Town of Porter

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TOWN OF PORTER STREET ADDRESSING ORDINANCE

Town of Porter, Maine
Adopted XXXXXX
Effective XXXXXX

TOWN OF PORTER STREET ADDRESSING ORDINANCE

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TOWN OF PORTER STREET ADDRESSING ORDINANCE

ARTICLE I

A. TITLE

This ordinance shall be known and may be cited as the Town of Porter Street Addressing Ordinance of the **Town of Porter**.

B. AUTHORITY

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A, M.R.S.A. Section 3001.

C. PURPOSE

The purpose of this Ordinance is to enhance public safety through the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical personnel of the **Town of Porter**.

D. DEFINITIONS

Roads – For the purposes of this Ordinance, a road shall mean any highway, lane, drive, street, or thoroughfare, whether private or public (*excluding abandoned or discontinued public easements*) and whether or not paved, if such road serves two or more structures, uses, or developable parcels of land. *A road name assigned by the Town of Porter shall not constitute or imply acceptance of the road as a public way.*

ARTICLE II

A. NAMING SYSTEM

Each road shall be assigned an official name in accordance with the following criteria:

1. No two roads shall be given the same name (*e.g. Pine Road, Pine Lane*)

2. No two roads shall have similar sounding names or names with similar or identical pronunciation (*e.g. Beech Street, Beach Street, Peach Street*).

3. Each road shall have the same name throughout its entire length.

B. ADMINISTRATION - OFFICIAL MAP AND LIST

A record of road names with a cross reference to previously established official, historic or common usage names is updated and maintained regularly through the Maine State E911 GeoComm database.

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1. The Ordinance shall be administered by the Addressing Officer who is/are authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with this ordinance.

2. The Addressing Officer shall be responsible for maintaining the following records of this ordinance:

   A. The Town Clerk shall file a copy of said official street name map and list in the official records of the **Town of Porter**. The Town Addressing Officer shall maintain a copy of said map and list available for public inspection, and is hereby authorized and directed to revise and update such map and list with additions, deletions, modifications and corrections which are necessary and proper to effect the purposes of this ordinance.
   B. An alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
   C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

3. The Select Board shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for implementation of Enhanced E-9-1-1 service.

C. NAMES POSTED

The Town is hereby authorized to post and maintain official street name identifier signs at intersections of public roads.

1. This authorization shall not be construed to create a duty of the **Town of Porter** to erect or maintain such signs, except that any signs erected or maintained shall be placed in accordance with the **Manual of Uniform Traffic Control Devices** *(MUTCD - U.S. Department of Transportation, Federal Highway Administration*)

2. Applicants creating new private roads must comply with ***Article IV section 4.2, Subsection A.1 (Access control and Traffic Impacts)***, and ***Article IV Section 4.2, Subsection P.1*** (Signs) of the **Town of Porter Land Use Ordinance**.

   a. The Town will furnish and erect the **initial** private name sign within a public way, when an approved Access Permit indicates the creation of a new private way. The Access Permit fee will include the costs to the municipality to furnish and install the new sign, and those furnish and install costs will be designated to the **Road Maintenance Account**.
   b. Private road name signs are to be furnished, maintained, and replaced as needed by the developer, home owner, association, or private road owner(s) for new or existing private roads, in accordance with MUTCD standards. NOTE: A new

Access Permit Application for replacement signage within a Public Way may be filed with the Town, for this specific replacement scope of work to be performed by the municipality. Reference Article IV Section P subsection 1.j of the Town of Porter Land Use Ordinance

c. **NEW ACCESSES** – A new access serving 2 or more dwellings or uses, is to be named and built as a private way.
d. **EXISTING DRIVEWAYS** - 3 or more dwellings or uses accessed by a single existing driveway requires a private way name to be established, improving the driveway to municipal road standards, and the updating of any existing E911 addressing to reflect the newly created street name.

ARTICLE III

A. NUMBERING SYSTEM

Each house, business or principal structure shall be assigned a street address number or house number pursuant to the following criteria:

1. All number origins shall begin at the road end which is the nearest travel distance to the designated center of the **Town of Porter**, which is hereby established at the Kezar Falls Veterans Memorial Bridge (*#2432*) forming the border between Porter and Parsonsfield.

   a. In the event that such system does not provide clear priority or conflicts with the purposes of this ordinance, the origin shall be the end of the road which is the nearest accessible travel route.

