

CHAPTER 37

UNIFORM ADDRESSING AND ROAD NAMING SYSTEM

37.01 PURPOSE. The purpose of this Chapter is to promote and protect the health, safety, and general welfare of the public of St. Croix County by providing the most practical, efficient, and logical means of physically locating properties and structures located in the County. The primary and vital purpose of an addressing system is to provide the means and standards for the most rapid location of property by emergency service providers including emergency medical service, fire departments, law enforcement, and other first responders and service agencies. The system will also serve the U.S. Postal Service and the public at large in the timely and efficient delivery of services.

It is the intent of this Chapter to establish the method by which address numbers and road names are assigned by St. Croix County in cooperation with the towns. It is further intended to provide for requirements for road naming and the review process and responsibilities involved in assuring all public and private drives are named and signed in accordance with accepted criteria.

37.02 DEFINITIONS. In this Chapter:

- (A) “Address Sign” means an individual address plate placed on a named road or driveway identifying a location address.
- (B) “Application Form” means the form required for assignment of a new address.
- (C) “County” means St. Croix County.
- (D) “Road Sign” means a sign posted at a road intersection that identifies the road name(s).
- (E) “Private Driveway” is a driveway that serves two or less private properties containing principle structures.
- (F) “Private Road” means any road on private property leading to three or more driveways and/or principle structures.

37.03 AUTHORITY. This Chapter is enacted under the authority granted to the County, pursuant to Wis. Stat. § 59.54(4).

37.04 APPLICATION. The provisions of this Chapter shall apply to each road, home, business, farm, structure, or other establishments in the unincorporated areas of the County. Incorporated areas are exempt from this section unless otherwise indicated in any adopted intergovernmental agreement. This Chapter does not apply to naming State and County Highways.

37.05 ADMINISTRATION.

- (A) The policy implementation of this Chapter shall be provided by the Public Protection and Judiciary Committee.
- (B) The administrative responsibility of this Chapter shall be administered by the Community Development Department.
- (C) The Community Development Department Director or designee shall have the responsibilities of coordinating the ongoing maintenance of the Uniform Addressing System. These duties will include: assignment of addresses, maintenance of an accurate road name listing, update of maps, and administration of the provisions of this Chapter.

37.06 ADDRESSING REQUIREMENTS.

- (A) County Addressing Grid System. St. Croix County has established a uniform addressing grid system.
- (B) Grid System. The official addressing system of St. Croix County is the grid system as established, mapped, and implemented by the County on September 1, 1983. The official addressing map is kept on file in the Community Development Department.
- (C) Address Number Determination. The grid system so established allows for only 50 even and 50 odd numbered addresses per mile of roadway, the equivalent of one address every 52.8 feet of road length on each side of a road. An address number designates the intersection point of a driveway centerline with a public road. Address numbers are derived from measurements taken from the north or east grid section with the result adjusted to correspond to the side of the road, the subject driveway, and property the driveway is located on.
- (D) Even / Odd Address Number Determination. All driveways and properties on the east side of north-south roads and all driveways and properties on the north side of east-west roads will be assigned even numbers. All driveways and properties on the west side of north-south roads and all driveways and properties on the south side of east-west roads will be assigned odd address numbers. Roads that loop or circle may be addressed in a manner that keeps the even numbers on one side and odd numbers on another side, avoiding potential 'flip-flop' in the even/odd designations.
- (E) Uniform Address Application. When required, a property owner will complete an application for issuing addresses maintained by the Community Development Department. The application and any designated fee shall be submitted to the Community Development Department.
- (F) Address Assignment.
 - (1) Upon receipt of an application and fee, the Community Development Department

will determine and assign an address number in coordination with the applicable town.

- (2) Address numbers are assigned on the basis of the location of the centerline of the driveway access point as it intersects with the public roadway or named private road or private driveway.
- (3) Principal structures with multiple driveway access points will be addressed based on the location of the midpoint of the two outer driveway access points. If one driveway access point is elongated and accesses at a significant distance from the principal structure, the principal structure will be addressed based on the location of the access point closest to the principal structure.
- (4) If a new address conflicts with one or more existing address numbers, the existing address numbers may be changed to resolve the conflict.
- (5) If the location of the driveway access point changes or is proposed to be changed, the Community Development Department and the applicable road maintenance authority shall be notified. The existing address number may remain unless or until such time the change disrupts the orderly and uniform addressing system as detailed in this Chapter.
- (6) Changing the location of the driveway to another roadway requires the principal structure to be given a new address.
- (7) Principal structures with the main front entrance facing one roadway and having a driveway accessing upon another roadway will be addressed based on the location of the driveway access point.
- (8) Address numbers along the same public or private road will not be duplicated.
- (9) Parcels or properties with two single family dwellings that are separated by more than 250 feet will require separate addresses for each dwelling.
- (10) Duplexes, Twin Homes, or side by side dwelling structures will each be assigned an individual address number and/or a unit number.
- (11) Apartment buildings and mobile home and RV parks will be assigned one single address number. Individual units in such groupings will be referred to by apartment number or unit number. Individual units may display the unit number in a consistent and conspicuous manner. A map of the property showing the units or lots shall be submitted to the Community Development Department.
- (12) Upon an address change, the Community Development Department shall notify, in writing, the property owner, applicable Town Clerk, postmaster, Sheriff's Office, Emergency Communications Manager, local power/utility company, and the County Treasurer.

