone service to it. This includes but is not limited to single family dwellings, apartments, condominiums, businesses, Automatic Teller Machines (ATM), cellular telephone transmission towers, public pay telephones, telephone switch boxes, and utility service locations.

HOUSE NUMBER - Number assigned to any addressable structure in a sequential manner.

MAILING ADDRESS - The address used by the United States Postal Service for the purpose of delivery of the United States Mail. The mailing address may or may not be identical to the property address.

PROPERTY ADDRESS - The property number and street name shall serve as the property address.

PROPERTY ADDRESS COORDINATOR - The person charged with the administration and enforcement of this chapter.

PROPERTY NUMBER- E911 number assigned to any addressable structure.

SECONDARY ADDRESS - An approved postal secondary address (apt, unit, etc) that can be found in Postal Addressing Standards, Publication 28, Appendix C2.

STATE ROAD NUMBER - A number assigned by the North Carolina Department of Transportation, also known as the "SR number" for secondary state-maintained roads.

STREET- Any public or private road, street, drive, lane, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard or any other corridor accessible by emergency vehicles.

STREET NAME - The official name of any street, designated by the Board of Commissioners .

SUFFIX - Any street type suffix that is listed in the Postal Addressing Standards, Publication 28, AppendixC1 may be used as a street suffix.

§ 41-6. List of official street names.

- A. The Henderson County Property Address Coordinator shall maintain a listing of all street names in Henderson County as well as maintain an official map thereof as a data layer on the County's Geographic Information System (GIS) exhibiting the approved names and location of all streets in Henderson County and shall serve as a clearinghouse for all information regarding the names and location of streets in Henderson County.
- B. Any additions to such list are made through the procedure for approval of new subdivisions, planned unit developments, manufactured home parks or through other land development regulations.
- C. Amendments to the list of official street names shall be made pursuant to §41-7.1.

§ 41-6.1. Signage

- A. All streets in the areas of the County's jurisdiction pursuant to § 41-4 of this chapter shall be identified by a sign showing the official name and state road number (if applicable). Henderson County will only erect signs in the state right-of-way.
- B. All street signs shall have a green background with white lettering.

- C. All street signs shall have lettering size and reflectivity values that meet the Manual on Uniform Traffic Control Devices for Streets and Highways specifications.

§ 41-7. Initial street naming and numbering procedures.

- A. Under the authority and provisions of N.C.G.S. 153A-239.1 and local modifications thereto, a County may by ordinance name any street within the County and not within a city and may assign or reassign street numbers for use on such a street. In naming a street, the County may not:
 - (1) Change the name, if any, given to the street by the North Carolina Board of Transportation without its concurrence.
 - (2) Change the identification number assigned to the street by the Board of Transportation.
 - (3) Give the street a name that is deceptively similar to the name of any other street in the County.
- B. The County shall not name a street or assign or reassign street numbers on a street until it has held a public hearing on the matter, except as provided in §41-11. At least 10 days before the day of the hearing, the Board of Commissioners shall cause notice of the time, place and subject matter of the hearing to be prominently posted at the County Courthouse, in at least two public places in the township or townships where the street is located, and shall publish a notice of such hearing in at least one newspaper of general circulation published in the County.
- C. After naming a street, or assigning or reassigning street numbers on a street, the Henderson County office of the Property Address Coordinator shall cause notice of the Board's action to be given to the local postmaster with jurisdiction over the street, to the Board of Transportation, to any city within five miles of the street and to the following agencies: the Henderson County Sheriff's Department, Emergency Medical Services, and Volunteer Fire Department (including mutual aid departments) that is responsible for responding to the new street.
- D. The Henderson County Property Address Coordinator is authorized to determine the need for street names and name changes and to recommend such additions or changes to the County Commissioners for streets outside the corporate limits of any municipality within the County. If the Property Address Coordinator determines that a street not previously named under this Ordinance needs a street name, a suggested street name will be proposed to the property owners giving them the opportunity to accept the proposed name or to select a different street name to be presented to the Board of Commissioners. If either no response or a response representing less than a one hundred percent (100%) of the property owners is received within 30 days, the Property Address Coordinator has the authority to post that street and present the street name proposed by the Property Address Coordinator to the Board of Commissioners for the public hearing. If there is a favorable response by the property owners representing a one hundred percent (100%) for any particular street name, whether suggested by the Property Addressing Coordinator or by a property owner(s), then the Property Addressing Coordinator will post that street and present that proposed street name to the Board of Commissioners for the public hearing.

