

ORDINANCE NO. 2015-03

AN ORDINANCE TO REPEAL AND RECREATE
TITLE 6 PUBLIC WORKS,
CHAPTER 3 ENTITLED STREETS AND SIDEWALKS
SECTION 6-3-12 ENTITLED UNIFORM STREET ADDRESS SYSTEM

WHEREAS, emergency personnel have stated the use of "911 Address Flags" would be helpful to find a residence in the case of an emergency, and

WHEREAS, Town residents have requested to have the ability to display their address using a two sided address flag instead of address tiles, and

WHEREAS, Town residents have purchased and placed address flags in multitudes of colors, size and information displayed throughout the Town, and

WHEREAS, residents with differing opinions on the esthetic value of the address flag do not want the Town to require the use of address flags, NOW THEREFORE, the Town Board for the Town of Waukesha, Waukesha County does hereby ordain as follows: SECTION 1: TITLE 6 Public Works, Chapter 3 entitled Streets and Sidewalks, Section 6-3-12 entitled Uniform Street Address System, is hereby repealed and recreated to read as follows:

SEC. 6-3-12 UNIFORM STREET ADDRESS SYSTEM.

- (a) **County System Applies.** The uniform address system of the Town of Waukesha shall be based on and become a part of a uniform address system for Waukesha County, as recommended by the County Board on November 12, 1957. All provisions herein relating to the establishment of a uniform address system for the county are hereby approved, and such provisions as are applicable to the Town of Waukesha, as more specifically set forth in the following Subsection, are hereby adopted by the Town of Waukesha Board.
- (b) **Establishment.** There is hereby established a uniform system of numbering properties fronting on all streets highways and rights-of-way in the Town of Waukesha, and all existing residences and places of business and all residences and places of business which are hereafter constructed shall be numbered in accordance with the provisions of this Section.
- (c) **Base Lines.**
- (1) Base lines, as recommended for a uniform county address system, shall be used for determining the numbering in the Town of Waukesha. The east-west base line, as recommended, shall be used for numbering along all streets running north and south. This base line shall be a continuation of the east-west base line used in Milwaukee County and shall be the north or top line of Sections 31 to 36 inclusive in the Towns of Brookfield, Pewaukee, Delafield, and Summit. Its numerical designation shall be "1." A north-south base line, as recommended, shall be used for numbering along all streets running in a westerly direction. This base line shall be the eastern boundary of Waukesha County, and its numerical designation shall be "124."
 - (2) Each property south of the east-west base line and facing a street running in a southerly direction shall carry an address indicating its position west of the north-south base line and its position south of the east-west base line.

- (3) Each property west of the north-south base line and facing, a street running in a westerly direction shall carry an address indicating its position either north or south of the east-west base line and its position west of the north-south base line.
 - (4) Properties on diagonal or curvilinear streets shall be numbered the same as or similarly to, properties on northerly or southerly streets if the diagonal or curvilinear streets run more from the north to the south; the same shall hold for diagonal or curvilinear streets which run more from the east to the west in that properties on such streets shall be numbered the same as, or similarly to, properties on westerly streets.
 - (5) Where the general direction of a diagonal or curvilinear street has a deviation of exactly forty-five (45) degrees, the direction of the street shall be considered as being northerly/southerly.
- (d) **County Grid System.** The county system of invisible rectangular blocks is established as a control grid in the following manner in conformity with the recommended uniform county address system:
- (1) The established section lines shall form a basis for the block system and in a westerly direction from the eastern boundary of the county the first six (6) sections, extending through the Towns of Menomonee Falls, Brookfield, New Berlin and Muskego, shall be divided into sixteen (16) blocks each. These invisible block lines shall have numerical designations of from "124" at the county line," to "220" at the western town lines of Muskego, New Berlin, Brookfield and Menomonee Falls. Westward through the remaining towns the sections shall be divided into ten (10) blocks each and the block lines shall have numerical designations of from "220" to "400", the latter being at the west edge of the county.
 - (2) In a northerly direction from the east-west base line the first and second rows of sections shall be divided into eleven (11) blocks each, the third row into eight (8) blocks, and the fourth row into nine (9) blocks. From and including the fifty row northward to the north county line the sections shall be divided into eight (8) blocks each. These invisible block lines shall have numerical designations of from "1", the base one, to "96" at the north county line.
 - (3) In a southerly direction from the east-west base line the first row of sections shall be divided into thirteen (13) blocks and the second row into nine (9) blocks. From and including the third row southward to the south county line the sections shall be divided into eight (8) blocks each. These invisible block lines shall have the numerical designations of from "1", the base line to "111" at the south county line.
- (e) **Numbering.**
- (1) One hundred (100) numbers shall be assigned to each invisible block regardless of discrepancies in block sizes. Properties on the north and east sides of streets shall bear even numbers and properties on the south and west sides of streets shall bear odd numbers.
 - (2) The number assigned to each property shall be composed of two (2) parts. The first part, or street designation, shall be composed of a directional letter, "N," "S", or "W", followed by the number of the appropriate block line.
 - (3) The second part of the property number, the block and house designation, shall be composed of a directional letter followed by the number of the appropriate blockline plus two (2) additional digits indicating the relative position of the property in the block.
 - (4) For a block which lies south of the east-west base line, the designation of the block shall be the blockline numbers of its south and its east boundaries.
 - (5) Properties and street intersections contained within any block shall bear numbers and directional letters related to the point of intersection of the block boundary lines stipulated in the Subsection above.
- (f) **Point of Reference for House Number.** The point from which any property shall be assigned its proper number shall be determined as follows:
- (1) Where land has been subdivided or platted into lots the center point of the frontage line of each parcel shall be the point of determination.