- (13) Removal of an address number will be done only under circumstances deemed appropriate as determined by the Community Development Department in conjunction with the Emergency Communications Manager.
- (14) In order to maintain the purpose and intent of this Chapter the Community Development Department has the authority to require pre-existing address numbers be changed if such address numbers do not conform to the uniform address system detailed in this Chapter. An appeal of a decision of the Community Development Department may be filed, pursuant to Section 37.09.
- (15) The Community Development Department is responsible for maintaining the Uniform Addressing database. Responsibilities includes adding improved parcel additions and making road database information available as requested. The Community Development Department is responsible for updates to the grid system and is also responsible for providing updates to the St. Croix County Emergency Communications Center for the E911 mapping system.

(G) Change of Existing Addresses. Existing addresses may be changed for just cause if one or more of the following apply:

- (1) Site address is out of sequence or there is an odd/even error on the road segment.
- (2) Sites where addresses of one or both neighboring parcels were assigned in such a way that there is no address available for a vacant lot(s).
- (3) Change of access point for the structure or parcel.
- (4) Road name change.
- (5) Any other reason that is consistent with the intent of this Chapter.

37.07 ROAD NAMING REQUIREMENTS.

(A) Road Naming Selection.

- (1) Each road will have one name consistent with the grid naming system which requires numbered local road names in all unincorporated areas of the county except the Towns of Hudson, Troy, St. Joseph, and Kinnickinnic may have words as local road names. All new or changed local road names – numbers or words – in all unincorporated areas of the county will be approved by the Community Development Department prior to use. The Community Development Department will coordinate with the respective town in the selection of the road name consistent with the requirements of this Chapter.
- (2) Road names will only change when there is a substantial intersection, or at municipal boundaries, not including town boundaries.

- (3) Road names will not duplicate any name which has already been used elsewhere in St. Croix County, is similar to a name used elsewhere, is a name which may cause confusion or which is difficult to spell or pronounce. This prohibition includes roads with different ending or suffix nomenclature but the same first word or words or prefix. For example, Smith Drive and Smith Circle will not both be allowed. Only one of the following would be allowed: Wildwood Trail, Wildtree Trail or Wylde Woode Road. The Community Development Department will coordinate with the applicable town to ensure duplication does not occur.
- (4) Roads with duplicate names existing at the time of adoption of this Chapter may require the renaming of one road to eliminate the duplicate.
- (5) Roads with same or similar sounding names existing at the time of the adoption of this Chapter may be allowed to continue in use unless required to be changed for emergency service reasons.
- (6) Road naming suffix nomenclature will follow the standards, consistent with Chapter 13 of the St. Croix County Code of Ordinances, as follows:

TYPE OF ROAD	STRAIGHT	CURVILINEAR
North/South Roads	Street	Drive or Lane
East/West Roads	Avenue	Road or Trail
Permanent Turnabout Roads, Loop Roads or Cul-de-sacs	Circle or Court	Circle or Court

- (7) Where a road maintains the same general direction except for curvilinear changes for short distances, the same name will be used for the entire length of the road.
- (8) A road, which may connect to another road in the future, shall use the same name for all existing and planned sections.
- (9) Roads within a new land division will follow the standards set forth in Chapter 13 of the St. Croix County Code of Ordinances.
- (10) Roads with word names existing at the time of adoption of this Chapter, in towns that use numbered road names, may be allowed to continue in use unless required to be changed for emergency service reasons or for reasons consistent with this Chapter.

(B) Road Name Signs.

