

ORDINANCE #33
(REPLACES ORDINANCE #27)

UPDATED: 3-6-2018

BELTRAMI COUNTY 911 ORDINANCE

An ordinance establishing and regulating the naming of streets and roads, numbering of addresses and maintenance of an emergency communications infrastructure system in Beltrami County.

The County Board of Beltrami County, Minnesota ordains:

Section 1. Purpose

The purpose of this ordinance is to enhance the effective and rapid location of properties for the delivery of Public Safety and Emergency Services; and provide for the infrastructure to ensure the safety and effective response of emergency services through a robust emergency communications system.

Section 2. Jurisdiction

The ordinance will include all properties within Beltrami County including but not limited to all Cities, Townships (incorporated and unincorporated), public and private roads outside the boundaries of the Red Lake Indian Reservation.

Section 3. Definitions

For the purpose of this ordinance the following definitions apply:

1. **Road** – Any highway, road, street, way, boulevard, fire road, forestry road, thoroughfare, or similar paved, gravel or dirt road designated for public use or any private drive used as the primary access for three or more structures.
2. **Thoroughfare** – For purposes of this ordinance, thoroughfare will have the same meaning as road.
3. **Property** – Any parcel on which a structure has been erected or moved on to.
4. **Utilities** – Gas, water, sewer, electricity, telephone, cable or other communication network.
5. **Structure** – Any building suitable for affording shelter to human beings.
6. **Parcel** – Any property with an assigned parcel identification number (PIN).
7. **Approach** – Approximately the first 24 feet of traveled surface from the edge of a named road (i.e. over a culvert in some cases).
8. **Driveway** – Traveled surface between an approach and structure.
9. **Owner** – Primary taxpayer.

Section 4. Responsibilities

Beltrami County

911 COORDINATOR. There shall be established in Beltrami County a position known as 911 Coordinator. The 911 Coordinator shall be responsible for carrying out the provisions of this ordinance and shall be responsible for all ordinance enforcement. The 911 Coordinator shall be an ex officio non-voting member of the 911 Committee which shall be comprised of the following:

1. Emergency Management Director
2. Highway Engineer
3. One County Commissioner, who will be the chair of the committee
4. A representative of the Beltrami County Township Association
5. 911 Communications Supervisor
6. Sheriff
7. Such other persons as the Beltrami County Board may appoint

In addition to hearing Appeals under Section 4 of this Ordinance, the Committee shall monitor the enforcement of this Ordinance and may make recommendations to the County Board of Commissioners for amendments to this Ordinance.

The Beltrami County 911 Coordinator is authorized to and shall assign road names and locatable addresses to all properties in accordance with this ordinance. All assignment of road names and numbers shall be made in accordance with the standards set forth in Sections 4 and 6 of this Ordinance and shall be considered final.

Beltrami County shall be responsible for maintaining appropriate records for 911 services.

All intersection and house number signs are the property of Beltrami County and shall be maintained by the County.

Owner, Agent, Lessor or Occupant

A locatable addressing permit is required by this ordinance and is available from the Beltrami County 911 Coordinator or designee. Applicants must complete the permit application process and pay the address permit fee in order to properly obtain a Beltrami County locatable address. The primary approach leading to the structure must be installed prior to submitting the application. If staff travels to an applicant's location and the approach is not installed, no address will be assigned and a second fee will be charged for the additional trip to collect the location. If residents move their primary approach to another location, a new address will be required and associated addressing fee will be applied.

Each application for a locatable addressing permit must be accompanied by the current addressing permit fee. The fee shall be set by the Beltrami County Board of Commissioners, which may upon the resolution of the County Board, amend said fee. Anyone found to be non-compliant in this process will be assigned an address by the 911 Coordinator and invoiced for the amount of the fee. Failure to pay the fee by the end of the current tax year will result in additional fees and all fees will then be certified to a resident's property taxes for assurance of payment.

