

AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES FOR ADDRESSING ALL PUBLIC AND PRIVATE ROADS IN RANDOLPH COUNTY

Section 1. INTRODUCTION & PURPOSE

Under the provisions of North Carolina General Statute 153A-240 and special local legislation adopted by North Carolina House Bill 63, Randolph County may by ordinance name and assign or reassign street numbers on any public or private road located within the county and not within a city.

In accordance with this statutory authority, the Randolph County Board of Commissioners desires to provide a uniform system of road addresses for all properties and buildings located within Randolph County governmental jurisdiction in order to facilitate the provision of adequate public safety and emergency response services and to minimize difficulty in locating properties and buildings for postal delivery, public service agencies, and the general public.

This ordinance shall establish the procedures for addressing all existing roads and structures and for maintaining a system to provide addresses for newly constructed properties and roads. In order to provide continuity with established Randolph County road naming procedures, the Board of County Commissioners hereby delegates the responsibility for official adoption of street addresses and the conduct of required public hearings to the Randolph County Planning Board.

Section 2. DEFINITIONS

- A. Public Road: A road open to public travel and maintained by the North Carolina Department of Transportation as part of the State maintenance system.
- B. Private Road: A road open to public travel serving three or more residents or addressable structures in separate ownership. A private road may not be part of the State maintenance system.
- C. Addressable Structure: A structure having a roof supported by columns or walls for the shelter, support, or enclosure of persons or equipment contained as part of a commercial business operation. For the purpose of this addressing ordinance the term "addressable structure" may also include other man-made facilities in keeping with the spirit and intent of the ordinance.

- D. Geographic Information System (GIS): A system of computer hardware and procedures designed to support the capture, management, manipulation, analysis, and display of spatially referenced data designed to solve complex planning and management problems.
- E. Address Schematic: The Randolph County system generated by the Geographic Information System based computer grid plan and used to assign starting numbers on both public and private roads.

Section 3. ADMINISTRATION & APPLICATION

The Randolph County Planning Director shall be responsible for the administration of this ordinance, including, but not limited to:

- A. Maintaining system, assigning all numbers for addressable structures ;
- B. Maintaining appropriate address records;
- C. Approval of change of address schematic when necessary to facilitate house number assignments along existing roads;
- D. Authorizing legal enforcement action as required by ordinance ;
- E. Establishment of interdepartmental infrastructure to insure continued operation of addressing system to meet the spirit and intent of this ordinance;
- F. Responsible for the appropriate notification of citizens, governments, agencies, and post offices, as required by law;
- G. The Director is authorized to correct such clerical or administrative errors that may from time to time occur in keeping with the overall plan and the intent of this ordinance and to approve alternate methods of displaying house numbers which meet the intent of this ordinance when strict adherence to these standards cannot be reasonably met.

Section 4. COUNTY ADDRESS SCHEMATIC PROCEDURES

A. GRID SCHEMATIC: To facilitate continued uniformity in the County addressing system, the following GIS computer-generated grid system shall be used: A paralleled grid system shall be used to assign starting numbers on both public and private roads. Base lines selected for the paralleled grids are U.S. Highway 220 Business from north to south & that portion of Randleman Road to Guilford County and U.S. Highway 64 from east to west. Each addressing base line shall pass through the county from boundary to boundary. The computer-generated grid system shall be used in such manner and grid

as to generate addressable numbers for each 20 feet per road frontage.

B. NUMBERING SYSTEM: Beginning road numbers are assigned to each road in the county based on their relationship to the computer-generated base line.

1. Address numbers shall ascend away from the base line.
2. The beginning numbers for each road start at the intersection with another county road or adjoining county line. The beginning number is determined by its parallel grid location.
3. Even numbers shall be assigned to the right side of the road and odd numbers to the left side away from beginning baseline.
4. The assigned number of an addressable structure shall depend on where the driveway intersects with the road.
5. The block numbers shall increase to the next hundred series each time the road intersects with another public road.
6. Corner lots having an addressable structure shall normally receive the road name and number the structure faces.
7. When possible, the County shall extend a municipal numbering system into the county when it is determined that the municipal government may include the area in future annexation planning actions.
8. The Planning Director is authorized to approve minor deviations from the basic schematic when actual field conditions indicate a change may be the most beneficial in keeping with the spirit and intent of this ordinance.

