

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: MARCH 11, 2013 AGENDA ITEM NUMBER: 1-A&B

SUBJECT: A. PUBLIC HEARING ON PROPOSED ORDINANCE TO ESTABLISH A
PROCEDURE TO ASSIGN OR REASSIGN ADDRESS NUMBERS AND
ROAD NAMES FOR PROPERTY IN FORSYTH COUNTY

B. ORDINANCE AMENDING CHAPTER 20 OF THE FORSYTH COUNTY CODE
ENTITLED, ASSIGNING ADDRESS NUMBERS AND ROAD NAMES

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**ORDINANCE AMENDING CHAPTER 20 OF
THE FORSYTH COUNTY CODE ENTITLED,
ASSIGNING ADDRESS NUMBERS AND ROAD NAMES**

That Chapter 20 of the Forsyth County Code is hereby renumbered, rewritten and amended to read as follows:

CHAPTER 20 – ASSIGNING ADDRESS NUMBERS AND ROAD NAMES

SEC. 20-1 PURPOSE OF CHAPTER

The purpose of this Chapter is to establish a procedure for the assignment or reassignment of address numbers and road names for property in Forsyth County.

DEFINITION

Road is defined to include street, drive, cartway, tramway, easement, right-of-way access area, highway, or thoroughfare.

SEC. 20-2 SCOPE OF CHAPTER

The scope of this Chapter shall include the assignment or reassignment of all official address numbers and road names, after first complying with the provisions of N.C.G.S. 153A-239.1, if applicable, to residential, nonresidential, and other improved property, within the County and outside the jurisdictional limits of the City of Winston-Salem and the Town of Kernersville, including assignment of unit/suite/apartment numbers for multi-occupant buildings. It shall not include the assignment of parcel identification numbers to real estate.

SEC. 20-3 ROLE OF THE ADDRESS COORDINATOR

The Address Coordinator, appointed by the City/County Planning Director, shall be responsible for the assignment and notification of all new road names, after first complying with the provisions of N.C.G.S. 153A-239.1, if applicable, and address information. The Address Coordinator shall also be responsible for facilitating changes to existing road names and address numbers.

(A) ASSIGNMENT OF ADDRESS NUMBERS

The Address Coordinator shall assign or reassign official address numbers in accordance with this Chapter.

(B) ROAD NAMING

The Address Coordinator shall be responsible for researching, verifying and recommending to the County the official name, type and directional for roads within the County and outside the jurisdictional limits of the City of Winston-Salem and the Town of Kernersville.

(C) DATABASE DEVELOPMENT AND MAINTENANCE

The Address Coordinator shall be responsible for the maintenance of the Forsyth County master

address database as part of the Forsyth County Enterprise Geographic Information System (GIS). This master address database shall show the address numbers which have been assigned to parcels of land, buildings and their internal units, or other facilities.

(D) ADDRESSING POLICIES MANUAL

The Address Coordinator shall be responsible for assignment of new addresses, including internal suite/apartment number assignments, and changes to existing addresses within the County and outside the jurisdictional limits of the City of Winston-Salem and the Town of Kernersville according to the *Forsyth County Addressing Policies and Procedures Manual*, which is maintained by the Address Coordinator.

SEC. 20-4 ADDRESSING SYSTEM

COORDINATE GRID ESTABLISHED

The address number assignments or reassignments shall be based on a coordinate system established within Forsyth County. The meridians of such system shall begin inside Winston-Salem at the intersection of First and Main Streets, and shall be established as follows: north along N. Main Street, N. Patterson Avenue and Old U.S. 52 to the Stokes County line; west along W. First Street, Country Club Road, and Shallowford Road to the Yadkin County line; south along S. Main Street and U.S. 52 to the Davidson County line; and east along E. First Street and U.S. 421/I-40 Business to the Guilford County line. These meridians shall be the base lines for the purpose of address number assignment and determining whether a road directional is necessary. A directional is only to be used for roads that cross the aforementioned north/south or east/west meridians.

Each road running east and west, or substantially in that course, shall, for the purpose of numbering under this section, begin at the east and west side of the east/west meridian, as the case may be, with number one, increasing east and west from such initial point to the corporate limits of the County, as they now exist or may hereafter be extended.

