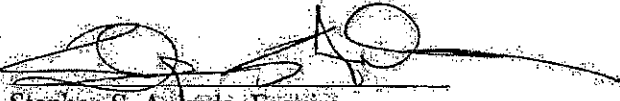


**E-911 HIGHWAY NAMING AND NUMBERING ORDINANCE**  
 Town of Springfield, Vermont  
 Ordinance 2022-01

<b>SHORT TITLE:</b>	An ordinance to amend the Administrative Code; Chapter 20. Streets, sidewalks, and other public places. Article II. Streets. Division 2. Names and numbers. Amended: §§ 20-46 through 20-56. Naming of highways and numbering of dwellings and other structures.
<b>CATEGORY:</b>	Major Amendment
<b>PROCEDURE:</b>	1) Introduction-First Review: Read and amended at regular Selectboard meeting on January 24, 2022 and entered in the minutes of that meeting which were approved on 2-14-2022. Second First Reading 2/14/2022 2) Second Review and Public Hearing: _____ Approved on _____ 3) Additional Second Review and Public Hearing: _____ 4) Notice of Hearing posted in public places on and published on _____ 5) Date of adoption: _____ 6) Other actions (petitions, etc.): _____
<b>AUTHORITY:</b>	This ordinance is adopted under authority granted in 24 V.S.A. § 2291(14), 24 V.S.A. Chapter 59, 13 V.S.A. Chapter 019, and Springfield Town Charter Article One, § V.
<b>PURPOSE:</b>	The purpose of this ordinance is to establish a uniform guidance consistent with Vermont E-911 standards for highway naming and address numbering throughout the Town of Springfield to better enable police, fire, ambulance, and public works when locating sites to provide emergency services and to allow more effective delivery of general deliveries, wayfinding, and postal services.
	Approved as to form on: <u>1/8/2022</u> And as revised on: _____ And as revised on: _____ And as adopted on: _____   Stephen S. Ankuda, Esquire Town Attorney

PART II - CODE OF ORDINANCES  
Chapter 20 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES  
ARTICLE II. - STREETS  
DIVISION 2. NAMES AND NUMBERS

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*DIVISION 2. NAMES AND NUMBERS*

**Sec. 20-46. Applicability and purpose.**

- (a) This division shall apply to any highway within the legal limits of the town.
- (b) The purpose of this ordinance is to establish a uniform guidance consistent with VT E-911 standards for highway naming and address numbering throughout the Town of Springfield to better enable police, fire, ambulance and public works when locating sites in order to provide emergency services and to allow more effective delivery of general deliveries, wayfinding and postal services. This division is adopted in order to maintain uniformity in all recordkeeping related to highway names, to avoid confusion which may result from unclear responsibility related to naming of highways, to allow for the proper provision of public safety related services (i.e., police, fire, ambulance and public works), and to allow the effective delivery of general services provided by the town and the post office.
- (c) All public highways will be named.
- (d) All private highways with three (3) or more dwellings or other structures will be named.

(Code 1990, § 10-36; Ord. No. O-1982-4, § I, 11-22-1982)

**Sec. 20-47. Naming of highways—Authority.**

- (a) In accordance with 24 V.S.A. § 2291(16), 24 V.S.A. § 4421 and 24 V.S.A. § 4463(c); ~~The the~~ Selectboard shall have the sole authority for the naming and renaming of all highways within the town.
- (b) When the need for a new highway name is identified, the town manager or designee will notify property owners that access a highway being considered for renaming and solicit suggested names for the highway to be named. This notification shall include a deadline for submission of names and the date and time when the Planning Commission will meet to hear testimony and consider the name changes.
- (c) The Planning Commission shall receive these suggestions, review the names, and propose highway names to the Selectboard for adoption. The Selectboard shall be the final authority when adopting a highway name.

(Code 1990, § 10-37; Ord. No. O-1982-4, § II(A), 11-22-1982)

**Sec. 20-48. Naming of highways—Nature of Selectboard action.**

- (a) The official naming of highways shall be by resolution of the Selectboard and requires a majority vote of all Selectboard members.
- (b) Prior to naming or renaming a highway a public hearing shall be held.

(Code 1990, § 10-38; Ord. No. O-1982-4, § II(B), 11-22-1982)

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**Sec. 20-49. Standards for Naming-naming of highways—Permanency of names.**

Once a highway has been officially named by the Selectboard, it cannot under any circumstances be changed unless an error or omission is identified in the process leading to the naming of a highway. In the event that an error or omission ensues in any highway naming or numbering activity, residents affected must notify the Selectboard in writing within six months of the adoption of the resolution.