The owner, agent, lessor, or occupant in charge of any house, building, mobile home or other permanent structure to which a number has been assigned shall implement the following:

1. Any non-applicable numbers or address signs must be removed to avoid confusion with actual legitimate address numbers.
2. Multiple use or occupancy structures (i.e. apartments, duplexes, strip malls, townhouses) will be assigned a unique unit number by the owner of the structure, which shall be uniformly displayed by each entrance in a conspicuous place. Residents will use the address assigned to the structure in conjunction with their specific unit number as their unique locatable address.

- 3 Resorts, Mobile Home Parks, Common Interest Communities (CIC's) and Planned Unit Developments (PUD's) shall be assigned one address for the complex from its primary entrance to the main road. All structures within the complex will be assigned individual unit or lot numbers by the owner of the development. Individual unit numbers should be reflective in nature, a minimum of three (3) inches in height and shall be uniformly placed throughout the development. Residents will use the address assigned to the development in conjunction with their specific lot or unit number as their unique locatable address. A map depicting the overall layout of the development with all associated units labeled must be displayed at the main entrance to the development and must be of a size and nature to allow for reading of the information from within a vehicle as it enters the development. Individual unit numbers and the map display are the financial responsibility of the owner/developer.
- 4 Mailboxes should be marked with the house number and unit or lot number if applicable. If the mailbox is located on a different road other than the address road name, the complete assigned house number and road name should appear on the mailbox. The US Post Office dictates the location of the mail box.
- 5 Each structure (except as outlined in item 3 above) shall have a house number sign installed by the Beltrami County Highway Department at the place where the primary approach intersects with a named road. The resident or owner/occupant must notify the Beltrami County Highway Department immediately in the event said sign is damaged, destroyed or removed. The County will replace signs at no charge. Cities within Beltrami County are responsible for uniform house number signage.
6. All residents and other occupants are requested to post the assigned address number and road name next to their telephone for quick reference in an emergency.

Utilities

Utility companies operating within Beltrami County, Minnesota should not provide utility services to any structure or mobile home, including a mobile home that is moved from one location to another, until owner, agent, lessor or occupant has been issued an official address from Beltrami County.

Road Name Intersection Signs

The Beltrami County Highway Department shall be responsible for the installation and maintenance of all intersection signs in Beltrami County.

The Townships and Cities within Beltrami County shall in conjunction with the 911 Coordinator name all roads classified as township roads or municipal streets. Cities or Townships shall notify the 911 Coordinator immediately of any changes, additions, modifications or deletions of township or municipal roads within their jurisdiction. Should a Township or City fail to provide a road name, the Beltrami County 911 Coordinator will name the road, and notify the City or Township of the new road name.

Existing Subdivisions: Signs will be erected when the roads are constructed. All names must be approved by the 911 Coordinator. If platted road names are not approved under the guidelines set within this ordinance, alternate names must be assigned. Should the current owner of the development fail to provide a road name, the Beltrami County 911 Coordinator will name the road and notify them of the new road name. Revisions of previously recorded plats denoting the new road names are not necessary. The current owner of the subdivision is responsible for all expenses related to the initial installation of all signs.

For those subdivisions which currently exist only on paper, before construction/development begins, all road

names must be reviewed and approved by the 911 Coordinator. If platted road names are not approved, alternate names must be submitted by the current owner of the development. Should the current owner of the development fail to provide a road name, the Beltrami County 911 Coordinator will name the road, and notify them of the new road name. Revisions of previously recorded plats denoting the new road names are not necessary. The current owner of the subdivision is responsible for all expenses related to the initial installation of all signs.

Private roads: Private roads must be named if three or more addresses exist on the road. Occupants and property owners are encouraged to work together and submit suggested road names to the 911 Coordinator for approval within a designated period of time. If road name suggestions are not received within the stated time period, the Beltrami County 911 Coordinator will name the road and notify occupants of their assigned address. Names will be signed in accordance with this ordinance. The naming of a private road does not change the jurisdiction of the road.

Section 5. Sign Cost and Responsibility

Road Name Intersection Signs

Any existing subdivision, where streets have not been constructed, the road name intersection sign cost shall be the responsibility of the current owner of said subdivision. Any new subdivisions will have all intersection sign costs paid in advance of receiving final approval of the subdivision from the County Board. Costs associated with intersection signs in new subdivisions will be determined by the 911 Coordinator annually for necessary adjustments related to expenses involved. The signs shall be installed by the Beltrami County Highway Department in accordance with existing sign specifications at the time the roads within the subdivision are built.