- E. A street name shall be assigned to any street which provides primary access to three or more addressable structures, regardless of the length of such street..
- F. As a matter of general policy, even numbers shall be assigned to properties on the right side of a street and odd numbers shall be assigned on the left side of a street.
- G. In order to allow for future development, the following general policy shall apply: one property address shall be assigned at an interval of 5.28 feet (the equivalent of 1,000 addresses for each mile of street).
- H. Property addresses for corner lot properties normally shall be determined by where the driveway entrance meets the street. Property owners may request an address based on how their structure faces. These request will be dealt with on a case by case basis. Property addresses for driveways that begin on one street and end on another street will be assigned by whatever street the front of the house faces.
- I. One physical address will be assigned to each addressable structure. Addressable structures that have multiple residences or multiple businesses contained in one building will be assigned one physical address per building with the secondary address will be assigned to the property owner. Town homes normally will be given a physical address to each unit. Assignment of addresses to structures not covered above will be assigned on a case by case basis.
- K. All assigned physical addresses will be assigned in accordance with standards that have been set forth by the National Emergency Number Association (NENA).

§ 41-7.1. Renaming streets previously named under the Ordinance.

- A. The County may rename a street previously named under this Ordinance upon the showing of any one of the following numbered options:
 - (1) A majority of the Board of Commissioners finds such renaming to be in the interest of the County;
 - (2) At least one year has passed since the initial naming of the street or any hearing of a request to rename the street before the Board of Commissioners, and all of the owners of parcels for which the property address would or could (if an addressable structure was located on such parcel) have executed an application for renaming and
 - (a) all agree on the new name to be assigned to the street; and,
 - (b) the new name is otherwise acceptable under this Ordinance,
 and a majority of the Board of Commissioners finds that such renaming is not contrary to the County’s interest. A fee of in an amount set by the Board in its fee schedules will be collected at the time such a petition is submitted to the Property Addressing Coordinator.
- B. The County shall not name or rename a street or assign or reassign street numbers on a street until it has given notice and held a public hearing on the matter in the manner as stated in §41-7, above.

§ 41-7.2 Sub-Addresses (Reserved)

§ 41-8. Prohibited street names.

The Henderson County Property Address Coordinator may not recommend to the Board of Commissioners proposed street names which fall under the following categories:

- A. Street names which have numbers as part of the name.
- B. Street names which are difficult to pronounce, utilize unconventional spelling, or offensive in nature, as determined by the Property Address Coordinator.
- C. Street names which are over 18 characters in total length, including spaces, but not including suffixes.
- D. Street names should not closely approximate phonetically the name of any street within the County, irrespective of a differing suffix. Street names that are deceptively similar to the name of any other street in the County. Unless in common or widespread use, these names may not include the prefix “New” or “Old” before street names which are already in use in the County.

§ 41-9. Posting of numbers; interior spaces excluded.

- A. This chapter requires that the property owner of any residence, industry, business or other structure post property address numbers for the health, safety and general welfare of the citizens of Henderson County.
- B. Property addressing includes the assignment of street numbers to residences, businesses and other addressable structures within the areas of the County's jurisdiction pursuant to § 41-4 of this chapter. It shall not include the assignment of numbers to interior offices and rooms in houses, buildings and other structures.

§ 41-10. Authority of Board of Commissioners.

The Henderson County Board of Commissioners is hereby authorized to assign property addresses on streets which are not presently numbered and to readdress streets which are not numbered in accordance with §41-7, after a public hearing with the proper notices required by §41-7 being posted and published. The Property Address Coordinator shall have the discretion to determine the property addresses to be posted, published and submitted to the Board of Commissioners for a public hearing.

§ 41-11. Subdivisions and Manufactured Home Parks with proposed new streets.

- A. For all subdivisions and manufactured home parks which are developed in conformance with the Henderson County Land Development Code, and in which new streets are proposed, the following items must be submitted to the Property Address Coordinator for approval before any property can be subdivided and recorded:
 - (1) Utilizing current Geographic Information System (GIS) technology, provide a compatible electronic file of the overall tract illustrating street layout.

- (2) The name proposed for each street identified on the map.
- (3) If an electronic version is unavailable, provide a scaled map of the overall tract illustrating street layout and names.

- B. The Property Address Coordinator will review the proposed street names for duplication and for overall compliance with the street naming policy.
- C. The approved street names shall be included in the final plat submitted for recordation.

§ 41-12. Display of numbers.

All property address numbers shall be clearly displayed on the structure and be a contrasting color from their background so that the location can be easily identified from the street.

- A. It shall be the duty of the property owner to properly display the number which has been assigned by the Board of Commissioners.
- B. The property address number must be displayed by the main entrance to the building or on the street end of the building nearest the street so that it is most clearly visible from the street.
- C. If an addressable structure is more than 75 feet from the center line of the street to which the addressable structure fronts or if the addressable structure is not visible from the street, the property address number shall also be displayed at the end of the driveway nearest the street which provides access to the building. Such display should be at least six inches above driveway level with the numbers facing the street.
- D. All property address numbers shall be displayed numerically. Numbers may be displayed in script as long as numeric numbers are also properly mounted. When two or more numbers are displayed, each successive number may be either adjacent or offset. If offset, successive numbers shall not exceed 1/2 the height of the previous numeral. Numbers shall not be positioned vertically.
- E. Single family dwelling numerals shall be at least four inches in height and shall be posted and maintained so as to be legible from the street.
- F. Numerals for multiple dwelling units (ie apartment buildings, condominiums) and nonresidential buildings (factory's, business's) shall be at least six inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street.
- G. All designated lots within a Manufactured Home Park, whether vacant or occupied, shall be clearly marked with the assigned property address.
- H. Numerals placed on mailboxes for United States Postal Service identification shall not be a substitute for the property address.

