

## CHAPTER 3 - UNIFORM RURAL ADDRESS SYSTEM

### 3.1.1 Title

This Chapter shall be known and may be cited and referred to as the "Uniform Rural Address System of Mills County, Iowa".

### 3.1.2 Definitions

For the purpose of this Ordinance, the following terms and words are hereby defined:

- a. Words used in the present tense shall include the future, the singular number shall include the plural, and the plural includes the singular. The word "shall" and "will" are mandatory, the word "may" is permissive.
- b. Board: The Board of Supervisors of Mills County, Iowa.
- c. Building: Any structure used or intended for supporting or sheltering any commercial use, industrial use or for residential occupancy.
- d. County: Mills County, Iowa.
- e. County Engineer: The County Engineer of Mills County, Iowa.
- f. County Recorder: The County Recorder of Mills County, Iowa.
- g. Manual Of Uniform Traffic Control Devices: The manual for traffic control devices for streets and highways as approved by the Iowa Department of Transportation including revisions adopted in accordance with Title 23 of the United States Code.
- h. Person: Any individual, firm, association or other entity, corporation, unincorporated association or other entity.
- i. Private Easement Road: A private easement on private property which provides access to more than one (1) building. These roadways are not recognized as private roads, or as public roads by the State of Iowa and the County and are, therefore, not maintained as such.
- j. Private Road (Open to Public): A roadway officially recognized by the County as an access for vehicles from public roads to a private driveway leading to a building. Generally these roadways were established through the platting of a subdivision. These roadways are not recognized as public roads by definition of the State of Iowa and the County and are, therefore, not maintained as such, but are open to public access.

- k.** Public Road: All land between the right-of-way lines perpetually dedicated to the City, County, State or Federal government as an access for vehicles. The term does not include public or private easements on private property where the roadway has not been dedicated to a jurisdiction or the jurisdiction has not accepted ownership. These roadways are recognized by the State of Iowa and the County as public roadways and are maintained by the appropriate jurisdiction.
- l.** Road Designations: For the purpose of this Chapter, following road designations are hereby defined:
- (1) Avenue: A roadway that generally runs east and west. "Avenues" are generally located along a section line and have an alpha-name designation preceding the word "Avenue". Example: Waubonsie Avenue.
  - (2) Street: A roadway that generally runs north and south. "Streets" are generally located along a section line and have a numerical designation preceding the word "Street." Example: 360th Street.
  - (3) Road: A roadway that does not specifically run either east-west or north-south. "Roads" are generally located in between section lines or are a short stretch of roadway that does not maintain a continuous route and have an alpha-name designation preceding the word "Road". Example: Lucas Road.
  - (4) Lane: A roadway that does not specifically run either east-west or north-south. "Lanes" are generally dead-end roadways that are not located along a section line and have an alpha-name designation preceding the word "Lane".
  - (5) Loop: A roadway that does not specifically run either east-west or north-south. "Loops" are generally roadways that have a point of origin and termination onto the same roadway and have an alpha-name designation preceding the word "Loop".
  - (6) Names of some roadways may carry an existing designation of street, drive, lane, road, avenue, or circle. While these designations may not meet with the categories denoted above, inasmuch as they generally have been named through an official platting process, they will be allowed to maintain that designation.
- m.** Road Marker: The street name sign, along with the required hardware and post, specified in Manual of Uniform Traffic Control Devices, Section 2D-39.
- n.** Rural Address Map: The maps used to coordinate the uniform rural address system in Mills County, Iowa. Such terminology shall include maps utilized to

indicate all addresses as they are assigned and the maps utilized to indicate the official roadway names in Mills County, Iowa.

- o.** Subdivision: The division of a tract of land into separate lots or parcels for the purpose of transfer of ownership or building development.
- p.** Site Number: Any location where phone service is installed.

### **3.1.3 Extent of System**

The uniform rural address system shall extend from the adoption, over the entire unincorporated areas of Mills County, Iowa.

### **3.1.4 Rural Address Map(s)**

The uniform rural address system to be used in the County, shall be as is shown on the maps which are titled "Rural Address Maps" and which together with all explanatory matter thereon, shall be adopted by resolution by the Board as the official addressing map(s) and no other building numbers shall be used or displayed in the County. No changes of any nature shall be made to the Rural Address Maps except in conformity with the procedures set forth in this Chapter. Updates to show addresses assigned to new buildings and to include new roadway names shall be deemed acceptable changes to the Rural Address maps. Updates to include new roadway names shall require approval through adoption of a resolution of the Board. The Rural Address Maps shall be kept on file with the County Auditor.

### **3.1.5 Address System**

For the purpose of this Chapter, the following procedure establishes the development of the uniform rural address system for the county.