All purchasing, installing and maintenance of road signs outside of the cities and Red Lake Indian Reservation will be funded by the County through the use of 911 special assessment funds. Cities within Beltrami County are responsible for their own intersection signage unless the road is a County Road or County State Aid Highway at which time the County is responsible for all maintenance and costs associated with it. Cities may make application to the County for 911 special assessment funds to help offset expenses. In the event that fund is depleted or the assessment is no longer in place, the issue of funding intersection sign costs will be reviewed.

House Number Driveway Sign Costs and Responsibilities

The Beltrami County Highway Department shall be responsible for the installation and maintenance of all house number signs in Beltrami County.

Section 6. Naming and Numbering Standards

Roads

1. If a road is a continuation, the name shall apply to the entire road. For example, when a road crosses another major road or passes into a different township the road name shall remain the same.
2. Each road shall have a unique name. If two separate roads become connected, a new name shall be required for the combined road.
3. When a road makes a right angle change of direction and continues in the new direction for over ½ mile, a new road name shall be assigned at the point of changing direction.

4. When a road meanders in a general direction (East to West or North to South) the road name can remain the same.

Road Naming

1. Road names should not duplicate or sound like existing road names. These may sound the same to an emergency services dispatcher and may cause delays in emergency service delivery. (i.e. AVOID – Carol Drive and Carl Drive, Beach Ave and Beech Ave) Road names which are difficult to spell or understand in an emergency situation may also cause delays and should be avoided.
2. The road name should include the proper abbreviated road type designation (Dr, Ct, Ln, etc.) approved by the United States Postal Service.
3. The road name shall include the proper quadrant or directional designation following the road: Type (N, S, E, W, NE, NW, SE, SW). The directional should not precede the road name. (i.e. AVOID – 123 N Ivy Ln NW or 123 North Ivy Ln NW).
4. The total number of letters in a street name, including the name, street type, quadrant or directional should not exceed 15 letters. For the purpose of counting letters in a road name, spaces shall be counted. (i.e. Birchmont Dr NE = 15 letters).
5. Township roads should not be named using road numbers. (i.e. AVOID - Township Road 19)
6. The assignment of road names which are also used as road types or directionals should not be used. (i.e. AVOID – Court St or West Ave)
7. The assignment of fractional addresses should not be used. (i.e. AVOID – 512 ½ Ivy Ln NW)
8. The assignment of different directions and/or suffixes to distinguish separate, non-continuous roads should not be used. (i.e. AVOID – Palm Ct, Palm Ave, Palm Dr, etc.)
9. The assignment of road names containing special characters should not be used. (i.e. AVOID – hyphens, apostrophes, decimals, etc.)
10. The assignment of non-specific addresses should not be used. (i.e. AVOID – 3rd & Main, Foot Of The River, etc.)
11. The assignment of alphanumeric primary or secondary numbers should not be used. (i.e. AVOID – E101 Main St, 101 Main St Apt 10C, etc.)
12. The assignment of hyphenated primary or secondary numbers should not be used. (i.e. AVOID – 41-456 Bell St, 234 Main St Apt 10-1, etc.)
13. The assignment of significant leading zeros should not be used. (i.e. AVOID – 0145 Main St, 101 Main St Apt 012, etc.)

Definitions and Abbreviations

United States Postal Service standard naming definitions and conventions should be used to maintain consistency and accuracy. Examples of such include but are not limited to:

Street (St):	A road that runs in an east-west direction within a city boundary.
Avenue (Ave):	A road that runs in a north-south direction within a city boundary.
Road (Rd):	A road such as a county road or major township road of considerable length that runs in any direction.
Drive (Dr):	Generally a road over 1,000 feet.
Lane (Ln):	Generally a road of less than 1,000 feet.
Court (Ct):	Generally a road that ends in a dead-end cul-de-sac.
Circle (Cir):	Generally a road forming a closed loop.
Highway (Hwy):	A U.S. or state highway that has no other name designation.