Each road running north and south, or substantially in that course, shall, for the purpose of numbering under this section, begin at the north and south side of the north/south meridian, as the case may be, with number one, increasing north and south from such initial point to the corporate limits of the County, as they now exist or may hereafter be extended.

SEC. 20-5 ADDRESSING FORMAT

(A) ADDRESS FORMAT ESTABLISHED

Each address shall at a minimum be comprised of the following elements, in the following order:

- (1) Address number, conforming to the coordinate grid
- (2) Directional prefix, as necessary, based on the coordinate grid referenced in Section 20-4
- (3) Road name, conforming to this Chapter and addressing policies
- (4) Road type, conforming to the list maintained in the addressing policies
- (5) Unit type, as necessary, and conforming to the addressing policies
- (6) Unit, apartment, or building numbers, as necessary

SEC. 20-6 ROAD NAMING STANDARDS

(A) ROAD NAMES REQUIRED

(1) General Requirements

After first complying with the provisions of N.C.G.S. 153A-239.1, if applicable, road names are required for planned or existing public or private roads, or for driveways which serve as the primary means of ingress or egress for three (3) or more buildings or other facilities.

(2) Multiple Buildings or Units Accessed by Exterior Doors

After first complying with the provisions of N.C.G.S. 153A-239.1, if applicable, road names and address numbers are required where a development site plan includes two or more buildings or a single building with multiple units accessed by exterior doors.

(3) Second Tier Development

A private drive shall be named where it provides access to buildings and other facilities that are separated by one (1) or more tiers of buildings from the main road which accesses the development.

(B) PROHIBITED ROAD NAMES

In addition to the provisions of N.C.G.S. 153A-239.1 relating to road names, the following provisions shall apply to road names:

(1) Obscene Names

It shall be unlawful for road names to include a derogatory, racial, offensive or obscene term that an average person when applying contemporary community standards would find unacceptable. For purposes of this ordinance, an obscene term is a word or phrase that refers to or describes sexual conduct as defined by N.C.G.S. 14-190.1.

(2) Duplicate Names

It shall be unlawful for existing road names to be duplicated. All road names within Forsyth County must be unique, regardless of jurisdiction. A road name is considered to be a duplicate name if any of the following conditions exists:

(a) **Same Names/Different Suffixes.** Two roads that have the same name, but different road type suffixes, are considered duplicate names. However, it is permissible that one road may have the same road name as another if both segments connect directly to each other and the address ranges assigned to each segment are unique.

(b) **Same Sounding Names.** Road names that sound identical or are very similar phonetically, despite differences in spelling, are considered duplicate names.

(C) SIGNAGE

All named roads shall be properly marked with signage in accordance with the *Forsyth County Addressing Policies and Procedures Manual* and the *Manual on Uniform Traffic Control Devices*.

SEC. 20-7 ADDRESS ASSIGNMENT

The Address Coordinator shall assign or reassign to each residential or nonresidential building or structure and each individual unit within any such building or structure an address number and notify said property

owners or occupants of such address number in accordance with this Chapter and the *Forsyth County Addressing Policies and Procedures Manual*. The Address Coordinator shall assign or reassign addresses based upon the coordinate grid sequence system established in Forsyth County as described in Section 20-4 of this Chapter.

(A) BUILDINGS WITH MULTIPLE FLOORS OR OCCUPANTS

The Address Coordinator shall assign or reassign one address number for each exterior principal entrance, and unit/suite numbers for the units within buildings that have a common entry and/or elevator/stairwell. Units shall be numbered with ranges defining the floor level. Unit numbers shall be assigned or reassigned based on their location on each floor according to the *Forsyth County Addressing Policies and Procedures Manual*.

(B) ALLOWANCES FOR UNDEVELOPED PROPERTIES

The Address Coordinator shall make allowances for sequentially ordered address numbers which may be assigned to future structures on undeveloped properties in accordance with this Chapter.

(C) OUT OF SEQUENCE (VANITY ADDRESSES)

It shall be unlawful for any property owner or occupant to use any out-of-sequence addresses or address numbers that do not conform to the established address grid (vanity addresses).

