

CLEARWATER COUNTY ENHANCED 911 ORDINANCE



AUGUST 10, 2004

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CLEARWATER COUNTY ENHANCED 911 ORDINANCE

The County Board of Clearwater County ordains:

I. GENERAL PROVISIONS

- A. Title. This Ordinance from the date of its passing shall be known as the Enhanced 911 Ordinance.
- B. Scope. This Ordinance shall be applicable to all property located in Clearwater County.
- C. Legal Authority. This Ordinance is enacted pursuant to Minnesota Statutes § 145A.05, Subd. 1; 145A.10, Subd. 7; and 403.07.
- D. Purpose. The purpose of this Ordinance is to assure that every locatable structure in Clearwater County is assigned an address that reflects a known location, in order to assist the provision of emergency services to all persons in Clearwater County, regardless of place of residence or location. Comply with the following addressing guidelines: National Emergency Number Association (NENA), "Recommended Abbreviations" and the U.S. Postal Service Publication 28 addressing.
- E. Jurisdiction. The regulations shall apply to the naming of all roads and the addressing of all locatable structures and parcels within Clearwater County.

II. DEFINITIONS

E-911 Address. A unique identifier issued by Clearwater County, which meets Enhanced 911, and United States Postal requirements.

E-911 Coordinator. An officer appointed by the Board of County Commissioners. Mailing Address: E-911 Coordinator, 213 Main Avenue North, Bagley, Minnesota 56621-8304.

Emergency Services. Activities including, but not limited to, fire, ambulance and law enforcement services.

Emergency Service Zone (ESZ). A specified area served by public or private Emergency Service Agencies.

Enhanced 911 Service. The use of selective routing, automatic location identification or local location identification as part of local 911 emergency telephone service.

Automatic Location Identification (ALI). The process of locating the origin of calls to an E-911 system by means of a periodically updated database located and maintained by a designated ALI service provider.

Locatable Structure. All structures which are inhabited, whether permanent or seasonal, or structures which have or may have phone service.

Location. A point on a map which reflects the current Clearwater County E-911 addressing scheme.

Public Agency. Any unit of local government or special purpose district located in whole or part within this state which provides or has authority to provide fire fighting, police, ambulance, medical or other emergency services.

Public Safety Agency. A functional division of a public agency which provides fire fighting, police, medical or other emergency services, or a private entity which provides emergency medical or ambulance services.

Public Safety Answering Point. A communication facility operated on a 24-hour basis which first receives E-911 calls from persons in an E-911 service area and which may, as appropriate, directly dispatch public safety services or extend, transfer or relay E-911 calls to appropriate public safety agencies.

Road. Any public or privately-owned road which currently accesses, or is platted to access, more than two addressed structures.

III. IMPLEMENTATION AND RESPONSIBILITIES

- A. The Clearwater County E-911 Coordinator shall have the responsibility of implementing, enforcing, and maintaining an addressing and road naming standard as defined by this Ordinance.
- B. The Clearwater County Highway Department is responsible for erecting and maintaining E-911 public and private road signs and locatable address signs on all public and private roads in Clearwater County without regard to the road or land ownership. Clearwater County E-911 maintenance personnel and authorized signing contractors are hereby authorized reasonable access on all public and private lands to install and maintain the E-911 signing.
- C. The property owner is responsible for designation of the access points on the public or private road. The access point(s) designated by the owner shall be utilized to determine the address of the parcel. Such access points are subject to review and approval of the County to ensure that they are accessible to emergency service providers. Access points to public roads may also be review and approved by the appropriate Road Authority to check for safety concerns in conformance with their respective Access Management or Work in Right-of-Way policies.
- D. For the purpose of addressing, the Clearwater County Department of Information Technology will hold and maintain all official data.