§ 41-13. Enforcement.

- A. Owners of buildings and Manufactured Home Parks which do not comply with this chapter will be notified and requested to meet these requirements within 30 days from the date of the notification. A second warning notice will be issued by registered or certified mail after 30

days if the requirements have not been met. If the owner or manufactured home park owner does not comply voluntarily with this chapter within 30 days, a third warning shall be sent by registered or certified mail stating enforcement action pursuant to N.C.G.S. 153A-123 and Henderson County Code 1-14 may be initiated.

- B. No building permit for any purpose shall be issued until an official property address number has been assigned. No permit, however, shall be denied pending appeal under §41-14 of this chapter.
- C. Officials of the following Henderson County departments may issue warning notices: Fire Marshal, Emergency Management, Property Addressing office, Enforcement Department and the Sheriff's Department.

§ 41-14. Appeals.

Action taken by the Property Address Coordinator or under guidelines set forth in this chapter may be appealed by the property owner(s) to the Zoning Board of Adjustment (ZBA). Such an appeal must be filed in writing within 30 days of written notification of required owner action with the Property Addressing Coordinator.

§ 41-15. Prohibited acts.

It shall be unlawful for any person(s) to:

- A. Name or designate the name of any street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter without compliance with this chapter.
- B. Erect any street sign on any street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter without compliance with this chapter.
- C. Erect any street sign on any street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter, which does not meet the current County sign specifications.
- D. Remove, deface, damage or obscure a street sign in the jurisdiction of this chapter.
- E. Number or assign a number to any addressable structure without compliance with this chapter.

§ 41-16. Violations and penalties.

Any person violating the provisions of this chapter shall be subject to the penalty set forth in Chapter 1, General Provisions, Article II.^{1EN}

§ 41-17. Amendments.

This chapter may be amended from time to time by the Henderson County Board of Commissioners, as specified under Board policy for amending County ordinances.

§ 41-18. Conflict with other provisions.

Insofar as the provisions of this chapter are inconsistent with the provisions or any other local laws, the provisions of this chapter shall control. Insofar as the provisions of this chapter are inconsistent with the provisions of any state or federal law, the state or federal law shall control.

§ 41-19. (Reserved)

§ 41-20. (Reserved)

§ 41-21. (Reserved)

§ 41-22. (Reserved)

§ 41-23. (Reserved)

§ 41-24. (Reserved)

§ 41-25. (Reserved)

§ 41-26. (Reserved)

§ 41-27. (Reserved)

§ 41-28. (Reserved)

DRAFT – 2014 Proposed Amendments to Property Addressing Ordinance (with track changes)

Chapter 41, PROPERTY ADDRESSING

[HISTORY: Adopted by the Henderson County Board of Commissioners ~~of Henderson County~~ April 17, 1996. ~~Amended 5-16-2001; 8-20-2003; 8-4-2014~~ As amended through October XX, 2014]

§ 41-1. Title.

This chapter shall be known and may be cited as the "Property Address Ordinance for the County of Henderson, North Carolina."

§ 41-2. Purpose.

- A. The purpose of this chapter is to provide a uniform property numbering system along ~~both public and private~~ streets ~~and roadways~~ in Henderson County in order to facilitate provision of adequate public safety and emergency response services.
- B. This chapter is further designed to eliminate duplicate or phonetically similar street names, to provide for the uniform marking of streets ~~and roadways~~ and to provide for the assignment of ~~house numbers~~ physical addresses for all ~~properties and buildings~~ addressable structures throughout the ~~county~~ County.
- C. It is further designed to establish an official map and listing of all streets ~~and roadways~~ in Henderson County and to establish the procedures by which a street ~~or roadway~~ may be named or by which an existing name may be changed.

§ 41-3. Statutory authority.

This chapter is adopted under the authority and provisions of N.C.G.S. 153A-239.1 and local modifications thereto.

§ 41-4. Jurisdiction.

This chapter and the regulations and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereon within the County of Henderson outside of the jurisdiction of any incorporated municipality. This chapter shall also apply to any municipality upon specific request of the governing body of the municipality and consent of the Henderson County Board of Commissioners through an interlocal agreement pursuant to N.C.G.S. Chapter 160A, Article 20.

§ 41-5. Definitions and word usage.

- A. The following terms are defined for purposes of this Chapter.