- (a) Unless otherwise specified, all highway naming and address numbers will be consistent with applicable State of Vermont Enhanced 911 Board Addressing Standards and Numbering Guidelines.
- (b) Public highways shall generally be named distinctly from other public highways to avoid confusion in location for proper dispatch of emergency services or other deliveries.
- (c) Private highways shall generally be named distinctly from public highways to avoid any misconceptions or confusion, except where they are extensions of a public highway name or contiguous to a public highway.
- (d) A highway number shall be assigned to every public highway.

(Code 1990, § 10-39; Ord. No. O-1982-4, § II(C), 11-22-1982)

**Sec. 20-50. Naming of highways—Recordkeeping.**

- a) Any resolutions change adopted by the Selectboard regarding naming or numbering of highways shall be appended to the original ordinance and made a permanent part of the records in the town clerk's office immediately following adoption recorded as part of the highway records of the Town.
- b) Vermont Enhanced 911 Board shall be notified of all highway name or numbering changes.

(Code 1990, § 10-40; Ord. No. O-1982-4, § II(D), 11-22-1982)

**Sec. 20-51. Address Numbering-numbering of highways dwellings and other structures.**

- (a) Highways to be officially named by the Selectboard shall be measured by the director of public works and the chief assessor in segments of 25 feet from a designated starting point which is usually that end of the highway nearest an existing town highway. All dwellings and other structures designated by the Town or the Vermont E911 Coordinator will be assigned an address number.
- (b) After adoption of highways names by the Selectboard, the address numbers for dwellings and other structures will be assigned by the Vermont Enhanced 911 Board in conjunction with town staff.
- (bc) These segments will be numbered consecutively, starting with the number one, with odd numbers on the right side of the highway and even numbers on the left side of the highway. Unless otherwise specified, all highway naming and address numbers will be consistent with applicable State of Vermont Enhanced 911 Board Addressing Standards and Numbering Guidelines.
- (ed) For segments which are occupied or which have an official plot plan, the center of a driveway or entrance to a location is the essential numbering point. However, the center of the house could be used as the point of numbering and should be indicated by an "H" on the adopted resolution. Numbers for the dwellings or other structures on newly named or renamed highways will be a whole number corresponding to each 5.28 linear foot segment of the highway beginning at the intersection with a larger highway or direction of most travel.

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- (de) For an unoccupied segment, the numbering point shall be approximately the measured center of the segment abutting on the highway. Multi-unit structures shall generally be given one primary number per building. Apartments or suites shall be given numbers or letters as location indicators.
  - (ef) Highways within the urban area will retain numbers as presently assigned unless a new subdivision is created, in which case they shall be handled as noted in subsections (a) through (d) of this section. Numbers of dwellings or other structures will begin with ODD numbers on the right and EVEN numbers on the left.
  - (g) Dwellings and other structures on highways within the urban area will generally retain address numbers assigned prior to the 2022 adoption of this ordinance unless a new subdivision is created or a highway is renamed, in which case dwellings and other structures shall be renumbered in accordance with this ordinance.

(Code 1990, § 10-41; Ord. No. O-1982-4, § III, 11-22-1982)

### **Sec. 20-52. Procedure for official numbering Standards for displaying address numbers.**

- (a) The numbering plan of any subdivision created after the adoption of the master resolution must accompany any highway naming resolution and shall be adopted as a separate resolution along with the resolution naming the highway. Dwelling or structure owners shall be notified 30 days prior to implementation of the new street names or address numbers.
- (b) Recordkeeping for all future numbering resolutions shall parallel that for highway naming resolutions and they must all be appended to the original ordinance immediately after adoption. Dwelling or structure owners shall have 90 days to affix new numbers in accordance with this Division.
- (c) The segment number of an occupied segment will be displayed at the access to the residence in a manner visible from the highway. Each digit of an address number must be a minimum of 3 inches high, 2-1/2 inches wide and be of a reflective material.
- (d) Address numbers shall be placed on the street facing side of every addressed structure or on a post in proximity thereto.
- (e) Mailboxes shall be marked with the house number visible to traffic travelling in either direction. Where mailboxes are not in front of the house or structure to be marked and if the structure is visible from the highway, an address number shall also be displayed on the structure or on a post in proximity thereto in compliance with the other provisions of this Section.
- (f) If the structure or address numbers are not visible from the highway and no mailbox is beside the driveway leading to the structure, a sign or number post shall be erected *visible to traffic traveling in either direction at the entrance to the driveway* to display the number in compliance with the other provisions of this Section.
- (g) Dwellings or other structures serviced by a private unnamed shared driveway (driveways serving only two structures) where the address numbers cannot be seen from the highway shall be marked with the address numbers at the beginning of the driveway and where the driveway splits to each specific structure.
- (h) All address numbers whether on the structure or on a post shall be placed so that they are visible in all seasons.