(D) NOTIFICATION OF ROAD NAME AND ADDRESS NUMBER ASSIGNMENT

The Address Coordinator shall notify property owners or occupants in writing when new address numbers and/or new road names are officially assigned or reassigned. The notification shall include information about the posting requirements as described in Section 20-8 and notice that noncompliance shall result in the penalties provided in Section 20-9 of this Chapter.

(E) DUTY OF OWNER OR OCCUPANT WHERE NO PROPERTY NUMBER HAS BEEN ASSIGNED

Every owner or occupant in control of improved property which has not been assigned an official address number shall apply to the Address Coordinator for an official address number.

SEC. 20-8 DISPLAY OF ADDRESS NUMBERS

(A) REQUIRED ADDRESS DISPLAY FORMAT

Every owner or occupant in control of property with a house, building, or other structure shall affix to the house, building or other structure and display at all times the official address number assigned or reassigned to such property pursuant to this Chapter at a place visible from the road on which such property fronts. All address numbers shall be displayed numerically in Arabic numerals and shall not be spelled as words. Whenever new official numbers are assigned or reassigned, they shall be displayed pursuant to the provisions of this Section by the owner or occupant in control of the property within 30 days following the notification of such assignment or reassignment pursuant to the provisions of Section 20-7(D).

(1) Size and Location of Numbers

(a) Single-Family Residential

The official address number affixed to any house, building or other structure shall not be less than four (4) inches in height with a minimum stroke width of 0.5 inch. All official address numbers affixed to any residential structure shall be displayed within three (3) feet of the front entrance and shall be readable from the road. If the front door is inset under a porch roof or overhang, required address numbers shall be affixed to that portion of the road-facing façade that is closest to the road.

(b) Multifamily Residential Units

Official address numbers, letters or other designations on individual units within multifamily residential buildings shall not be less than four (4) inches in height with a minimum stroke width of 0.5 inch and shall be displayed within three (3) feet of the front entrance of each unit and shall be readable from the road. The building number on any multifamily building shall be at least six (6) inches in height with a minimum stroke width of 0.5 inch and shall be placed within three (3) feet of the main entrance of the building. If the address numbers are not readable from either a public or private road or from the parking lot which serves the building, the address number shall be additionally posted on the road-facing end of the building. In these instances, if the address number is out of sequence with those on the road on which it is posted, both the address number and road name must be posted to avoid confusion.

(c) Nonresidential Units

Official unit numbers, letters or other designations, on individual nonresidential units in buildings containing multiple units, shall not be less than four (4) inches in height with a minimum stroke width of 0.5 inch and shall be maintained within three (3) feet of the front entrance of each unit and shall be visible and readable from either a public or private road or from the parking lot which serves the building. The building number on any nonresidential building shall be at least six (6) inches in height with a minimum stroke width of 0.5 inch and shall be placed within three (3) feet of the main entrance of said building. If the address numbers are not visible from either a public or private road or from the parking lot which serves the building, the address number shall be additionally posted on the road-facing end of the building.

(d) Historic Districts

Buildings or structures located within a locally-zoned historic (H) district are exempted from the requirements of Section 20-8 (A)(1)(a),(b), and (c). Instead, these buildings or structures shall display their address on a plaque 1 ½" x 4" located on the lower left corner of the building, below the name of the building or structure.

(e) Structures Located Distant From the Road On Which They Front

Where a house, building or other structure is located more than 100 feet from the road on which such property fronts, or the topography or vegetation of such property prevents the address numbers from being seen from the road, the assigned address numbers shall: not be less than four (4) inches in height; comply with the color requirements in this section; be posted on a sign or post that is at least three-and-one-half (3.5) feet high and four (4) inches wide and is located no more than ten (10) feet from the intersection of the road and the driveway. The placement of the assigned address number on the road curb or mailbox is permissible, but may not be used to meet the requirements of this Chapter.

(f) Color of Numbers

All displays of official address numbers shall be of a contrasting color (i.e. light numbers on dark surfaces; dark numbers on light surfaces) to the color of the building or structure located on the subject property, and such displays shall be readable when illuminated.

(B) MAINTENANCE

Following the posting of the address number as required, the owner or occupant in control of the property shall maintain such numbers at all times in accordance with the standards of this Chapter.

(C) APPLICABILITY TO EXISTING STRUCTURES

Owners or occupants in control of all houses, buildings or other structures within the County and outside the jurisdictional limits of the City of Winston-Salem and the Town of Kernersville shall comply with the provisions contained in this Chapter upon its adoption.

