

Addressing Ordinance

Town of Bar Harbor

#2019-xx

The Town of Bar Harbor hereby ordains that the following chapter shall be added to the Town of Bar Harbor Code.

WHEREAS, it is the responsibility of the municipality to protect the lives and property of the residents of the Town of Bar Harbor, and

WHEREAS, it is the desire of the municipality to operate efficient and effective public safety services, and

WHEREAS, these efficient and effective public safety operations are inhibited by absent building and street numbering;

THEREFORE the Town of Bar Harbor hereby ordains that the following ordinance entitled "Addresses, Street Ordinance" be enacted.

Chapter 5, ADDRESSES, STREET ORDINANCE

§ 5-1. Title

This ordinance will henceforth be known as the "Addressing Ordinance".

§ 5-2. Purpose

The purpose of this ordinance is to establish an official street numbering method for the Town of Bar Harbor that will provide an actual physical location in conformity with an address and to enhance the efficiency and effective rapid location of structures by law enforcement, fire, rescue, emergency, medical and other public safety services personnel in the municipality of Bar Harbor as part of the State Enhanced 9-1-1 (E911) response service program.

§ 5-3. Authority

This ordinance is adopted pursuant to and consistent with Municipal Home Rule as provided for in Article VIII, Part Second, Section 1 of the Constitution of the State of Maine and Maine Revised Statutes, Title 30-A, Part 2, Subpart 4, Chapter 141 (30-A M.R.S.A. § 3001, *el seq.*).

§ 5-4. Administration

- A. The Town Manager shall designate an Addressing Officer(s), who shall have the authorization to initiate, assign, correct, maintain and provide all required addressing information within the boundary lines of the Town of Bar Harbor, in accordance with the criteria set forth in this Addressing Ordinance, to the State agency responsible for database management and implementation of Enhanced 9-1-1 Emergency response services.
- B. All structures requiring an address shall bear a distinctive address, known as its physical address, that shall be the official address used for property identification for Town records (Master Address Table) as maintained in the Town of Bar Harbor Assessing

Department. The Addressing Officer or his designee shall be responsible for updating and maintaining these official records and shall provide information regarding these records upon request.

§ 5-5. Definitions

Addressing Officer – refers to the designated individual appointed by the Town Manager who has the authority to administer the criteria set forth in this Addressing Ordinance

Driveway – a paved or unpaved surface providing access into a property from a public or private street or travel way

Numbering Origin – the location at which street numbering begins; ascending away from the direction in which the closest emergency responders would approach

Physical Address – a permanent, unique address that clearly identifies where a property is physically located using number and street naming guidelines set forth in this Ordinance

Private street – a private way which affords the principle means of access to property(s), which is not dedicated for acceptance as a public street and is maintained or intended to be privately maintained and remain privately owned

Property – refers to any parcel of land on which a more or less occupied and permanent structure has been erected or could be erected

Public street – a public way which affords the principle means of access to abutting properties and accepted or intended to be accepted and maintained by Town, State or Federal authority until such a time which the street is no longer accepted as such

Secondary Location Indicator – Identification assigned to a dwelling unit in addition to the primary physical address (Ex. Unit 101 or Garage Apt)

Travel way – any form of principle means of access to abutting properties

§ 5-6. Assignment of Street Names

- A. Street names shall be assigned by the Addressing Officer for the Town of Bar Harbor in accordance with criteria set forth in this ordinance.
- B. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public street.
- C. Any travel way that serves two or more structures may be named regardless of whether the ownership is public or private.
- D. Any lengthy travel way or driveway servicing only one structure, may be named if the potential exists to erect additional structures along that way.
- E. The following criteria shall govern the naming system:
 - (1) No two travel ways shall be given the substantively same name (e.g., Pine Road & Pine Lane)
 - (2) No two travel ways shall have similar-sounding names (e.g., Beech Street & Beach Street)
 - (3) Travel way names shall not contain numbers, punctuations or profanity.
 - (4) Each travel way should have the same name throughout its entire length.

- F. Property owners may request that a street name be changed by having all property owners abutting that street, as determined by the Addressing Officer, sign an affidavit requesting that change. The requested name shall meet all the requirements of this section.

§ 5-7. Assignment of Street Numbers

- A. Street numbers for all structures shall be assigned by the Addressing Officer in accordance with criteria set forth in this ordinance.
- B. The following criteria shall govern the numbering system:
- (1) Numbers shall be assigned at every 50 (fifty) foot interval 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) ascending in numerical sequence from the numbering origin.
 - (2) The number assigned to each structure shall be that of the numbered interval falling closest to the front door of the main structure. If the front door cannot be seen from the main road at all times of the year, the number will be that of the interval falling closest to the intersection of the travel way and driveway of said structure.
 - (3) There shall be no fractional addresses, (34 ½ Ash Street), alphanumeric address numbers (123A Main Street), nor hyphenated address numbers (41-656 Bell Street).
 - (4) Dead-End Roads - Numbering shall originate at the location of the intersecting road and terminate at the dead end.
 - (5) Circular Roads – Numbering shall begin at the point where emergency responders are most likely to enter the road so numbers will ascend as responders search for a location. The outside of the circle is numbered first, based on standard numbering interval criteria listed in **§ 5-7. B (1, 2)**. The inside is then numbered to coincide spatially with the outside, resulting, in some cases, fewer numbers on the inside, with some gaps in the numbering sequence.
 - (6) Corner Lots – Shall be numbered according to the location where the front door faces the road. However, when the front door is obscured or if the structure is more likely or best reached for emergency purposes by the driveway, the structure shall be numbered according to where the driveway falls on the road.
 - (7) Cul-de-sacs - Those without buildings in the center portion, shall be numbered as if the center line of the street bisects the cul-de-sac with odd numbers on the right and even numbers on the left. The numbers shall meet at the far end of the center area.
- C. Every structure or property with more than one principle use or occupancy shall be assigned a distinctive address for each use or occupancy as defined in this section.
- (1) Apartment Building – The main structure shall be assigned a primary physical address based on standard numbering interval criteria listed in **§ 5-7. B (1, 2)**.
 - (a) Individual dwelling units contained within a Multi-Unit Structure – In addition to the primary structure physical address assignment, each unit shall