IV. ADDRESSING REQUIREMENTS

- A. Owner Responsibility. Following adoption by Clearwater County of an E-911 Addressing System, every owner of real property in Clearwater County shall assure that each locatable structure on their property be assigned an E-911 address by the County and that the public safety answering point be provided with all appropriate attribute data for that E-911 address.
1. Every owner of real property containing a locatable structure, which has been assigned an E-911 address, shall display the number in a location and manner in accordance with the requirements of the Clearwater County E-911 Addressing System.
 2. Clearwater County shall provide and place address number signs at each E-911 address. The property owners will be responsible to maintain and notify the E-911 Coordinator or County Highway Department of damaged, missing or destroyed signs.
- B. Notice of New Construction. Every owner of real property in Clearwater County on which a locatable structure is erected or placed after the effective date of this Ordinance shall notify the Clearwater County E-911 Coordinator of the locatable address structure and obtain an E-911 address to be displayed as required herein.
- C. Developer Responsibility. The Clearwater County Board of Commissioners may promulgate reasonable rules to require all plats, planned unit developments (PUDS), and Conditional Use Appeals to conform to the E-911 addressing requirements and road naming conventions.
- D. Telephone Utility Data. Following implementation of the County E-911 System, each public utility providing telephone service shall provide current customer names, service addresses, and telephone numbers to each Public Safety Answering Point or designated ALI service provider within the E-911 system and shall update the information periodically as required by Minnesota Statute § 403.07, Subd. 3.

Each telephone utility providing telephone service in Clearwater County shall require each owner of a locatable structure in Clearwater County who applies for new telephone service installation to provide an E-911 address to said telephone utility provider. Clearwater County shall provide the owner and telephone utility with the E-911 address for the location of each new telephone service installation.

- E. Electric Utility Data. Following implementation of the County E-911 System, each public utility providing electrical service in Clearwater County shall require each owner of a locatable structure in Clearwater County who applies for new electric service installation to provide an E-911 address to said electrical utility provider. Clearwater County shall provide the owner and electric utility with the E-911 address for the location of each new electric service installation.

V. ROAD DESIGNATIONS

Designation of roads within Clearwater County shall be in accordance with the following guidelines:

- A. All US highways retain their names, as do some major county roads. Other road types are given a numeric name such as 120th Street or 203rd Avenue if they fit the addressing grid.
- B. Grid Roads that run west to east are call Streets, and grid roads that run south to north are called Avenues.
- C. A road's numeric value is determined by its distance from the southwest corner of the county. Numeric values increase by one for every tenth of a mile in distance from the southern and western borders of the county. The origin of the road grid in the southwest corner of the county is 101st for avenues and 100th for streets.
- D. Roads that do not fit the grid system are assigned alpha names by the E-911 Committee.
- E. The street type of an alpha named road is determined by the type of road to which it is connected and how it is connected to that road.
 - 1. Road (RD) A through road that intersects a US Highway, State Highway, County Road, Street or Avenue.
 - 2. Drive (DR) A dead end road that intersects a US Highway, State Highway, County Road, Street or Avenue.
 - 3. Loop (LOOP) A road intersects the same road twice.
 - 4. Circle (CIR) A road that intersects itself.
 - 5. Trail (TRL) A road that is only connected to alpha named roads and is not a loop or circle. Trails run primarily south to north.
 - 6. Lane (LN) A road that is only connected to alpha named roads and is not a loop or circle. Lanes run primarily west to east.

VI. NAMING CRITERIA FOR E-911 ADDRESSING

- A. A road name may not be duplicated with that of any presently represented street, avenue, road, drive, circle, trail or lane within Clearwater County. Exceptions may be made if the proposed road is in general alignment with a road, which in all probability will connect, or is a continuation of an existing named road. A separate road name may not be approved for a proposed road if it is a continuation, projection, or could be related in any way to the alignment of an existing named road.

- B. Any locatable structure within Clearwater County borders shall be addressed using the county E-911 Addressing and Road Naming System.
- C. All roads or private driveways shall be named and indicated on the Official County E-911 Map if they service more than two residential or commercial structures.
- D. Names with similar spellings, pronunciations or meanings may be construed as being duplicate road names.
- E. Road names proposed after the adoption of this ordinance shall not exceed fourteen (14) characters in length.