ADDRESSABLE STRUCTURE -- ~~Normally any~~ Any structure that has electrical power and telephone service to it. This includes but is not limited to single family dwellings,

apartments, condominiums, businesses, Automatic Teller Machines (ATM), cellular telephone transmission towers, public pay telephones, telephone switch boxes, and utility service locations.

~~BOARD OF COMMISSIONERS—Henderson County Board of Commissioners:~~

~~BUILDING—Any structure having a roof supported by columns or by walls and intended for shelter, housing or enclosure of persons, animals, chattels or equipment. For the purposes of this chapter, the term "building" may also include other man-made structures.~~

~~BUSINESS ADDRESS—A house number~~
~~DEVELOPER—A person, firm or corporation submitting an application for development for a subdivision, planned unit development, industrial park or manufactured home park and upon whom final responsibility for ensuring compliance with the terms and conditions of this chapter rests.~~

~~DRIVEWAY—A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way and leading to a building, use or structure on that lot. A driveway may not serve more than a single lot unless it runs along a lot line shared by two lots and serves no more than two residences, businesses or industries.~~

~~DWELLING, SINGLE FAMILY—A building arranged or designed to be occupied by one family.~~

~~HOUSE NUMBER -- Number assigned to any house, residence, dwelling, business, warehouse or other structure or property addressable structure in a sequential manner.~~

~~MAILING ADDRESS -- The address assigned or used by the United States Postal Service for the purpose of delivery of the United States Mail. The mailing address may or may not be identical to the property address.~~

~~MANUFACTURED HOME—A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semipermanent foundation having a measurement of 32 feet or more in length and eight feet or more in width. As used in this chapter, "manufactured home" also means a double-wide manufactured home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on-site for placement on a temporary or semipermanent foundation having a measurement of 32 feet or more in length and eight feet or more in width.~~

~~MANUFACTURED HOME PARK—The land leased or rented, being used or proposed to be used by manufactured homes occupied for dwellings or sleeping purposes.~~

~~MANUFACTURED HOME SPACE—Any parcel of ground within a manufactured home park designated for the exclusive use of one manufactured home.~~

~~OFFICIAL NAME—The name of any roadway in the areas of the County's jurisdiction pursuant to § 42-4 of this chapter as approved by the Henderson County Property Address Coordinator. [Amended 8-20-2003]~~

~~PRIVATE MANUFACTURED HOME PARK ROAD—Any street, roadway or driveway which serves two or more manufactured homes for residential purposes and which has not been dedicated to the public use.~~

~~MULTI FAMILY DWELLING—A building arranged or designed to be occupied by more than one family. Commonly known, but not limited to, apartment buildings, duplex, triplex or condominiums.~~

~~PRIVATE ROAD—A street not maintained by the North Carolina Department of Transportation which is not intended to become a public street but which shall be used for access to a particular site, group development or business.~~

PROPERTY ADDRESS -- The ~~house~~property number and ~~roadway~~street name shall serve as the property address.

PROPERTY ADDRESS COORDINATOR -- The person charged with the administration and enforcement of this chapter. ~~The Property Address Coordinator shall report to the Henderson County~~ **ENFORCEMENT DIRECTOR.** [Amended 5-16-2001]

PROPERTY NUMBER – E911 number assigned to any addressable structure.

~~PUBLIC ROAD—A street located on a public right of way and which meets the total improvement requirements for a public street as set forth by the North Carolina Department of Transportation in its publication Subdivision Roads—Minimum Construction Standards.~~

~~RECREATIONAL VEHICLE—A vehicular portable structure less than 32 feet in length primarily designed as a temporary dwelling for travel, recreation or vacation uses.~~

~~RECREATIONAL VEHICLE PARK—A parcel of land designed and equipped to accommodate recreational vehicles.~~

~~ROADWAY—Any road, street, drive, lane, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard or any other corridor used for or having the potential use as a means of conveyance by a motor vehicle.~~

SECONDARY ADDRESS – An approved postal secondary address (apt, unit, etc) that can be found in Postal Addressing Standards, Publication 28, Appendix C2.

STATE ROAD NUMBER -- A number assigned by the North Carolina Department of Transportation, also known as the "SR number" for secondary state-maintained roads.

STREET-- Any public or private road, street, drive, lane, cartway, tramway, easement, right-of-way, access area, thoroughfare, highway, boulevard or any other corridor accessible by emergency vehicles. ~~used for or having the potential use as a means of conveyance by a motor vehicle.~~

STREET NAME -- The official name of any ~~roadway~~street, designated by the Board of Commissioners ~~or, in the case of public roads, by the North Carolina Department of Transportation.~~

B. Suffix **SUFFIX:** -- The following may be used after a roadway name: avenue, boulevard, circle, court, crossing, drive, extension, heights, highway, landing, lane, place, plaza, ridge, road, square, street, terrace, trail or way. [Amended 5-16-2001] Any street type suffix that is listed in the Postal Addressing Standards, Publication 28, Appendix C1 may be used as a street suffix.