2. Numbers shall be assigned at every fifty (50) foot interval along both sides of the road in the Rural, and General Development Districts, and every twenty-five (25) foot interval along both sides of the Village Districts, with even numbers appearing on the left of the road and odd numbers appearing on the right side of the road, as determined by the number of origin.

3. The number assignment for each structure or location shall be that of the number interval falling closest to the access entrance. In the event of more than one access entrance, the one which is closest to the front door or main entrance of such structure or location shall be used for number assignment.

4. For a structure or location which is situated at an intersection of one or more road, the orientation of the front door or main entrance shall be used to determine both the street number and street name assignment

5. For multi-tenanted parcels or properties with more than one principal structure or use, the owner, association, or local management official responsible for maintenance of common areas shall be responsible to install and maintain apartment, suite, or unit numbers and street posting of numbering, as required in this Ordinance.

6. The Town Addressing Officer is hereby authorized to assign all street address names and numbers pursuant to the criteria of this ordinance and the Official Street Name Map as herein before established, and to notify the owners of principal structures or locations of such assignments.

7. The E-911 Geocomm System "Building or Place Type" dropdown provides for alternative identification locations that may be deemed necessary by the municipality (*eg "Park", "Parking", "Attraction", "Vacant Lot", etc.*).

8. The Town Addressing Officer shall cooperate with Postmaster for the **Town of Porter** to resolve any conflicts and provide reasonable notice and assistance to citizens in the implementation and maintenance of this street naming and addressing system.

ARTICLE IV

A. STREET NUMBERS TO BE POSTED

All owners of principal structures shall display and maintain in a conspicuous place on said structure, or, in the alternative, at or near the access entrance which establishes the street number, the assigned number in accordance with the following criteria

1. The number shall be a minimum height of 2½ inches if placed within 50 feet of the driveway entrance, or 4 inches if placed a distance greater than 50 feet from the driveway entrance.

2. The number shall be of a color to contrast with or be distinctly visible from any background color, and shall be conspicuous to a reasonable person with normal visual acuity in a motor vehicle at the street during daylight hours and fair weather conditions.

3. Replace worn, chipped, faded, or missing E911 addressing numbers.

4. Every person whose duty is to display the assigned number shall remove any different number or street name that might reasonably be mistaken for, or confused with, the assigned number and road name in conformance with this ordinance.

5. When labeling a mailbox, it is recommended to place the numbering on both sides of the mailbox, to assist local first responders and work to reduce response times in inclimate weather.

6. Properties that encompass multiple detached residences are required to display and maintain street numbers on each individual dwelling, **AND** at or near the access entrance.

ARTICLE V

A. NEW SUBDIVISION, NEW CONSTRUCTION

1. Whenever any residence, other structure, land use, or subdivision is constructed or developed, it shall be the duty of the owner to obtain and post assigned number(s) in accordance with this ordinance.

   A. Applicants must comply with ***Article IV section 4.2, Subsection A.1 (Access control and Traffic Impacts)***, and ***Article IV Section 4.2, Subsection P.1*** (Signs) of the **Town of Porter Land Use Ordinance**.

   B. The Code Enforcement Officer shall verify that such assigned number is properly posted prior to issuance of any required Certificate of Occupancy pursuant to the **Town of Porter Land Use Ordinance**.

2. Any prospective subdivider shall as a condition of any final subdivision application filed with the Planning Board, pursuant to **Article 7 (*Final Plan for Submission*) and Article 10 (*Performance & Design Standards*) of the Town of Porter Subdivision Regulations**, file a plan showing the proposed road name(s) and lot numbering system which shall conform to the criteria of this ordinance. Approval by the Planning Board, after consultation with the Addressing Officer. shall constitute the assignment of road names and numbers to the lots in the subdivision.

ARTICLE VI

A. Repeal of Prior Ordinance (Effective Date)

The *Town of Porter E911 Addressing Ordinance*, approved and adopted on March 15, 1997, is hereby repealed in its entirety and replaced by this *Town of Porter Street Addressing Ordinance*. This repeal shall take effect upon the effective date of this Ordinance, as established by its adoption at a duly called Special Town Meeting, unless otherwise provided by applicable law.

