

## ORDINANCE NUMBER 24

### AN ORDINANCE PROVIDING FOR A UNIFORM SYSTEM FOR NAMING STREETS AND NUMBERING PROPERTIES AND PRINCIPAL BUILDINGS IN SCOTT COUNTY

The Scott County Board of Commissioners of the County of Scott, State of Minnesota, ordains as follows:

#### CHAPTER 1.00 General Provisions

- 1.01 Title. This Ordinance shall be known, cited and referred to as the Scott County Uniform Address Ordinance, except as referred to herein, where it shall be known as "this Ordinance".
- 1.02 Scope. This Ordinance shall be applicable to all property located in the unincorporated area of Scott County
- 1.03 Legal Authority. This Ordinance is enacted pursuant to Minnesota Statutes Chapter 403, 911 Emergency and Public Safety Communications.
- 1.04 Purpose. The purpose of this Ordinance is to assure that every principal building in Scott County's unincorporated area is assigned an address that reflects a known location, in order to assist the provisions of emergency services to all persons in Scott County, regardless of place of residence or location. This Ordinance provides a uniform system of naming streets and numbering properties and principal buildings. The manual of procedures identified by the title Uniform Street Naming and Property Number System (hereinafter referred to as "Uniform System") and on file in the Scott County Community Services Division shall be used as a guide.

CHAPTER 2.00 Definitions. For purposes of this Ordinance, the terms defined in this section have the meanings given them.

- 2.01 Address. A unique identifier issued by Scott County that meets Enhanced 911 and United States Postal requirements, and is used to identify the location of a property.
- 2.02 Emergency Services. Activities intended to protect the public's health, safety and general welfare, intended to meet the requirements of the Local Emergency Telephone Services Act, Minnesota Statutes, Chapter 403, as amended.
- 2.03 Principal Buildings. All structures that serve as a residence, whether permanent, temporary or seasonal, a commercial or industrial building, or any other structure which requires an address.

## CHAPTER 3.00 Administration

- 3.01 The Scott County Planning Department within the Community Services Division (hereinafter referred to as "Planning Department") shall administer this Ordinance.
- 3.02 All of the provisions of the Scott County Administrative Procedures Ordinance shall apply as if fully set forth herein.
- 3.03 The Scott County Planning Manager or a designated representative shall be responsible for maintaining the uniform system and shall keep a record of all street addresses assigned under this Ordinance.
- 3.04 The Scott County Planning Manager or a designated representative shall assign a street address to the principal building or any separate entity within the principal building with a front exterior entrance. The numbers described herein shall not be interpreted to mean physical numbers for attachment to a building.
- 3.05 The Scott County Planning Manager or a designated representative may develop procedures whereby developers or property owners may request assignment of numbers and street names from the local governing body, provided said numbers and street names conform to the provisions of this Ordinance.
- 3.06 Scott County will maintain a common GIS database of addresses and road names depicted as Address Points. The County and Cities have agreed to their mutual roles and responsibilities for maintaining this web-service database for new or modified addresses.

## CHAPTER 4.00 Addressing Procedures

- 4.01 All streets within the unincorporated areas of Scott County shall be named in accordance with the provisions of the Uniform System.
- 4.02 Each principal building within the unincorporated areas shall be assigned a number for the street on which the front vehicular entrance of the building is located in accordance with the provisions of the Uniform System. When a principal building is occupied by more than one business or family dwelling unit, each separate front exterior entrance of the building shall be assigned a number.
- 4.03 All properties or parcels of land within the unincorporated areas shall hereafter be identified by reference to the Uniform System.