§ 41-6. List of official street names; road signs.

- A. The Henderson County Property Address Coordinator shall maintain a listing of all ~~official~~ street names in Henderson County as well as maintain an ~~Official County Map~~ official map thereof as a data layer on the County's Geographic Information System (GIS) exhibiting the approved names and location of all ~~roads~~ streets in Henderson County and shall serve as a clearinghouse for all information regarding the names and location of ~~roadways~~ streets in Henderson County.
- B. Any ~~amendments to such list shall be made only by the Henderson County Board of Commissioners unless~~ additions to such list are made through the procedure for approval of new subdivisions, planned unit developments, manufactured home parks or through other land development regulations.
- C. Amendments to the list of official street names shall be made pursuant to §41-7.1.

§ 41-6.1. Signage

- A.C. All ~~public roadways~~ streets in the areas of the ~~county~~ County's jurisdiction pursuant to § 41-4 of this chapter shall be identified by a sign showing the official name and state road number (if applicable). Henderson County will only erect signs ~~These road signs shall be placed that can be placed in the state right-of-way. Signs cannot be erected by Henderson County on private property.~~
- D.B. All street signs ~~will shall have at a minimum four (4) inch high lettering. The lettering shall be placed on a contrasting background for improved visibility at all intersections and shall identify intersecting streets. [Amended 8-20-2003] comply with [what code]~~ have a green background with white lettering.
- C. All street signs shall have lettering size and reflectivity values that meet the Manual on Uniform Traffic Control Devices for Streets and Highways specifications.

§ 41-7. ~~Street~~ Initial street naming and numbering procedures.

- A. Under the authority and provisions of N.C.G.S. 153A-239.1 and local modifications thereto, a ~~county~~ County may by ordinance name ~~or rename~~ any ~~road~~ street within the ~~county~~ County and not within a city and may assign or reassign street numbers for use on such a ~~road~~ street. In naming ~~or renaming~~ a ~~public road~~ street, the ~~county~~ County may not:
 - (1) Change the name, if any, given to the ~~road~~ street by the North Carolina Board of Transportation without its concurrence.
 - (2) Change the identification number assigned to the ~~road~~ street by the Board of Transportation.
 - (3) Give the ~~road~~ street a name that is deceptively similar to the name of any other ~~public road~~ street in the ~~vicinity~~ County.
- B. The ~~county~~ County shall not name ~~or rename~~ a ~~road~~ street or assign or reassign street numbers on a ~~road~~ street until it has held a public hearing on the matter, except as provided in §41-11. At least 10 days before the day of the hearing, the Board of Commissioners shall cause notice of the time, place and subject matter of the hearing to be prominently posted at

the County Courthouse, in at least two public places in the township or townships where the ~~road-street~~ is located, and shall publish a notice of such hearing in at least one newspaper of general circulation published in the ~~county~~County.

- C. After naming ~~or renaming~~ a ~~public road~~street, or assigning or reassigning street numbers on a ~~public road~~street, the Henderson County office of the Property Address Coordinator shall cause notice of the Board's action to be given to the local postmaster with jurisdiction over the ~~road~~street, to the Board of Transportation, to any city within five miles of the ~~road-street~~ and to the following agencies: the Henderson County Sheriff's Department, Emergency Medical Services, and Volunteer Fire ~~Department (including mutual aid departments) that is responsible for responding to the new street.~~~~Departments and Henderson County Land Records for annotation on county~~County maps
- D. The Henderson County Property Address Coordinator is authorized to determine the need for ~~road-street~~ names and name changes and to recommend such additions or changes to the County Commissioners for ~~both private and public roads~~streets outside the corporate limits of any municipality within the ~~county~~County. If the Property Address Coordinator determines that a ~~private road~~street not previously named under this Ordinance needs a street name, a suggested street name will be proposed to the property owners giving them the opportunity to accept the proposed name or to select a ~~different~~ street name to be presented to the Board of Commissioners. ~~after the proper posting and publishing of notices required by this chapter. If a property owner owns more than one parcel of land along the proposed roadstreet length, that property owner will only have one vote regardless of the number of parcels owned.~~If either no response or a response representing less than a ~~two-thirds-majority (66%)~~one hundred percent (100%) of the property owners is received within ~~14-30~~ days, the Property Address Coordinator has the authority to post that ~~road~~street and present the street name proposed by the Property Address Coordinator to the Board of Commissioners for the public hearing. If there is a favorable response by the ~~property~~ owners representing a ~~two-thirds-majority (66%)~~one hundred percent (100%) for any particular ~~road~~street name, whether suggested by the Property Addressing Coordinator or by a property owner(s), then the Property Addressing Coordinator will post that ~~road~~street and present that proposed street name to the Board of Commissioners for the public hearing.
- E. A street name shall be assigned to any ~~public or private road~~street which provides ~~primary~~ access to three or more ~~residences, businesses, industries or combinations thereof~~addressable structures, regardless of the length of such ~~road~~street.
- ~~F. Property owners may request to name a roadstreet that would not otherwise qualify for naming under §42A41-7E of this chapter or to rename a road at any time as long as it meets the requirements of this chapter. A fee of \$150 in an amount set by the Board in its fee schedules will be collected at the time a petition is submitted to the Property Addressing Coordinator. If a property owner owns more than one parcel of land along the proposed roadstreet length, that property owner will only have one vote regardless of the number of parcels owned. A two-thirds majority (66%) in favor of the proposed roadstreet name is required before the petition will be submitted to the Board of Commissioners for public hearing.:~~
- ~~GF. After a street name has been approved by the Henderson County Board of Commissioners, one year shall past after its approval before the same street can be considered for renaming.~~