Directionals

The method of assigning addresses outside the Bemidji city limits was established in the early 1980's. A control grid of intersecting lines running north-south and east-west defines the address numbering system.

The system around the City of Bemidji uses an interval of 15 blocks per mile (approximately 1500 addresses per mile). This may be adjusted in rural areas where the population density is less than 10 blocks per mile (approximately 1000 addresses per mile).

A quadrant designation (NE, SE, SW, and NW) is also defined. The suffix on an address assists in locating a specific road name within the quadrant. The quadrant divisions begin in Bemidji.

A directional designation (N, S, E, W) should be used in place of a quadrant designation when the road falls on the baseline.

The starting points of the quadrant are shown in Appendix 1. The quadrant baselines are adjusted outside the city limits to maintain consistency for numbering throughout the county (see Appendix 2).

Section 7. Critical Emergency Response Communications Infrastructure

The ordinance will provide for funding the emergency communications infrastructure through the use of the 911 special assessment fund. Infrastructure will include, but is not limited to, maintenance and sustainment costs associated with communications towers, repeaters, selective router system, wireless communication hardware, software, mapping and other technologies necessary to provide public safety communications to Beltrami County and future upgrades as needed and as funds allow.

Section 8. 911 Special Assessment Fee

The County Board may, by resolution, set an annual assessment fee for the sustained maintenance of the entire emergency communications infrastructure system which also includes house number and intersection signs. This fee, which may be amended by the County Board, shall become a special assessment on the property taxes for the parcel upon which the addressed property or properties are located.

Section 9. Miscellaneous

Defacing House Number or Road Intersection Signs

No person may alter, deface or remove any sign placed in accordance with this ordinance. All signs and associated hardware are the property of Beltrami County. Any repair or replacement shall be performed by Beltrami County. Missing or damaged signs shall be reported to the Beltrami County Highway Department or 911 Coordinator immediately upon any person noticing such.

If a specific road name is vandalized six (6) times and other anti-theft efforts have proven to be unsuccessful, the 911 Coordinator will notify all residents addressed from the road, all property owners adjacent to affected road, and the associated Township or City officials to inform them that the targeted road name will be changed in an attempt to stop the vandalism of the signs. They will also be asked to submit suggested road names within a specified period of time. Road names received within the specified period will be

reviewed by the 911 Coordinator in accordance with the road naming procedures outlined in this Ordinance and a new road name will be assigned. If no suggestions are submitted within the specified time period, the 911 Coordinator will be responsible for renaming the road. All residents, property owners, Township or City officials will be notified of the change. New road intersection signs will be installed by Beltrami County or designated City. Old road name signs will be returned to the sign vendor for recycling and monetary credit.

Violations

Any person who shall violate any provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by such penalties and fines provided by law.

Severability

It is hereby declared to be the intention of Beltrami County that the several provisions of this Ordinance be servable in accordance with the following:

- a. If any court of competent jurisdiction shall adjudge any provision to be invalid such judgment shall not affect any other provision of this Ordinance not specifically included in said judgment.
- b. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this Ordinance to a particular structure, site, facility or operation, such judgment shall not affect the application of said provision to any other structure, site, facility or operation not specifically included in said judgment.

Provisions Are Cumulative

The provisions of this Ordinance are cumulative, and are additional limitations upon other laws and ordinances covering the subject matter of this Ordinance.

Repealer

The passage of this Ordinance shall supersede and replace that certain Locatable Road Naming and Structure Numbering Ordinance adopted by the Beltrami County Board of Commissioners on 12/8/1998 and as amended on 5/2/2000, 5/21/2002, 4/3/2007, and 12/16/2012.

Effective Date

This ordinance shall be in full force and effect from and after its passage and publication according to law.

ADOPTED BY THE BELTRAMI COUNTY BOARD OF COMMISSIONERS THIS

6th DAY OF MARCH, 2018.