VII. NUMBERING CRITERIA FOR E-911 ADDRESSING

- A. Address numbers for individual structures shall be determined and assigned using the Clearwater County Addressing System utilizing a Global Positioning System (GPS) to obtain the geographic coordinate location of the structure's driveway. The beginning point of this addressing system is in the southwest corner of Clearwater County.
- B. Address numbers shall increase by 1,000 addresses per mile, east and north from the beginning point.
- C. Each road will be designated either an east/west or north/south road. Even numbers will be applied to the north and east sides and odd numbers will be applied to the south and west sides. All address numbers will increase or decrease consecutively according to direction of travel on a road.
- D. The GPS coordinates for each structure shall be taken from the point where the edge of the traveled roadway and the center point of the driveway intersect.
- E. R.V. Parks or campgrounds located in an Unincorporated or Incorporated Government Entity, whose addressing is maintained by the County, shall be addressed using one main address. The park or campground owner shall provide the County E-911 Coordinator with a detailed drawing of the complex and assign a sequential number to each site.
- F. The County E-911 Coordinator shall determine which type of addressing shall be used for a mobile home park or resort complex. Mobile home parks or resorts located within a simplistic road structure area, whose addressing is maintained by the County, shall be addressed using one main address. The mobile home park or resort owner shall provide the County's E-911 Coordinator with a detailed drawing of the park or complex and assign a sequential number to each structure and/or site.

Mobile home parks or resorts located within a complex road structure, whose addressing is maintained by the County, shall be individually addressed.

VIII. COMPLIANCE

- A. When any new road is proposed by submission of a subdivision plan, or otherwise proposed by any person, governmental body, or department the proposal shall be referred to the County E-911 Coordinator to be checked for road name duplication, spelling, and conformity with this Ordinance.
- B. When a final Subdivision plat is under review, or whenever a new road is to be established by other means; it shall be the responsibility of the sub divider or person petitioning the road to provide the County E-911 Coordinator with a copy of the subdivision map depicting the proposed road name and placement to ensure the proposed name meets the 911 addressing requirements and the road can be placed on the Official County E-911 Map accurately.
- C. Any person constructing or relocating a structure, whose addressing is maintained by the County, shall obtain an Address Application from the County E-911 Coordinator. This form must be filled out in its entirety and submitted to the County E-911 Coordinator before a valid address may be issued.
- D. No Utility operating in the County shall furnish its Utility service to any newly built or relocated structure whose addressing is maintained by the County, until a valid locatable address has been issued by the County E-911 Coordinator.
- E. The resident or caretaker of any structure shall be responsible for keeping the E-911 locatable address sign clear of snow, dirt, vegetation, debris or any other obstruction.
- F. No person may alter, deface, change or remove any E-911 locatable address sign or road sign erected in accordance with this Ordinance.
- G. No person may erect or install a street name or E-911 locatable address sign not in accordance with this Ordinance.

IX. PENALTIES

Any person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of a petty misdemeanor.

X. ENFORCEMENT

In the event of violation or threatened violation of this Ordinance, the County Board of Commissioners, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violations or threatened violations, and it shall be the duty of the Clearwater County Attorney to institute such action.

XI. CONTROVERSIAL OR DISPUTED ROAD NAMES

The E-911 Coordinator shall have the discretion to refer any disputed road name, addressing issues, or controversial road names to the Board of County Commissioners for approval or

resolution. No controversial or disputed road name issues will be considered for twelve months after the date this Ordinance is signed.

XII. APPEALS

Appeals concerning interpretation or administration of this Ordinance may be filed by any affected person. Such appeals shall be filed within a reasonable time of the action being appealed, not to exceed sixty (60) days, by filing with the E-911 Coordinator a Notice of Appeal specifying the grounds of the appeal. The E-911 Coordinator shall transmit to the Board of County Commissioners all information constituting the record upon which the action appealed was taken. The E-911 Coordinator shall schedule the item for a hearing to be commenced within sixty (60) days of filing the Notice of Appeal and shall give legal public notice thereof, as well as due notice to the parties in interest. The Board of County Commissioners shall decide the matter within thirty (30) days.

XIII. SEPARABILITY

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, except that part so declared to be invalid.

XIV. FEES

The Clearwater County Board of Commissioners is hereby authorized to levy and/or set reasonable fees as necessary to maintain the E-911 Rural Addressing System.

XV. EFFECTIVE DATE

This Ordinance shall be effective upon passage by the County Board and publication according to law.

Enacted the 10th day of August, 2004

CLEARWATER COUNTY,

By Dean A Newland, County Board Chairman

ATTEST:

Niki Broten, County Board Clerk