- ~~H.~~ As a matter of general policy, even numbers shall be assigned to properties on the right side of a street and odd numbers shall be assigned on the left side of a street.
- ~~I~~G. In order to allow for future development, the following general policy shall apply: one property address shall be assigned at an interval of 5.28 feet (the equivalent of 1,000 addresses for each mile of ~~roadway~~street).
- ~~J~~H. Property addresses for corner lot properties normally shall be determined by where the driveway entrance meets the street. Property owners may request an address based on how their structure faces. These request will be dealt with on a case by case basis. Property addresses for driveways that begin on one street and end on another street will be assigned by whatever street the front of the house faces.
- ~~K~~I. One physical address will be assigned to each addressable structure. Addressable structures that have ~~multi-family or multi-business's~~multiple residences or multiple businesses contained in one building will be assigned one physical address per building with the secondary address will being assigned ~~by~~to the property owner. Town homes normally will be given a physical address to each unit. Assignment of addresses to structures not covered above will be assigned on a case by case basis.
- K. All assigned physical addresses will be assigned in accordance with standards that have been set forth by the National Emergency Number Association (NENA).

§ 41-7.1. Renaming streets previously named under the Ordinance.

- A. The County may rename a street previously named under this Ordinance upon the showing of any one of the following numbered options:
- (1) A majority of the Board of Commissioners finds such renaming to be in the interest of the County;
 - (2) At least one year has passed since the initial naming of the street or any hearing of a request to rename the street before the Board of Commissioners, and all of the owners of parcels for which the property address would or could (if an addressable structure was located on such parcel) have executed an application for renaming and
 - (a) all agree on the new name to be assigned to the street; and,
 - (b) the new name is otherwise acceptable under this Ordinance,and a majority of the Board of Commissioners finds that such renaming is not contrary to the County's interest. A fee of in an amount set by the Board in its fee schedules will be collected at the time such a petition is submitted to the Property Addressing Coordinator.
- B. The County shall not name or rename a street or assign or reassign street numbers on a street until it has given notice and held a public hearing on the matter in the manner as stated in §41-7, above.

§ 41-7.2 Sub-Addresses (Reserved)

§ 42-8. Duplicate names.

- A. ~~A county~~County may not assign a road name that is deceptively similar to the name of any other public or private road in the countyCounty.
- B. ~~Street names should not closely approximate phonetically the name of any street within the countyCounty, irrespective of a differing suffix.~~

§ 42-9. Manufactured home parks, apartments and other developments.

~~Where countyCounty records are incomplete, the owners of existing manufactured home parks, condominiums, apartments, planned unit developments, public housing developments and recreational vehicle parks shall, upon request by the Property Address Coordinator, submit a legible map of their development and the location, name and width of each roadway. Each lot or building within the development must also be identified.~~

§ 41-108. Prohibited street names.

The Henderson County Property Address Coordinator ~~may disapprove newly~~willmay not recommend to the Board of Commissioners proposed street names which fall under the following categories:

- A. Street names which have numbers as part of the name.
- B. Street names which are difficult to pronounce, ~~or which~~utilize unconventional spelling, or offensive in nature, as determined by the Property Address Coordinator.
- C. Street names which are over ~~15~~18 characters in total length, including spaces, but not including suffixes.
- ~~DD. —Street names which are duplicated in neighborhoods across countyCounty lines which are in the same United States Postal District, Volunteer Fire Department District or telephone exchange.~~ Street names should not closely approximate phonetically the name of any street within the ~~county~~County, irrespective of a differing suffix.
- ~~E. The county may not assign a street name~~Street names that ~~is~~are deceptively similar to the name of any other ~~public or private road~~street in the ~~county~~County. Unless in common or widespread use, these names may not include the prefix “New” or “Old” before street names which are already in use in the County.
- ~~F. —Street names that are similar to the name of an existing subdivision unless the street lies within that same subdivision.~~

§ 41-119. Posting of numbers; interior spaces excluded.