- a.** Address numbers on east-west roads shall commence at 16000, along a north and south meridian passing through a point one (1) mile west of the NE corner of Section 2, TWP 73N, Range 44W, and increase progressively by 1000 per mile towards the east, ending at 41999 at the east county line.

Address numbers on north-south roads shall commence at 50000 on the north county line and increase progressively by 1000 per mile towards the south, ending at 67999 at the south county line.

Exception: House numbers previously established in the unincorporated community of Mineola shall be retained as a part of the rural address system.

- b.** All existing alpha-numeric County Routes shall be designated as "Alpha-Numeric Avenues, Streets, or Roads". All routes shall have an alpha-numeric designation preceding the word Avenue, Street or Road.

- c.** Generally roadways which are located in between section lines or which are a short stretch of roadway that does not maintain a continuous route will be designated as a "Road". Roads do not specifically run either east-west or north-south. Roads have an alpha-name designation preceding the word "Road." The name of all new roads shall begin with the alphabetical letter designation shown on the grid system of the Rural Address Maps.
- d.** Generally roadways which are located along a section line and which generally run east and west will be designated as an "Avenue". Avenues shall have an alpha-name designation preceding the word "Avenue". The name of all new Avenues shall begin with the alphabetical letter designation shown on the grid system of the Rural Address Maps.
- e.** Generally roadways which are located along a section line and which generally run north and south will be designated as a "Street". Streets shall have a numerical designation preceding the word "Street". Numbering of a "Street" will begin with "160" at the north-south base line near the County's western boundary, increasing consecutively ten (10) numbers per section to the far eastern boundary of the County.
- f.** Generally dead-end roadways which are not located along a section line will be designated as a "Lane". Lanes do not specifically run either east-west or north-south. Lanes shall have an alpha-name designation preceding the word "Lane". The name of all new Lanes shall begin with the alphabetical letter designation shown on the grid system of the Rural Address Maps.
- g.** Generally a roadway which has a point of origin and termination onto the same roadway will be designated as a "Loop". Loops do not specifically run either east-west or north-south. Loops shall have an alpha-name designation preceding the word "Loop". The name of all new Loops shall begin with the alphabetical letter designation shown on the grid system of the Rural Address Maps.
- h.** Names of some roadways in unincorporated towns may carry an existing designation of street, drive, lane, road, avenue, or circle. While these designations may not meet with the categories denoted above, inasmuch as they generally have been named through an official platting process they will be allowed to maintain that designation.
- i.** Whenever possible, one thousand (1000) numbers shall be allowed for each mile section. Said numbers shall be divided as one hundred (100) numbers per block, ten (10) blocks per section evenly distributed to each side of the road. The EAST and NORTH side of roadways shall have EVEN numbers and the WEST and SOUTH side of roadways shall have ODD numbers.

- j.** One (1) pair of odd/even numbers shall be available for approximately every ten point fifty six (10.56) feet of ground along a roadway.
- k.** The site number assignments will be assigned by noting the point where a perpendicular line running from the center of the driveway intersects the private easement road, private road or public road. The roadway must be the one where the driveway provides access to the building. The intent is to have sequential addresses along private easement roads, private roads or public roads.
- l.** Existing subdivisions with interior roadways, names of which are recorded on the original subdivision plat in the office of the County Recorder, and with an established approved site numbering system as of the adoption date of this Ordinance, are accepted as is. These subdivisions are required to adopt the County Rural Address System, as described in this Chapter. A numbering system utilizing a lot number as a site number does not qualify as an "approved established site numbering system". All other existing subdivisions are required to comply with this Chapter and Rural Address Map.
- m.** The proposed name of all new roadways shall be shown on the preliminary plat of a proposed subdivision. Such roadway names shall be sufficiently different in sound and in spelling from other roadway names in the County so as not to cause confusion. The Board reserves the right to alter or change the proposed name of any roadway at any time prior to the approval of the final plat of the subdivision.

### **3.1.6 Road Markers at Intersections**

The County Engineer shall supervise the installation of road markers at each roadway intersection in the County, whereby the provisions of this Chapter apply.

- a.** The specifications for road markers shall be developed in accordance with the Manual of Uniform Traffic Control Devices.
- b.** Road markers for a private road or private easement road shall denote the words "private road" under the name of the roadway.
- c.** The County shall not be responsible for the purchase, installation or maintenance of road markers on private roads which do not intersect a public road. The specifications for the road markers shall be in accordance with the Manual of Uniform Traffic Control Devices. Only those names/numbers assigned in the Rural Address Maps are allowed on private road intersections. Any other roadway designations are in violation of this Chapter and must be removed within a 60 day time period.
- d.** The County shall not be responsible for the purchase, installation or maintenance of road markers on private easement roads, even though they may intersect a public road. The specifications for the road markers shall be in accordance with

the Manual of Uniform Traffic Control Devices. Only those names/numbers assigned in the Rural Address Maps are allowed on private easement road intersections. Any other roadway designations are in violation of this Chapter and must be removed within a 60 day time period.

