

Ordinance for Naming of Roads and Numbering of Properties

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 Hollis.

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.

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 the criteria in Sections 4 and 5. The Board of Selectman will, as required, form a committee to research, with the purpose of recommending a name for affected public roads, streets, lanes, etc. within the Town of Hollis. The committee will also provide the naming of private roads, streets, lanes, etc., if an appropriate name has not been selected by the owners or their representatives.

The Board of Selectmen shall also be responsible for maintaining the following official records of this ordinance:

- a. A Hollis 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.

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, land, 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 Hollis 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., Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).

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- c. Each road shall have the same name throughout its entire length unless the road is exceptionally long and crosses one or more major ways.

5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, 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 numbering system:

- a. All number origins shall begin from that end of the road closest to a major thoroughfare or at that end of the road at which emergency vehicles are most likely to enter when responding to a call. 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 main drive entrance.
- c. Every structure with more than one principal use or 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).

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 of 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.

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7. New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance 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 of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the 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 street every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

8. Effective Date

This ordinance shall become effective as of _____. 199__ (the date of enactment of this ordinance). 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.

SPECIAL TOWN MEETING CONTINUE
MARCH 27, 1996

\$125,000. FOR THE YEAR AND MOST TIMES IT IS ENOUGH, LAST YEAR, WE WERE UNDER. \$115,000. AND SOME YEARS IT GOES A LITTLE OVER, BUT THIS YEAR WE (THE SELECTMEN) ARE OVER DRAWN BY 15% . \$35,000. IS ADEQUATE, BOB WILL HAVE TO SAND MORE IF THEY KEEP THE FLOOD GATE OPEN.

MOTION BY BYRON W. DODGE TO VOTE ON ARTICLE AS RECOMMENDED SECOND BY LEN.

VOTE: PASSES UNANIMOUSLY FOR THE RECOMMENDED AMOUNT OF \$35,000.

ARTICLE 3: SHALL AN ORDINANCE ENTITLED " ORDINANCE FOR NAMING OF ROADS AND NUMBERING OF PROPERTIES " BE ENACTED?

MOTION BY BECKEY BOWLEY, SECOND BY LEN VANGAASBEEK.

MARK GOODWIN EXPLAINS JUST WHAT THE 1988 LAW THAT PASSED AND BROUGHT IN THE 911-E . FOR INSTANCE IF BRIAN ATKINSON CALLED 911- HIS EXACT ADDRESS WILL COME UP, ON DISPATCH SCREEN. ALL STREETS WILL HAVE TO HAVE NAMES. WE NEED THE AUTHORITY TO NAME THOSE ROADS. WE HAVE SENT OUT LETTERS TO PEOPLE WHO OWN PROPERTY ON THOSE ROADS, AND OF ALL WE SENT OUT ONLY 9 RETURNED. WE NEED TO SET A TIME LIMIT. LIKE TO ESTABLISH A COMMITTEE TO WORK AND AGREE ON NAMES.

VOTE: PASSES UNANIMOUSLY THE ORDINANCE FOR NAMING OF ROADS AND NUMBERING OF PROPERTIES.

LEN VANGASSBEEK MOTION TO AJOURNE THE MEETING SECOND BY BYRON W. DODGE, SR. AT 7:40, THE MEETING ADJOURNED.