- A. This chapter requires that the ~~property~~owner of any residence, industry, business or other structure post property ~~identification~~address numbers for the health, safety and general welfare of the citizens of Henderson County.
- B. Property addressing includes the assignment of street numbers to residences, businesses and other ~~property~~addressable structures within the areas of the County's jurisdiction pursuant to

§ 41-4 of this chapter. It shall not include the assignment of numbers to interior offices and rooms in houses, buildings and other structures.

§ 41-1210. Authority of Board of Commissioners.

The Henderson County Board of Commissioners is hereby authorized to assign property addresses on streets which are not presently numbered and to readdress streets which are not numbered in accordance with §41-137, after a public hearing with the proper notices required by §41-7 being posted and published. The Property Address Coordinator shall have the discretion to determine the property addresses to be posted, published and submitted to the Board of Commissioners for a public hearing.

~~§ 42-13. Assignment of numbers.~~

~~A. As a matter of general policy, radiating outward from the Henderson County Courthouse, even numbers shall be assigned to properties on the right side of a street and odd numbers shall be assigned on the left side of a street.~~

~~B. Allowances shall be made for vacant properties in order that numbers may be properly assigned for future development. Where street addresses have not been properly assigned, the following general policy shall apply: one property identification number shall be assigned at an interval of 5.28 feet (the equivalent of 1,000 addresses for each mile of roadway).~~

~~C. Property addresses for corner lot properties shall be determined by where the driveway entrance meets the street.~~

~~D. Road sections shall be addressed on a block-by-block basis using generally accepted property addressing standards.~~

§ 41-1411. Subdivisions and Manufactured Home Parks with proposed new streets.

A. For all subdivisions and manufactured home parks which are developed in conformance with the Henderson County Land Development Code, and in which new streets are proposed, the following items must be submitted to the Property Address Coordinator for approval before any property can be subdivided and recorded:

(1) Utilizing current Geographic Information System (GIS) technology, provide a compatible electronic file of the ~~A scaled map of the~~ overall tract illustrating street layout.

(2) The name proposed for each street identified on the map.

(3) If an electronic version is unavailable, provide a scaled map of the overall tract illustrating street layout and names.

~~(3) — An alphabetical list of the proposed street names, together with an alternate name for each name proposed.~~

B. The Property Address Coordinator will review the proposed street names for duplication and for overall compliance with the street naming ~~and numbering policy~~ policy.

C. The approved street names shall be included in the final plat submitted for recordation.

§ 41-1512. Display of numbers.

All property address numbers shall be clearly displayed on the structure and be a contrasting color from their background so that the location can be easily identified from the ~~road~~street.

- A. It shall be the duty of the property owner ~~of the house, building or manufactured home fronting on a street~~ to properly display the number which has been assigned by the Board of Commissioners.
- B. The property address number must be displayed by the main entrance to the building or on the street end of the building nearest the ~~road~~street so that it is most clearly visible from the ~~road~~street.
- C. If an ~~addressable structure~~ ~~building~~ is more than 75 feet from the center line of the ~~roadway street~~ to which the ~~addressable~~ structure fronts or if the ~~addressable~~ structure is not visible from the ~~roadway street~~, the property address number shall also be displayed at the end of the driveway nearest the ~~road~~street which provides access to the building. Such display should be at least six inches above driveway level with the numbers facing the street.
- D. All property address numbers shall be displayed numerically. Numbers may be displayed in script as long as numeric numbers are also properly mounted. When two or more numbers are displayed, each successive number may be either adjacent or offset. If offset, successive numbers shall not exceed 1/2 the height of the previous numeral. Numbers shall not be positioned vertically.
- E. Single family dwelling numerals shall be at least ~~four~~four inches in height and shall be posted and maintained so as to be legible from the ~~road~~street.
- F. Numerals for multiple dwelling units (~~ie apartment buildings, condominiums~~) and nonresidential buildings (~~factory's, business's~~) shall be at least ~~six~~ six inches in height and shall be placed on the front of the building facing the ~~road~~street or on the end of the building nearest the ~~road~~street.
- G. All designated lots within a Manufactured Home Park, whether vacant or occupied, shall be clearly marked with the assigned property address.
- ~~G. Manufactured home lots shall have address numbers throughout the park. Each lot will have a separate address number assigned. Each manufactured home space shall be marked uniformly within the park with at least four inch numbers at the lot entrance or in another conspicuous place. Marking of a manufactured home is permitted, provided that said numbers are visible from the roadway.~~
- ~~HH.~~ Numerals placed on mailboxes for United States Postal Service identification shall not be a substitute for the property address.

§ 41-1613. Enforcement.

- ~~A. All owners shall be properly notified of the official street name and property address. This address may also be used for receipt of the United States Mail.~~
- ~~BA.~~ Owners of buildings and Manufactured Home Parks which do not comply with this chapter will be notified and requested to meet these requirements within 30 days from the

date of the notification. A second warning notice will be issued by registered or certified mail after 30 days if the requirements have not been met. If the owner or manufactured home park owner does not comply voluntarily with this chapter within 30 days, a third warning shall be sent by registered or certified mail ~~or by hand delivery~~ stating enforcement action pursuant to N.C.G.S. 153A-123 and Henderson County Code 1-14 may be initiated.