(D) NONCOMPLIANCE

- (1) If any property owner or occupant in control of the property shall fail or refuse to comply with this Chapter, the director of the Forsyth County Department of Housing or his/her designee shall have the authority, upon five (5) days written notice to such owner or occupant, to initiate enforcement measures in accordance with Section 20-9.
- (2) If any property owner or occupant in control of the property shall fail or refuse to comply with Section 20-8 of this Chapter, the Forsyth County Department of Housing shall have authority, after giving five (5) days written notice to the owner or occupant, to remove or cause to be removed any unofficial address number displayed on the property of such owner or occupant, and to properly display upon such property the official address number assigned thereto, all at the expense of the owner or occupant in control of such property.

SEC. 20-9 VIOLATIONS AND PENALTIES

(A) ENFORCEMENT

The property owner or occupant in control of the property shall display the assigned address in accordance with the requirements of this Chapter. The failure of any person, firm or corporation which is an owner or occupant in control of a house, building or other structure to have affixed thereto or to have otherwise displayed the official address number of such property in accordance with the standards contained in Section 20-8 of this Chapter shall be considered a violation of this Ordinance and an abatable nuisance. In addition to all other remedies provided by law, the Forsyth County Department of Housing shall have authority to pursue enforcement of this Chapter following written notice to the property owner or occupant in control of the property from the Forsyth County Department of Housing. The property owner or occupant in control of the property shall have five (5) days from the date of written notice to correct the deficiencies listed therein. If the individual receiving notice does not correct such deficiencies, the Forsyth County Department of Housing shall have authority to secure injunctions and abatement orders to insure compliance through the appropriate division of the North Carolina General Court of Justice.

(B) CRIMINAL ENFORCEMENT

Any person who violates this Ordinance or Chapter or any provisions thereof, shall be guilty of a Class 3

misdemeanor and may be fined not more than five hundred dollars (\$500.00).

(C) CIVIL ENFORCEMENT

In addition to criminal penalties, any person, firm, or corporation violating any provisions of this Chapter shall be subject to a civil penalty of one hundred dollars (\$100), which can be recovered by the County in a civil action in the nature of a debt, if the offender does not pay the penalty within a prescribed period of time after being cited for violation of this Ordinance. No civil penalty shall be assessed until the person alleged to be in violation has been notified of the violation by the Forsyth County Department of Housing. Failure to correct the violation within five (5) days of the date of service of the notice, or the end of the period of any extension, may result in the assessment of a civil penalty or other enforcement action. For good cause determined by the Forsyth County Department of Housing, the correction period may be extended by the Forsyth County Department of Housing. Each day of continuing violation shall constitute a separate violation.

(D) REFERRAL TO ATTORNEYS

If payment of penalties is not received within five (5) days after written demand for payment is made, the Forsyth County Department of Housing may refer the matter to the County's Attorney, who is authorized to institute a civil action in the name of the County in the appropriate division of the North Carolina General Court of Justice for recovery of the penalty.

(E) OTHER RELIEF

The County's Attorney may secure, on behalf of the County, in addition to other remedies provided by law, injunction, mandamus, abatement, or any other appropriate relief to prevent, enjoin, abate, or address such unlawful action.

Adopted this 11th day of March, 2013.

**NOTICE OF PUBLIC HEARING
ON PROPOSED ORDINANCE TO ESTABLISH A PROCEDURE
TO ASSIGN OR REASSIGN ADDRESS NUMBERS AND ROAD
NAMES FOR PROPERTY IN FORSYTH COUNTY**

Notice is hereby given that Forsyth County will conduct a public hearing on Monday, March 11, 2013 at 6:00 p.m. in the Forsyth County Commissioners' Meeting Room on the Fifth Floor of the Forsyth County Government Center located at 201 N. Chestnut Street in Winston-Salem, N.C. pursuant to the provisions of N.C.G.S. 153A-239.1 on a proposed ordinance to establish a procedure for the assignment or reassignment of address numbers and road names for property in Forsyth County.

This notice shall be published once at least ten (10) days before the date of the public hearing in a newspaper of general circulation published in Forsyth County.

This the _____ day of February, 2013.