Chairman: Richard D. Anderson
Beltrami County Board of Commissioners

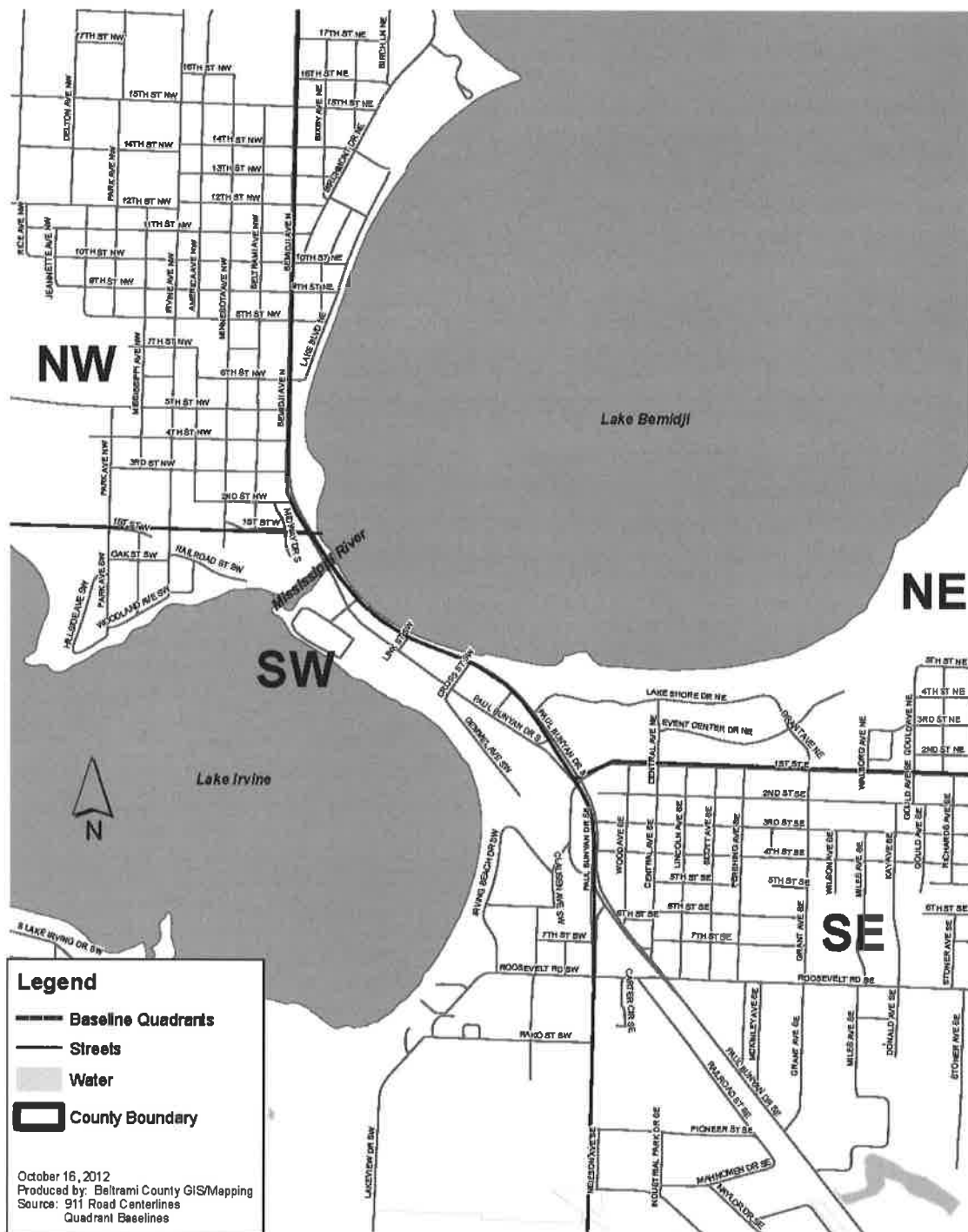
Attest: Jay A. Mack
County Administrator

Approved as to form and execution:

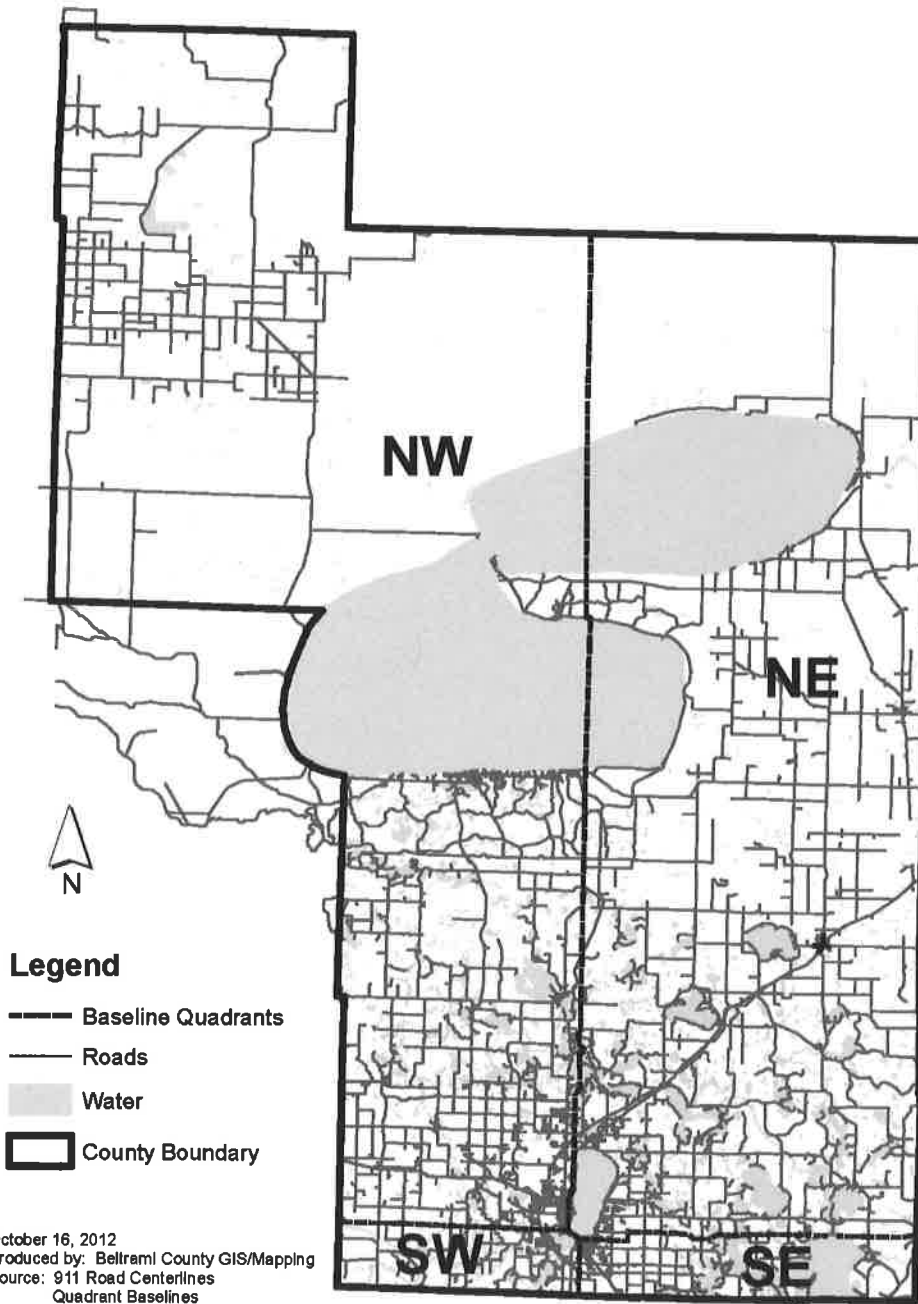
Attorney: David Henson
Beltrami County Attorney

First Reading: February 20, 2018
Public Hearing/Second Reading/Adoption March 6, 2018

APPENDIX 1: Starting points of quadrants.



APPENDIX 2: Quadrant baselines outside the City of Bemidji.



BC Admin

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA
THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 03/29/2018 AT
09:04 AM BY DOCUMENT NUMBER
A000571222
By: PAULA R. COONS
CHARLENE D. STURK
COUNTY RECORDER
PAGES: 12

BELTRAMI COUNTY COVER SHEET

This cover sheet is now a permanent part of the recorded document.