- ~~CB.~~ No building permit for any purpose shall be issued until an official property address number has been assigned ~~for a lot. Exceptions may be made during the initial property addressing project period.~~ No permit, however, shall be denied pending appeal under §41-~~1714~~ of this chapter.
- C. Officials of the following Henderson County departments may issue warning notices: Fire Marshal, Emergency Management, Property Addressing ~~Coordinator office~~, Enforcement Department and the Sheriff's Department.

§ 41-~~1714~~. Appeals.

Action taken by the Property Address Coordinator or under guidelines set forth in this chapter may be appealed by the property owner(s) to the ~~Henderson County Board of Commissioners~~ Zoning Board of Adjustment (ZBA). Such an appeal must be filed in writing within 30 ~~working~~ days of written notification of required owner action with the ~~Clerk to the Board of Commissioners~~ Property Addressing Coordinator.

§ 41-~~1815~~. Prohibited acts.

It shall be unlawful for any person(s) to:

- A. Name or designate the name of any ~~public road, neighborhood public road, private subdivision street or private manufactured home park road~~ street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter without compliance with this chapter.
- B. Erect any street sign on any ~~public road, neighborhood public road, private subdivision street or private manufactured home park road~~ street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter without compliance with this chapter.
- C. Erect any street sign on any ~~roadway, public or private~~ street in the areas of the County's jurisdiction pursuant to §41-4 of this chapter, which does not meet the current County sign specifications.
- D. Remove, deface, damage or obscure a street sign in the jurisdiction of this chapter.
- E. Number or assign a number to any addressable structure without compliance with this chapter.
- ~~F. Name a private street or road which duplicates or is substantially similar to the name of an existing street or road within the areas of the County's jurisdiction pursuant to § 42-4 of this chapter.~~

§ 41-~~1916~~. Violations and penalties.

Any person violating the provisions of this chapter shall be subject to the penalty set forth in Chapter 1, General Provisions, Article II.^{1EN}

§ 41-~~20~~17. Amendments.

This chapter may be amended from time to time by the Henderson County Board of Commissioners, as specified under Board policy for amending ~~county~~County ordinances.

§ 41-~~21~~18. Conflict with other provisions.

Insofar as the provisions of this chapter are inconsistent with the provisions or any other local laws, the provisions of this chapter shall control. Insofar as the provisions of this chapter are inconsistent with the provisions of any state or federal law, the state or federal law shall control.

§ 41-~~22~~19. ~~Through 41-50~~ (Reserved)

§ 41-20. (Reserved)

§ 41-21. (Reserved)

§ 41-22. (Reserved)

§ 41-23. (Reserved)

§ 41-24. (Reserved)

§ 41-25. (Reserved)

§ 41-26. (Reserved)

§ 41-27. (Reserved)

§ 41-28. (Reserved)

Property Addressing Ordinance Proposed Amendments



Henderson County Board of Commissioners
October 15, 2014



Henderson County Planning Department

Background

- On August 20, 2014, BOC enacted a 120 day moratorium to the Property Addressing Ordinance
 - Due to multiple road name change requests within the last year
 - Update ordinance and clarify requirements
- BOC directed staff to bring back proposed changes for Board consideration

Henderson County Planning Department

Proposed Amendments

- A. Reformat ordinance for consistency
- B. Clarify definitions and remove unnecessary or duplicate definitions (Ex: Streets and Addressable Structures)
- C. Designate the County's Geographic Information System (GIS) data layer as the official map for street names and locations (layer maintained by the Property Address Coordinator).
- D. Standardize street sign requirements as per the Manual on Uniform Traffic Control Devices for Streets and Highways.
- E. Relax requirements for owners of corner lots to request an address based on how the structure faces a street as opposed to the driveway entrance.
- F. Increase street name length from 15 to 18 characters total.

Henderson County Planning Department

Proposed Amendments

- G. Incorporated 1 year time limit for resubmitting road name petitions.
- H. Streets may be re-named provided the following:
 - 1. BOC finds by majority that such renaming is in the interest of the County
 - 2. At least 1 year as passed since the naming or renaming of such street
 - 3. Requires 100% of owners to agree to proposed new name (if name is required by the County and 100% owner agreement can not be met, the Property Address Coordinator will provide a name that meets the requirements of the ordinance).
 - 4. Public hearing and notification to owners is required
- I. Appeals shall be processed to the Zoning Board of Adjustment (consistent with Land Development Code requirements).

Henderson County Planning Department

Board Action

Suggested Motion:

I move that the Board approve the proposed amendments to the Property Addressing Ordinance; and

I further move that the Board lift the current moratorium enacted on August 20, 2014 concerning changes in road names already accepted under the Henderson County Property Addressing Ordinance.

Henderson County Planning Department