C. MOBILE HOME PARK SCHEMATIC: The numbering system in all mobile home parks must be designed for easy reference to both residents and emergency service personnel. Existing mobile home parks shall be evaluated by the Address Coordinators and if necessary shall be renumbered in keeping with the spirit and intent of this ordinance. The following guidelines will be used.

1. Letter identification and alpha-numeric combinations for lots should be avoided.
2. The lowest number should begin with the first lot after entry at the park entrance and identification sign.
3. Each lot number should increase in numerical sequence as one travels further into the park.

Section 5. LEGAL PROCEDURES FOR ESTABLISHMENT OF ADDRESSES

A. Pursuant to G.S. 152A-240 and special legislation referenced as House Bill 63, no street numbers shall be changed or assigned until the Randolph County Planning Board has held a public hearing on the matter. At least ten (10) days before the day of the hearing, the Planning Director shall cause notice of the time, place, and address ranges to be considered at the hearing to be posted at the County Courthouse and in at least two public places in the township or townships where the address is to be assigned and shall publish a notice of such hearing in at least one newspaper of general circulation. The Director shall also cause notice of such action to be given to the local postmaster with jurisdiction over the road, the Department of Transportation when required, and to any city within five (5) miles of the road. Each resident shall also be notified by the County of the new address.

B. New property addresses shall be established and issued at the time of application for a building permit through the County central permit offices. No certificate of compliance shall be issued until the address number is properly displayed in accordance with this ordinance.

Section 6. ENFORCEMENT & STANDARDS

A. Within sixty (60) days after written notice by Randolph County of the assignment of or change of an address number, the owner of such property shall be required to post the number so assigned in accordance with the standards listed below;

1. All buildings shall clearly display a road address number. The owner and occupant of each building is required to clearly display a road address number on each building so that the location can be identified easily from the road.
2. The official address number must be displayed on the front of a building or at the entrance to a building which is most clearly visible from the street or road during both day and night.
3. Where a building or house is 75 feet or more from a public street or road on which it fronts or the lot on which the building is located is landscaped such that numbers cannot be seen from the street or road the assigned number shall also be posted at the end of the driveway or easement nearest the road which provides access to the building.
4. Numerals indicating the address number of a single family dwelling shall be at least four (4) inches in height and shall be posted so as to be legible from the road.

5. Numerals for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height.
 6. Manufactured homes are to display the assigned lot number on the side of the manufactured home closest to the road which serves the lot so that the number is clearly visible from the road at all times.
 7. Manufactured home parks shall erect a sign at the entrance to the park displaying the name of the park and the assigned street address.
 8. Address numbers shall be in a contrasting color to the color scheme of the house or building or mobile home so that it is clearly visible and shall be maintained in a clearly visible manner. Reflective numbers are desirable but not required.
 9. Following the posting of the assigned number as required, the owner or occupant shall maintain such house or building number at all times in compliance with the above referenced standards. Address numbers shall not be obstructed from view by shrubs or vegetation as viewed from the public road.
- B. If the owner or occupant does not comply voluntarily with this ordinance within thirty (30) days of delivery of a warning notice by certified mail or by hand delivery of notice to the building in violation, the Randolph County Attorney is authorized to begin legal enforcement action pursuant to G.S. 153A-123. The violation of the terms of this ordinance shall be punishable by the sentence authorized by G.S. 14-4. This ordinance may also be enforced by appropriate equitable remedy issued by a court of competent jurisdiction, including, but not limited to, issuance of mandatory or prohibitory injunctions and orders of abatement. Each day of continuing violation of the terms of this ordinance shall constitute a separate and distinct offense.

Section 7. EFFECTIVE DATE

This ordinance shall become effective as of November 4, 1991. The provisions of this ordinance shall be implemented on a phased countywide basis as established through the public hearing process.