be assigned a secondary location indicator containing three (3) digit numbers (not letters). Unit numbers shall begin with the number of the corresponding floor in which the unit is located, followed by a 2 digit number (beginning with 01) indicating which side of the structure the unit is located with even numbers for left and odd numbers for right (e.g., Unit 101 or 102). Double zero (00) shall not be used (e.g., Unit 100 or 200). Unit numbers should ascend away from primary approach to the structure (e.g., Unit 104 to the rear, behind 102)

- (2) Duplexes / Triplexes / Multi-Unit / Condominium(s) – Individual dwelling units shall be assigned a physical address based on standard numbering interval criteria listed in § 5-7. B (1, 2). OR § 5-7. C (1a), depending on configuration of individual dwelling units.
- (3) Office suites - Shall be numbered as with Apartments as described in § 5-7. C (1)
- (4) Other – Structures not identified as a dwelling unit, yet may require a physical address for purposes of identifying its location, if the Addressing Officer so determines. These include but are not limited to emergency call boxes, pay phones, comfort stations, storage buildings, and telecommunication towers. These structures shall be assigned a physical address based on the standard numbering interval criteria listed in § 5-7. B (1, 2).

§ 5-8. Posting of Designated Street Name Signs

- A. All street name signs shall be constructed of extruded aluminum blades and made of materials which are reflective, and erected on steel posts under the direction of the Public Works Director or their respective designees (unless otherwise stated in this ordinance).
- B. Public street signs shall be green in color with white lettering.
- C. Private street signs shall be blue in color with white lettering along with the abbreviation “PVT” appearing after the street name on the sign.
- D. All street signs and posts are to be installed and maintained by the Public Works Director or their respective designees and considered the property of the Town of Bar Harbor.
- E. No person(s) shall erect a street name sign in such a manner as to confuse the proper location or proper name of any street or travel way as designated by the Addressing Officer.
- F. No person(s) shall remove or cause to be removed or otherwise alter the location or hinder the visibility of any street sign.
- G. All street name signs within the boundaries of Acadia National Park shall be constructed, erected and maintained under the guidelines set forth by the National Park Service or its governing entity.
- H. All street name signs within the boundaries of a privately owned and maintained facility containing multiple travel ways, such as a multi-building hotel complex, campus setting or campground shall be erected and maintained by the owner of such property. Street signs may be constructed of materials consistent with other signage throughout the property provided they are consistent within the boundaries of the property and easily visible at all times.

- (1) Property(s) falling under § 5-8. H are encouraged to enact an Emergency Management Plan coordinated with the Addressing Officer, local telecommunication facilitators and Fire Chief and/or their designees so as to maximize emergency response efficiency to those facilities.

§ 5-9. Posting of Designated Street Addresses

- A. All premises shall bear a distinctive assigned number in accordance with the criteria set forth in this ordinance
- B. Grandfathering. Those structures previously addressed prior to the effective date of this ordinance are hereby grandfathered, provided they are addressed and identified in such a manner as to not prohibit the efficiency and effectiveness of an emergency response to that location.
- C. Numbering of 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 in the vicinity of the front door or approaching entry. Numbers shall be of a color that contrasts with the building or background color to which they are attached and shall be affixed no less than three (3) feet above ground level at the road and be a minimum of three (3) inches in height or otherwise readily visible from the edge of the road right-of-way to the structure or residence in both travel directions, at all times of the year, in all weather conditions.
 - (1) Every structure or property with more than one principle use or occupancy shall also display its assigned secondary location indicator at the primary entrance to each, in accordance with this ordinance.
- D. Numbering of structure or residence (not visible from road). Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way or not visible from the access way or driveway entrance at all times of the year, the assigned number shall also be displayed in a clear manner on a post, fence, wall, tree, mail box, or other object, located adjacent (same side) to the access way or driveway entrance, and shall be of a color that contrasts with background color to which it's attached and readily visible from the edge of the road right-of-way in both travel directions at all times of the year, in all weather conditions.
- E. No person shall affix or allow to be affixed, a different number than the one designated by the Addressing Officer or considered grandfathered in accordance with this ordinance.
- F. It shall be the duty of the owner of a premises, upon affixing the assigned number, to remove any different number that might be mistaken for or confused with, the number assigned in conformity with this ordinance.
- G. Interior Locations. All occupants of a dwelling unit are requested to post the assigned physical address (Ex. 123 Main Street or 56 Cottage Street, Apt 202) next to each landline telephone or at another other easily noticed location for emergency reference.

§ 5-10. Compliance

It shall be the duty of each property owner to comply with this ordinance. Failure to comply with the guidelines set forth in this ordinance is not subject to § 1-18. **General penalty**, however, may result in a delay of emergency response, when time is of the essence.