## CHAPTER 5.00 Street Signs and Address Numerals

- 5.01 **Street Name Signs.** Except for street name signs within the County right-of-way in the unincorporated area, all street name sign installation and maintenance shall be the responsibility of the township or city within which the sign(s) are located. Street name sign maintenance within the County right-of-way in the unincorporated area shall be the responsibility of the County. For uniformity, visibility and maintenance purposes, all street name signs shall

be fabricated and installed consistent with the County's Street Name Sign Standards

- 5.02 911 Residential Address Markers. Scott County shall cause to be installed 911 Residential Address Markers for all addressable principal buildings within the unincorporated area and incorporated areas requesting signage. The sign shall be placed in the road right-of-way on the same side of the road as the vehicular access to the principal building. For uniformity, all 911 Residential Address Markers shall be fabricated and installed consistent with the County's 911 Address Marker Standards. Placement of signs at shared access points shall be at the discretion of installer to ensure visibility for emergency vehicle access. Upon the request of a landowner or proprietor, a 911 Residential Address Marker may be placed to identify the location of an accessory building on the landowner's property upon approval. The marker shall be paid for by the applicant at the time of issuance of a building permit.
- 5.03 Owner Responsibility. The property owner shall cover the costs for the purchase and installation of a new 911 marker or any changed 911 marker initiated by the property owner. The property owner shall be responsible for the cost of maintenance including removal of vegetation and snow that may obstruct visibility of the address marker from the traveled surface of the roadway. The County shall cover all costs incurred for the replacement of damaged, destroyed or removed address markers, up to one (1) address marker per year for each property.
- 5.04 Address Marker Specifications. The 911 Residential Address Markers shall be of a consistent size, color and material as specified by the County's 911 Address Marker Standards for uniformity, visibility and maintenance purposes. Any changes requested to the specifications shall require the review and written approval of Scott County prior to installation.

#### CHAPTER 6.00 Address Change

- 6.01 If a City or Township administratively changes the number or name of a street address of an existing residence, the process shall follow Minnesota Statute 201.11, as amended.

#### CHAPTER 7.00 Violation

- 7.01 Violations. The violation of any provision of this Ordinance shall be a misdemeanor, and upon conviction thereof, the violator shall be subject to fine or imprisonment or both, as set forth in Minnesota Statutes, plus in either case, the cost of prosecution.

This Ordinance shall take effect upon passage by the County Board and publication according to law.

Adopted by the Scott County Board of Commissioners, in and for Scott County, Minnesota, this 15th day of March, 2016.

**BOARD OF COUNTY COMMISSIONERS  
SCOTT COUNTY, MINNESOTA**

<b>Date:</b>	March 15, 2016
<b>Resolution No.:</b>	2016-054
<b>Motion by Commissioner:</b>	Wolf
<b>Seconded by Commissioner:</b>	Beard

**RESOLUTION 2016-054; ADOPTING AMENDMENTS TO  
SCOTT COUNTY ORDINANCE NO. 24: UNIFORM ADDRESSING**

WHEREAS, Scott County Ordinance No. 24, an Ordinance Providing for a Uniform System for Naming Streets and Numbering Properties and Principal Buildings in Scott County, was originally adopted in 1982 and amended by the County Board of Commissioners in 2005; and

WHEREAS, from time to time, certain Amendments are necessary for the effective enforcement of said Uniform Addressing Ordinance; and

WHEREAS, pursuant to notice published in the official newspaper of the County on March 2, 2016, a public hearing was held on March 15 at 9:30 am by the Scott County Board of Commissioners,

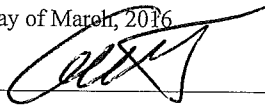
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Scott, Minnesota, that the County Board adopts the Amendments to the Scott County Uniform Addressing Ordinance, dated March 15, 2016.

<b>COMMISSIONERS</b>	<b>VOTE</b>			
Wagner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Wolf	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Beard	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Marschall	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ulrich	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

**State of Minnesota)**  
**County of Scott )**

I, Gary L. Shelton, duly appointed qualified County Administrator for the County of Scott, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Scott County, Minnesota, at their session held on the 15<sup>th</sup> day of March, 2016 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Shakopee, Minnesota, this 15<sup>th</sup> day of March, 2016

  
 \_\_\_\_\_  
 \_\_\_\_\_

County Administrator

Administrator's Designee