- e. Road markers shall not be placed at the intersection of a public road and a undeveloped platted road in an unincorporated town unless authorized by the County Engineer and Board of Supervisors.
- f. At the time of final plat approval of a subdivision, the developer shall pay the County the total cost, including installation, for all road regulatory signs, including road markers, required by the County Engineer along all roads and at all intersections within or abutting the subdivision. The specifications for the road markers shall be in accordance with the Manual of Uniform Traffic Control Devices. Road markers shall indicate the roadway names as shown on the final plat of the subdivision.

### **3.1.7 Site Numbers**

Any person owning, controlling, occupying or using any building which has access onto any public road, private road or private easement road shall display a permanent marker on such premises indicating the assigned site number.

- a. The site number for each building shall be posted on the driveway post of the size and type as specified in the specifications for site numbers as adopted by the Board. The driveway posts will be put at the property line for each driveway/entrance, on the right hand side as viewed from the center of the road looking into the property.
- b. Any site number marker existing at the time the provisions of this Chapter takes effect and that is different than the newly assigned number shall be removed at the time the new site number marker is installed.
- c. Every person erecting a new building shall contact the County Engineer fourteen (14) working days prior to commencing any construction on new residential/buildings to receive a site number. The County Auditor shall be notified of any new residential/buildings fourteen (14) working days prior to commencing construction.
- d. All costs incurred in the procurement, placement and replacement of a site number marker shall be the responsibility of the property owner, proprietor or occupant of the site.
- e. The procedure for handling a damaged site number marker shall be as follows:

- (1) The property owner, proprietor or occupant of the site shall notify the County Engineer of any damage to a site number marker.
  - (2) After receiving notification of the damage, the County Engineer shall make the necessary repairs.
  - (3) The County Engineer shall notify the owner, proprietor or occupant, in writing, of the repairs and provide an invoice for payment of said repairs.
  - (4) The Board shall pass a Resolution establishing the cost of repairs.
  - (5) Payment of the invoice shall be made to the County Engineer.
- f. When more than one residence uses the same driveway and multiple house numbers are on the post at the entrance of the driveway, each house shall display the appropriate number. Said number shall be prominently displayed in four (4) inch or larger numbers in colors that contrast with the background.

### **3.1.8 Maintenance of Uniform Rural Address System**

The County Engineer and Board of Supervisors shall be responsible for the maintenance of the uniform rural address system in County. The County Engineer's and County Auditor's duties shall include the assignment of all new addresses, updating the Rural Address Maps carrying each individual address assignment and other duties necessary to insure the effectiveness of the system. The County Engineer is responsible for the repair, replacement and maintenance of the road markers as required by this Chapter.

### **3.1.9 Road Name Change**

The name of any roadway appearing on the Rural Address Maps may be changed only if the following procedure is followed:

- a. A petition signed by not less than ninety-five (95) percent of the property owners or land contract purchasers fronting on the roadway is filed with the Board.
- b. The name does not duplicate in sound or spelling any existing roadway name in the County.
- c. The name is in alphabetical sequence with the addressing system established by this Chapter.
- d. All costs of changing a roadway name and replacing road marker as a result of such change shall be borne by the petitioners who shall, at the time the request is submitted, submit any amount deemed sufficient to cover said costs. This money shall be refunded if the petition is denied.

- e. The Board may propose amendments to the Rural Address Maps as is necessary to correct errors or omissions and shall have the authority to waive the requirements set forth in Sections 3.1.9(a) and 3.1.9(d).

### **3.1.10 Private Road Maintenance**

The group or person responsible for the care and maintenance of a Private Road shall register with the office of the County Engineer.

### **3.1.11 Violations and Penalties**

Any person violating, any of the provisions contained in this Chapter shall be deemed guilty of a county infraction.

- a. A county infraction is a civil offense punishable in the following schedule of civil penalties:

(1)	First Offense	\$150.00
(2)	Second Offense	\$300.00
(3)	Third and subsequent offense(s)	\$600.00
- b. Each and every day that the violation is permitted to exist after notification shall constitute a separate offense.
- c. Each separate provision of this Ordinance violated shall constitute a separate offense.
- d. Enforcement of a county infraction shall be pursuant to Iowa Code Section 331.307, as amended.
- e. Seeking a civil penalty does not preclude seeking alternative relief from the court in the same action, including, but not limited to an order for abatement or cessation of the violation.
- f. Nothing herein contained shall prevent the County from taking such other lawful action as necessary to prevent or remedy any violation.