- (2) In case of farm residences or other residences or business places situated on large acreage or away from other development the point of determination shall be the intersection of the center line of the principal driveway with the street or highway right-of-way line.
- (3) The proper number shall be determined and assigned by the Building Inspector.
- (g) **Street Names.**
 - (1) Streets which are extensions of streets in Milwaukee County shall bear the name by which they are known in that county accepting that directional prefixes, if any, shall be dropped. No directional prefix shall be used on any local street.
 - (2) All numerical street names shall be abandoned and other names substituted.
 - (3) A list shall be compiled by the Building Inspector of all existing street names in the Town of Waukesha and no future street shall be given a name which duplicates or approximates an existing name. Cooperation shall be sought with all towns and municipalities in the county to the end that duplication of street names shall be minimized.
 - (4) The Town of Waukesha shall cooperate with neighboring towns, villages and cities to the end that streets which are continuous from one municipality or town to another municipality or town may have but one name when such single name would be desirable.
 - (5) The Town Board shall have authority to accept or reject proposed names of new streets and, where there is clearly a conflict or duplication in existing names, may direct the changing of one or more such names so that conflict or duplication may be minimized. Such Board, if it sees fit, may hold public hearings at which interested property owners may express their views concerning the naming or renaming of a street or streets.
- (h) **Plat Book.** For the purpose of facilitating the establishment and continuing workability of a uniform address system in the Town of Waukesha there shall be prepared and kept on file in the office of the Town Clerk a plat book showing the proper addresses of all residences and places of business within the Town. It shall be the duty of the Town Clerk to inform any person applying therefor of the number or numbers and approved street names belonging to a lot or property. In case of doubt as to the proper address belonging to any property, the Building Inspector shall make the final determination.
- (i) **New Subdivisions.** Within thirty (30) days after the final approval of any new Subdivision or other division of land, the Building Inspector shall assign addresses to each new building site. Record shall be kept of the assignments and a copy shall be provided for the developer at his/her request.
- (j) **Affixing Numbers.**
 - (1) When the necessary survey has been completed and each residence and place of business has been assigned its respective number, the owner, occupant, or agent shall install or cause to be installed in a conspicuous place upon the premises occupied by each house or place of business controlled by him the number or numbers assigned under the uniform address system provided for by this Section.
 - (2) Numbers shall be installed within thirty (30) days from date of assignment or from the date of initial occupancy.
 - (3) Numbers shall be supplied by the Town and the owner shall pay the cost established by the Town Board.
- (k) **New Buildings.** Whenever any residence or place of business shall be erected in the Town of Waukesha after the work of establishing a uniform address system has been completed it shall be the duty of the owner at the time of obtaining a building permit to procure the correct number and street name from the Building Inspector and within thirty (30) days thereafter to install the number on the building or premises. Address Flags described under (m)(ii) may be purchased and installed instead of purchasing Address Tiles at the option of the property owner.
- (l) **Certified Survey Maps.** Certified survey maps shall conform to the provisions of this Section and Title 12 of this Code of Ordinances.
- (m) **Street Numbers to Be Displayed.** The owner, occupant or agent in charge of the premises shall cause to be affixed and to be maintained when so affixed to each principal building controlled by him the official

street number assigned to that building as provided in (a) hereof displayed in one or both of the following manners at the option of the property owner;

i. Address Tiles: The physical numbers provided herein shall be not less than two and one-half (2-1/2) inches high on a background of not less than three (3) inches. The street address numbers shall be installed on a sign post 3 1/2 to 4 feet high, within 10 feet of the property line, and facing the road your property is addressed from. It must not be more than 6 feet from the edge of the driveway.

ii. Address Flags: The flags shall be made of heavy metal aluminum, two sided, 20" x 8" with a 3/8 border. Printed white lettering, at the top 1" letters "Town of Waukesha", in the center 3" alpha numeric characters of the full house number without spaces, and at the bottom 1" letters with the street name. The signs shall use official DOT highway fonts and red reflective background. Posts shall be 6.5 feet, galvanized steel channel post, not less than four feet and not more than five feet above the surface of the roadway. The post shall be for address sign only. No other signs shall be placed on the post. Back edge of sign shall be at the back edge of the road right-of-way. It must not be more than 6 feet from the edge of the driveway.

If your driveway does not enter from the road your property is addressed from, address tiles and/or address flags should be placed facing said road and centered in line with the main building. Such posting will make your address clearly visible, coming from either direction, down the road. It must be kept clear at all times of vegetation. House numbers installed on a mailbox, near the doorway, or any other place, is not in compliance with the Town Code.

- (n) **Noncompliance.** The Town shall install address tiles, as required under the provisions of subparagraph (m), where written notice of noncompliance has been given to the property owner or occupant of any property, and the property owner has failed to install the numbers within ten (10) days of the date of issuance of the written notice. Non-compliance will result in a fine of Fifty Dollars (\$50.00), and a special charge of Fifty Dollars (\$50.00) shall be assessed against each property for the installation of the street numbers by the Town, and that special charge shall be placed on the tax bill and collected with other real estate taxes levied by the Town. Town property owners/occupants who wish to install street numbers, as required by subparagraph (m), may pick them up at the Town Hall. The cost of a complete set of house numbers in a frame shall be established in Section 16-1-4, Fees. The cost of steel channel post with mounting hardware shall also be listed in Section 16-1-4, Fees.


SECTION 6: SEVERABILITY. Several sections this ordinance are declared to be severable and if any section or portion thereof shall be declared by a decision of the court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance which shall remain. The remainder of the ordinance shall remain in full force and effect and any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 7: EFFECTIVE DATE. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Passed and approved this 23 day of July, 2015.

TOWN OF WAUKESHA, WI

By:


John Marek, Town Chairman

ATTEST:


Kathy Nickolaus, Town Clerk-Treasurer