

# TOWN OF KOSSUTH STREET ADDRESS ORDINANCE

## AN ORDINANCE ESTABLISHING REQUIREMENTS FOR THE PROVISION, PLACEMENT, AND MAINTENANCE OF STREET ADDRESS SIGNS IN THE TOWN OF KOSSUTH

The Town Board of the Town of Kossuth, Manitowoc County, Wisconsin, does ordain as follows:

### SECTION 1 INTRODUCTION

1.1 **Authority.** This ordinance is adopted pursuant to authority conferred by Sections 60.22(3) and 66.0627(2) Wis. Stats.

1.2 **Resolution and Purpose:**

**WHEREAS:** The Town Board has received concerns from the Manitowoc County Sheriff's Department, the Fire Departments and Emergency Medical Services that it is difficult to locate some residences or businesses in Kossuth due to inadequate or non-reflective street address sign numbers;

**WHEREAS:** The Town Board has determined that without adequate and reflective street address numbers emergency service response could be slower, thus potentially aggravating emergency situations;

**WHEREAS:** A majority vote at a meeting of the Town Electors held on April 16, 2013 was in favor of these signs and an advisory vote indicated a user fee should be established for the initial purchase and installation.

**THEREFORE:** The Town Board has established uniform requirements for the provision, placement, and maintenance of street address signs to facilitate the timely location of citizens and properties in need of emergency services.

### SECTION 2 APPLICABILITY

2.1 **Single Buildings and Structures.** Each parcel with a principal building shall have a street address sign bearing the number assigned to the frontage on which the structure is located.

2.2 **Other Buildings and Structures.** When the principal building is a duplex or similar structure, each unit shall bear a separate street address number. Apartment buildings or similar structures shall have one street address sign for the entire structure, with unit numbers assigned to individual units. The Town of Kossuth is not responsible for numbering individual units.

2.3 **Private Roads.** Any driveway that now serves as a principal access for a third property may be redefined as a private road and named if agreed to by the Town and County. All names shall end with either the word "drive" or "trail". All present properties accessing upon the private road shall be readdressed to coincide with the newly-named private road.

## SECTION 3 GENERAL PROVISIONS

- 3.1 **Sign Specifications.** Every street address sign (18" x 6") must have a Blue background with white numbers/letters listed horizontally. The numbers/letters must have a high intensity prismatic grade reflectivity (HIP). The numbers/letters must be three and one half (3 ½) inches in size with a one (1) inch Town of Kossuth on top of the numbers
- 3.2 **Maintenance.** Every owner shall be responsible to maintain the area around the street address sign free from obstructions, including but not limited to, structures, trees, bushes, shrubs and accumulations of ice or snow.
- A. The Town of Kossuth shall employ a contractor of its choosing to perform the installation of the new address numbers. The cost of the new installations shall be paid by a one-time special charge. The special charge shall be \$25 and shall be paid to the Town Treasurer with the first installment of 2014 property tax. In the event such special charge is not fully paid with the first installment, the delinquent special charge shall become a lien on the property and shall be included in the current or next tax roll for collection as allowed by § 66.0627(4), Wis. Stats.
- B. All new construction subsequent to adoption of this chapter shall pay a separate fee for the address number installation on said property, in conjunction with obtaining a building permit. This fee shall be \$75.00.
- C. Private roads shall be marked with Town-installed signs at the intersection of the private road and the Town road and at the primary location referenced in Section 2 (2.1) of this section. In order to mark an individual property for emergency vehicles, property owners on private roads may purchase signs/posts from the Town for an additional fee to cover all costs.
- D. The Town shall install replacement address numbers for property owners, at that property owner's expense, and will be charged a fee in the event of loss or damage to any signs or posts that was not caused by the Town of Kossuth. Such fee shall be paid to the Town Treasurer within 30 days of the date of installation of the replacement sign post. In the event such special charge shall become a lien on the property, it shall be included in the current or next tax roll for collection as allowed by § 66.0627(4), Wis. Stats. The fee shall cover all costs of the replacement.
- E. The Town shall install replacement address numbers for property owners, at the Town of Kossuth expense, in the event of loss or damage to any numbers that was caused by the Town of Kossuth.
- 3.3 **Damaged, Missing or Worn Signs.** Every owner shall be responsible for maintaining the integrity and function of the street address sign. Any damaged, missing or worn sign shall be replaced within 30 days. The Town is to be notified that a replacement is needed and will provide a new sign.

**SECTION 4 STREET ADDRESS SIGN INSTALLATION**

4.1 **Installation.** All street address signs shall be installed by the Town of Kossuth or their designated contractor.

4.2 **Placement Standards.**

A. The sign shall be installed so that the numbers are perpendicular to the road on which the property is located.

B. The post shall be located on the right hand side of the driveway when facing the driveway or building from the roadway.

C. The posts shall be provided by the Town. They shall be located uniformly at the back of the Town right of way. The posts shall be located not more than 25 feet from the edge of the street pavement and not more than 10 feet from the edge of the driveway serving the building. The top of the sign shall not be less than 40 inches nor more than 50 inches from ground level.

D. The Town may select an alternative placement option where topography, road maintenance requirements, or other circumstances require.

**SECTION 5 ENFORCEMENT AND PENALTIES**

5.1 **Enforcement.** Compliance with the provisions of this ordinance shall be enforced by appropriate forfeitures and penalties. Compliance may also be enforced by injunctions.

5.2 **Notice of Violation.** If the Town finds that any of the provisions of this ordinance are being violated, it shall notify the owner in writing by registered or certified mail, indicating the nature of the violation and ordering the action necessary to correct the violation. Whenever a person shall have been notified in writing, such person shall commence corrections within 10 days and shall correct all violations within 30 days. If such corrections are not commenced within 10 days or corrected within 45 days of notice, the owner shall incur a forfeiture of not less than \$50 for the 1<sup>st</sup> offense, or no more than \$250 plus the cost of prosecution. Penalties are doubled for second and subsequent offenses. Each day that a violation continues shall be considered a separate offense.

Adopted this 10<sup>th</sup> day of March, 2014

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John M. Hutterer  
John M Hutterer, Town Chair

ATTEST:  
Jolyn Schuh  
Jolyn Schuh, Town Clerk