

ORDINANCE REGARDING STREET NAMING AND STREET ADDRESSING

SECTION 1 PURPOSE

SECTION 2 STREET NAMING

SECTION 3 ADMINISTRATION

SECTION 4 DEFINITIONS

SECTION 5 GENERAL NUMBERING SYSTEM GUIDLINE

SECTION 6 STREET SIGNS

SECTION 7 PUBLIC NOTICE AND IMPLEMENTATION

SECTION 8 SEVERABILITY

SECTION 1 PURPOSE

1. In accordance with 24 VSA Sec. 2291 (16) and 24 VSA Sect. 4421 the Selectboard of the Town of Milton hereby establishes the following Ordinance regarding **STREET NAMING AND STREET ADDRESSING**. The purpose for this Ordinance is to establish a more uniform street naming and street addressing system throughout the Town of Milton and easily locatable, unique addresses that will have beneficial results, specifically but not limited to:
 - a. Emergency Services: will enable emergency services to arrive at a scene faster and provide the basis for Enhanced 911 emergency response system.
 - b. Municipal Management: will eliminate the need to change addresses due to growth and development; provides one address for universal purposes such as delivery of municipal services, administration, utilities and improves a municipality's liability rating.
 - c. Postal and Non-Postal Delivery: residents will have one unique address that facilitates postal delivery and private sector delivery needs.

SECTION 2 STREET NAMING

1. Every street, both public and private shall be named. All road names must be separate and distinct name. No two roads shall have the same or similar sounding names. No new road shall have any currently used name in the Town of Milton. For the purposes of this Ordinance, a private street shall consist of any means of access, maintained year-round, including shared driveways on which are located three (3) or more dwellings or other addressable locations. An addressable location shall consist of any dwelling or other home, place of business, or any other location at which a telephone may reasonably be located, including public phones.

2. Each street in existence as of September 15, 2013 shall bear its present name provided that name is not similar to the name of any other street.
3. In the future, any new development must meet the guidelines of this Ordinance. Prior to the issuance of any subdivision or zoning permit, the developer of any subdivision or other construction resulting in additional street or roads or additional addressable locations, shall furnish a plan detailing the street names proposed, in accordance with Ordinance, to the E911 Coordinator, who will certify its conformity with the requirements and principals of this Ordinance and update the appropriate Town records.
4. Upon request to re-name a street or road, the E911 Coordinator will certify the new name's conformity with the requirements and principles of this Ordinance. The Milton Selectboard may change the names of streets, both public and private (after a duly warned public hearing), within the Town when necessary to promote public health, welfare, or safety.

SECTION 3 ADMINISTRATION

1. A uniform system of numbering properties and principal buildings as shown on property tax maps which are maintained by the Listers is hereby adopted for use in the Town of Milton.
2. The Zoning Administrator shall be the E911 Coordinator. The Planning Director shall act as the E911 Coordinator in the absence of the Zoning Administrator.
3. The E911 Coordinator shall number structures as necessary and update the E911 maps annually according to the method of numbering set forth in Section 5 and in compliance with Vermont E911 standards.
4. Existing addresses not in conformity with this chapter shall be changed by the E911 Coordinator to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.
5. The E911 Coordinator shall inform the Assessor's and Listers' Office and the Town Clerk of all new addresses and of all address changes.
6. The Assessor's and Listers' Office shall update the Grand List to accurately reflect new addresses and address changes.
7. The Assessor's and Listers' Office shall inform the Milton Post Office of any new addresses and address changes.
8. Final approval of a Certificate of Occupancy of any principle building erected or repaired after the effective date of this Ordinance shall be withheld until permanent and proper numbers have been displayed in accordance with Section 5 (6) below.

9. In the event of road name change approved by the Selectboard, or the addition of a new road, the E911 Coordinator will notify the Town Engineer, the Town Clerk, the Assessors' and Listers' Office and all property owners on the road effected by the change. The E911 Coordinator will also notify the Chittenden County Regional Planning Commission.
10. The Town Engineer will notify the State of Vermont Agency of Transportation Mapping Department of any new roads or road name changes. The E911 Coordinator will update the E911 Road Name List and will distribute the list to the following departments: Police Department, Emergency Dispatch, Fire, Rescue, Town Manager's Office, Town Clerk, Assessor's and Lister's, Planning/Zoning Offices, Milton Post Office and Town School District.