(Code 1990, § 10-42; Ord. No. O-1982-4, § IV, 11-22-1982)

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### Sec. 20-53. Official map.

In accordance with 24 V.S.A. § 4421 ~~The~~ the Selectboard shall ~~have drafted~~ adopt an official town map incorporating all of the new highway names. Every five years after the ~~completion~~ adoption of the official town map, it shall be updated by the town.

(Code 1990, § 10-43; Ord. No. O-1982-4, § V, 11-22-1982)

### Sec. 20-54. Street signs and numbers.

(a) ~~The Selectboard~~ Town Manager shall institute a program for the installation and maintenance of street name signs in accordance with the names established by ~~ordinance~~ the Selectboard. All signs should conform to a uniform format established by the town. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

(b) ~~The Town shall erect any new street name signs.~~

(c) ~~The Town shall for the initial installation provide suitable approved numbers to dwelling or structure owners. Otherwise the owner must procure numbers that meet the specifications of this ordinance.~~

(Code 1990, § 10-44; Ord. No. O-1982-4, § VI, 11-22-1982)

### Sec. 20-55. Private highways.

(a) For the purposes of this section, a private highway shall be defined as any access to three (3) or more than one residence ~~dwellings or structures, not maintained by the Town, upon which the post office enters to deliver services.~~ Any other access to multiple residences ~~two dwellings or structures~~ shall be considered a common shared driveway. ~~Common Shared~~ driveways need not bear a street name, and dwellings or structures shall be afforded letters of the alphabet added to the parcel number corresponding to the point of access to the town highway ~~assigned address numbers according to VT Enhanced E911 Guidelines.~~

(b) A private highway shall be required to bear a name and a street sign. The name shall be assigned by the Selectboard ~~upon request by the residents for mail delivery.~~ The sign bearing the name shall conform to town standards for road signs and shall indicate that it is a private highway. A private highway shall be numbered in accordance with this division. The Town shall acquire and erect the street name sign for all newly named private highways.

(Code 1990, § 10-45; Ord. No. O-1982-4, § VII, 11-22-1982)

### Sec. 20-56. Notice and implementation.

~~The Selectboard~~ Town Manager shall ~~make ensure that~~ reasonable efforts to ensure that the public is notified of the existence of this division for the naming and numbering of town highways. The town shall ~~ensure, through cooperative efforts with the post office, that each individual homeowner on an occupied segment is notified of the new ordinance and notify each property owner effected by any changes in highway naming and numbering. After a highway name has been adopted, any affected homeowner must be notified within six months.~~

(Code 1990, § 10-46; Ord. No. O-1982-4, § VIII, 11-22-1982)

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Secs. 20-57—20-85. Reserved.

**E-911 HIGHWAY NAMING AND NUMBERING ORDINANCE**

Town of Springfield, Vermont  
Ordinance 2022-01

SHORT TITLE:	An ordinance to amend the Administrative Code; Chapter 20. Streets, sidewalks, and other public places Article II. Streets Division 2. Names and numbers Amended: §§ 20-46 through 20-56. Naming of highways and numbering of dwellings and other structures
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That the Code of Ordinances of the Town of Springfield, Vermont is hereby amended by amending Division 2. §§ 20-46 through 20-56. Naming of highways and numbering of dwellings and other structures, which is hereby amended and restated to read as noted in the attached document:

**Severability.** Each of the provisions of the ordinance is severable, and if any provision is held invalid for any reason, the remaining provisions shall not be affected but shall remain in full force and effect.

**Effective date.** This ordinance shall become effective 60 days after its adoption by the Springfield Selectboard. If a petition is filed under 24 V.S.A. § 1973, the taking effect of this ordinance shall be governed by that statute.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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