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Annual Report

of the Town of

Porter, Maine

1996

SPECIMEN BALLOT

STATE OF MAINE

MUNICIPAL ELECTION FOR THE TOWN OF PORTER
To be voted on in open town meeting

March 15, 1997

Make a cross (X) or a check mark (✔) in the square at the left of the nominee for whom you wish to vote. Follow directions as to the number of nominees to be elected to each office. You may vote for a person whose name does not appear on the ballot by writing it in the proper blank space and marking a cross (X) or a check mark (✔) in the proper square at the left. Do not erase names.

SELECTMEN, ASSESSOR, OVERSEER-OF-THE-POOR 3 year term Vote for One	ROAD COMMISSIONER 1 year term Vote for One
☐ Ellsworth A. Lebroke Porter, Maine	☐ Steven M. Sawyer Porter, Maine
☐	☐
DIRECTOR, S.A.D. 55 3 year term Vote for One	**PLANNING BOARD MEMBER** 3 year term Vote for Three
☐ James N. Boland Porter, Maine	☐ Glen Norton Porter, Maine
☐ Lawrence Knowlton Porter, Maine	☐
☐	☐
	☐

WARRANT FOR TOWN MEETING

To Noel Adams, a citizen in the Town of Porter in the County of Oxford:

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the said Town of Porter, qualified to vote in town affairs, to assemble at the Porter Municipal Building in said town on the 15th day of March, A.D. 1997 at 2:00 o'clock in the afternoon to act on the following articles to wit:

Article 1. To choose a moderator to preside at said meeting.

Article 2. To choose a selectman, assessor and overseer-of-the-poor and all other necessary town officers for the ensuing year.

Article 3. To see if the town will vote to prohibit the issuing of permits for the burning of leaves and grass in the village district.

Article 4. Shall the amendments to the Porter Land Use Ordinance titled "Porter Land Use Revisions 1997" be enacted as proposed by the Planning Board.

"PORTER LAND USE REVISIONS 1997"

Deletions are ~~lined through~~, additions are underlined.

SECTION 5.13 HOME USE OCCUPATIONS

B.

5. Is not likely to generate traffic from more than ~~3~~ 10 vehicles . . .

SECTION 6.6 LAND USE PERMIT REVIEW BY THE CEO

F. The CEO must deny any Land Use Permit if . . . the proposed land use or activity would be in violation of this Ordinance, ~~or~~ any other local ordinance or code, or if any other Ordinance violation exists on the property.

SECTION 6.7 LAND USE PERMIT REVIEW BY THE PLANNING BOARD

K. The Planning Board must deny any Land Use Permit if it has knowledge that the proposed land use or activity . . . would be in violation of this Ordinance, ~~or~~ any local ordinance or code, or if any other Ordinance violation exists on the property.

Article 5. Shall the ordinance titled "Town of Porter E911 Addressing Ordinance" be enacted as proposed by the E911 Addressing Committee.

TOWN OF PORTER
E911 ADDRESSING ORDINANCE

Section 1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Porter.

Section 2. Authority

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A, M.R.S.A. Section 3001.

Section 3. Administration

This ordinance shall be administered by the Board of Selectmen which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with criteria in Sections 4 and 5. The Board of Selectmen shall also be responsible for maintaining the following official records of this ordinance:

a. A Porter map for official use showing road names and numbers.

b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.

c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Section 4. Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Porter shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

a. No two roads shall be given the same name (e.g. no Pine Road and Pine Lane).

b. No two roads should have similar-sounding names (e.g. Beech Street and Peach Street).

c. Each road shall have the same name throughout its entire length.

Section 5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road in the Rural and Shoreland Districts and every 25 (twenty-five) feet along both sides of the Village District, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the number system:

a. All number origins shall begin from the Kezar Falls bridge forming the border between Porter and Parsonsfield or that end of the road closest to that point. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

b. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.

c. Every structure with more than one principle use of occupancy shall have a separate number for each use or occupancy (i.e duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

Section 6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

a. Number on the Structure or Residence: Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.

b. Number at the Street Line: Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line next to the walk or access drive to the residence or structure.

c. Size and Color of Number: Numbers shall be displayed in a color and size approved for use by the Board of Selectmen and shall be located to be visible from the road.

d. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

e. Interior location: All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

Section 7. New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

a. New Construction: Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Board of Selectmen. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions: Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with Board of Selectmen, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 (fifty) feet to aid in the assignment of numbers to structures subsequently constructed.

Section 8. Effective Date

This ordinance shall become effective as of July 1, 1997. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Article 6. Shall the ordinance titled "Special Amusement Ordinance of the Town of Porter" be enacted as proposed by the Board of Selectmen.