SECTION 4 DEFINITIONS

Apartment House – A building under one ownership in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: The apartment house shall be given one street number and each individual apartment shall be given a unit number. For example, 35 Main St, Unit 101 (first story), 35 Main St. Unit 201 (second story).

Combined commercial and apartment complex - A building or buildings used for commercial use in which there is also apartments shall be numbered as follows: Each building shall be given its own street number, each commercial unit shall be given a respective unit number and each apartment shall be given a separate unit number. At no time shall a commercial unit or apartment be given the same numbers.

Commercial Complex – A building or buildings under one ownership used for commercial or industrial use shall be numbered as follows: each building shall be given its own street number, and each unit shall be given its own unit number. For example: 380 Route 7 South, Unit 101 and Unit 201 and 382 Route 7 South, Unit 101. Where there are multiple roads in a complex, each road shall be named and each building given its own number.

Duplex– A two unit building. Each building shall be given its own street number and each unit within that building shall be given a unit number.

Single-family dwelling – A detached one-family house shall be given its own street number.

Single-family unit with an accessory apartment – A detached single family house with an accessory apartment shall be numbered the same as a duplex unit. For example, 35 Main St. Unit 101 (main house) and 35 Main St. Unit 102 (accessory apartment).

SECTION 5 GENERAL NUMBERING SYSTEM AND GUIDELINE

1. US Route 7 is the major state highway crossing the Town of Milton and is considered the designated starting point for all addresses. Roads have been numbered beginning with

the intersections with US Route 7 and running generally east or west. Roads running northerly or southerly have been numbered from intersections with larger roads.

2. All named roads shall be measured along its map centerline in segments of fifty (50) feet from the designated starting point. The first fifty (50) foot increment shall contain the number 1 and 2, the second fifty (50) increment shall contain the numbers 3 and 4, and so on. In circumstances when addressing may conflict with the above increment, addresses shall be assigned at the discretion of the E911 Coordinator.
3. Odd numbers shall be assigned to the right side of the road and even numbers to the left side of the road in the direction of increasing numbers.
4. Numbers shall be established in relation to the center of a driveway or entrance to a location where possible.
5. Buildings with multiple dwelling units shall have unit numbers. Unit numbers shall begin on the left side of the property (as viewed from the road) and shall continue ascending to the right side of the property. Unit numbers on the first story shall begin with 101, unit numbers on the second story shall begin with 201, and so on.
6. Numbers shall be properly affixed on or near the front entrance or in some other manner visible from street. If a house is not visible from the road, numbers shall be located at the outlet of the driveway, and, if more than one dwelling uses the driveway (shared driveway), the number shall be located as to distinguish the appropriate visual correspondence between dwelling and number. The numbers must be easily legible figures not less than three (3") inches high and in a color contrasting to the building background. Numbers must be visible to Emergency Responders during all seasons. The home owner is responsible for the numbers on the house or unit.

SECTION 6 STREET SIGNS

1. All signs shall conform to the Milton Public Works Specifications and the Manual on Uniform Traffic Control Devices (MUTCD), current edition. Additionally, in conformance with the Vermont Agency of Transportation (VAOT) regulations, all signs designating private roads shall display the prefix "PVT" before the road names.

SECTION 7 PUBLIC NOTICE AND IMPLEMENTATION

1. Public Notice: The Town of Milton Selectboard shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: **STREET NAMING AND STREET ADDRESSING**
2. The Town of Milton shall ensure, through cooperative efforts with the United States Postal Office, that each property owner is notified of this Ordinance.

3. THIS ORDINANCE IS HEREBY ADOPTED BY THE SELECTBOARD OF THE TOWN OF MILTON ON THIS 5TH DAY OF AUGUST AD 2013 AND SHALL, UNLESS A PETITION IS FILED AS PROVIDED BY LAW, BECOME EFFECTIVE UPON THE EXPIRATION OF SIXTY (60) DAYS AFTER SAID DATE.

4. Citizens have the right to petition for a vote on this Ordinance at an annual or special town meeting as provided in 24 VSA Sec. 1973.

SECTION 8 SEVERABILITY

If any portion of this Ordinance and Amendments is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.

TOWN OF MILTON SELECTBOARD



Darren Adams, Chair

John Gifford, Vice Chair

Pamela McKenna, Clerk

Lou Mossey III

John Bartlett