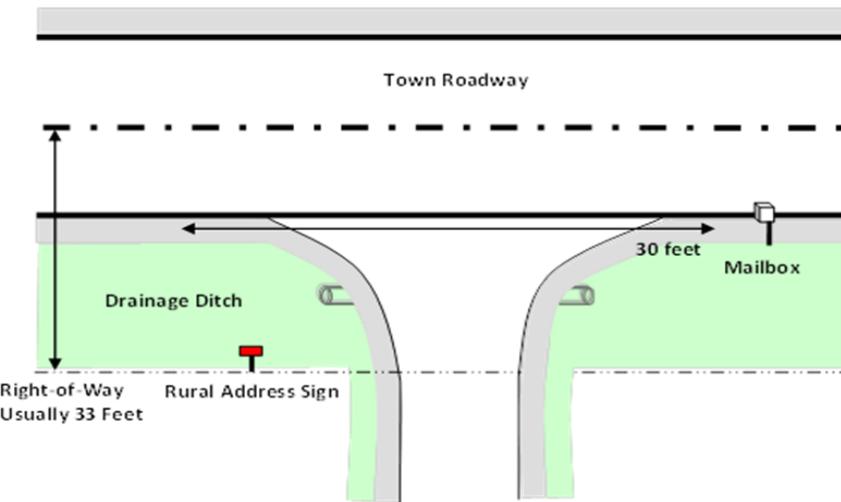
- (1) Road name signs will be placed at the intersections of all roads, showing the names of the roads in accordance with the official road naming map. Road name signs are the responsibility of the town in which the road is located. Road name signs within private, commercial, business, industrial, apartment, and/or condominium complexes will be the responsibility of the property owner(s).
- (2) The type of lettering, composition, material, color, mounting posts, and accessories will be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) by the U.S. Department of Transportation.

(C) Requiring Addresses. Address numbers will be assigned to the following:

- (1) Each home, business, farm, principal structure or other establishment will have a unique number.
- (2) Parcels containing ongoing business operation or public facility.
- (3) Any structure not associated with a principal structure, which contains a driveway access point such as radio/television/cell/mobile towers, warehouses, storage facilities, utility buildings, and/or other structures.
- (4) Any other parcel as determined by the Community Development Department for emergency response access.

(D) Address Signs. All towns shall have uniform address signs. The Community Development Department will coordinate with town authorities to ensure the following:

- (1) Signs installed after the adoption of this Chapter will be placed to the right of the driveway, when facing the driveway from the road and at the highway right-of-way line, whenever possible.
- (2) The signs will be placed parallel to the road for visibility in both directions unless the sign is two-sided then it will be placed perpendicular to the road.
- (3) Address signs will not be placed to interfere with roadway maintenance including grading of shoulders and snow plowing.
- (4) Address sign ordering and installation are the responsibility of the town in which the sign is located. Multi-unit address signs within private, commercial, business, industrial, apartment, and/or condominium complexes will be the responsibility of the property owner.
- (5) Address sign placement diagram:



37.08 PRIVATE DRIVEWAY AND PRIVATE ROAD REQUIREMENTS.

- (A) Private Roads Accessing Three or More Principal Structures.
 - (1) All existing shared access driveways that have three or more addressed principal structures, as of the date of adoption of this Chapter, will be defined as a private road and will be named and signed according to regulations set forth in this Chapter.
 - (2) All affected property owners are equally responsible for all costs associated with installing or replacing private road name signs and for all costs associated with re-addressing unless all affected property owners agree otherwise in writing.
- (B) Private Driveways Accessing Two Addresses.
 - (1) A shared access driveway with two existing addresses, as of the date of adoption of this Chapter, that becomes the driveway access for a third address, will be defined as a private road and will be named and signed according to regulations set forth in this Chapter. All principal structures accessing the private road will be re-addressed to coincide with the newly named private road.
 - (2) In all instances and situations listed above, the property owner that initiates or causes the private road to be named and signed is responsible for all costs associated with placing private road name signs and for all costs associated with re-addressing.

- (3) **APPEALS.** An affected property owner or an official of an affected town may file an appeal of an address naming or numbering decision with the Community Development Department within 30 days of the decision. The appeal will be held before the Public Protection & Judiciary Committee.

37.10 ENFORCEMENT. All persons, firms, corporations, associations, partnerships, bodies politic or other entities capable of being sued that own or have jurisdiction over highways, streets, roads, or real property located within the unincorporated areas of the County shall comply with this Chapter.

37.11 AMENDMENTS TO CHAPTER. Any future amendments, revisions, or modifications of Wis. Stat. § 59.54(4) incorporated herein are intended to be made part of this Chapter as such amendments, revisions, or modifications are made to said Statutes.

Ordinance No. 914 (23) - October, 2023