

Chapter 207

ADDRESS NUMBERS

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[HISTORY: Adopted by the Town Board of the Town of Genesee 7-12-2010 by Ord. No. 10-2. Amendments noted where applicable.]

§ 207-1. Uniform building address required.

All existing properties/buildings and all new properties/buildings located within the Town of Genesee shall have placed upon and within easy view of the public highway serving said building/property an address as provided herein. The owner of said building shall be responsible for complying with this chapter.

§ 207-2. Uniform address system and street names.

- A. The uniform address system of the Town of Genesee shall be based on and become a part of a uniform address system for Waukesha County, as recommended by the County Board on March 12, 1957. All provisions therein 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 Genesee, as more specifically set forth in the following sections, are hereby adopted by the Board of the Town of Genesee.
- B. There is hereby established a uniform system of numbering properties on all streets, highways and rights-of-way in the Town of Genesee, 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.
 - (1) Base lines, as recommended for a uniform county address system, shall be used for determining the numbering in the Town of Genesee. The east-west 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 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 45° the direction of the street shall be considered as being northerly or southerly.
 - (6) A street may reverse its direction by being in the form of a U or a half circle. In general, a half circle street would be considered as running in the direction of its diameter and the numbering would progress the same as though the street were straight. With a U-shape street the progression of numbers would be down each leg to a meeting point at the center of the bottom of the U, provided that a grid line bisects the U at or very near that same point. If a grid line lies to one side of the center of the U it would probably be best to consider the bottom or curved portion as a half circle and number it according to its direction and each of the legs according to their direction. In these instances, where the legs of the U lie in different blocks or grid sections, one name, such as "Circle Drive," could be used for the entire U and there would be no duplication of numbers. In some unusual cases both legs, or portions of both legs, of a U-shaped street might lie in one grid section. This would result in identical numbers appearing on portions of both legs, and the only way to avoid complete duplication of address would be to assign different street names to each leg.
- C. A system of invisible rectangular blocks shall be established as a control grid in the following manner in conformity with the recommended uniform 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 sections, extending through the Towns of Menomonee, Brookfield, New Berlin and Muskego, shall be divided into 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. Westward through the remaining towns the sections shall be divided into 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 11 blocks each, the third row into eight blocks, and

the fourth row into nine blocks. From and including the fifth row northward to the north county line the sections shall be divided into eight blocks each. These invisible block lines shall have numerical designations of from "1," the base line, 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 13 blocks and the second row into nine blocks. From and including the third row southward to the south county line the sections shall be divided into eight blocks each. These invisible block lines shall have the numerical designations of from "1," the base line, to "111" at the south county line.

D. Assignment of numbers.

- (1) One hundred 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 parts. The first part, or street designation, shall be composed of a directional letter, "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 block line plus two 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 by the block line numbers of its north and its east boundaries. For a block which lies north of the east-west base line, the designation of the block shall be by the block line 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 next above.

E. 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 cases 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 Town Clerk, who will have the right to request assistance from the Building Inspector, Town Engineer, Town Planner or other designee selected by the Town Board to assist the Clerk.

- (4) Where residential units are served by a private street or private way, said properties shall be addressed based on the intersection of the private street or private way with the public road. Placement of the mailbox and house numbers will be at the public highway at the location of the private drive or private way. The property owner shall also display the house numbers at the intersection of his/her driveway with the intersection of the private drive or private way as described in § 207-3 of this chapter.
- (5) In the areas in which there are multiple buildings on commercial or business properties, the buildings will be addressed in accordance with their location on the subject property. The address will be based on the driveway entrance which the business uses. In the instances in which a commercial or business property is created and there are no buildings on the site at the time it is created in the land division ordinance, the initial address will be assigned either based on location of a driveway or in the center of the property if no driveway is specified.

F. Records.

- (1) For the purpose of facilitating the establishment and continuing workability of a uniform address system in the Town of Genesee there shall be prepared and kept on file in the office of the Clerk a plat book showing the proper addresses of all residences and places of business within the Town. The Clerk shall 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 Town Clerk shall make the final determination utilizing the advice of the Building Inspector, Town Engineer or firm retained by the Town Board for that purpose.
- (2) Within 30 days after the final approval of any new subdivision or other division of land the Town Clerk shall assign addresses to each new building site. Records shall be kept of the assignments and a copy shall be provided for the developer at his request.

§ 207-3. Sign, installation and placement requirements.

- A. Signs shall have a green reflective background with white reflective alpha numeric characters for the assigned address. Signs shall be 18 inches by six inches.
- B. 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. Post shall be for address sign only. No other signs (of any kind) shall be placed on the post.
- C. Location.
 - (1) Primary location. Posts shall be installed approximately 10 feet from either side of the driveway and on the back edge of the road right-of-way (no greater than 15 feet from the edge of the pavement).
 - (2) Alternate location. Alternative locations may be determined by the Public Works Superintendent if necessary due to foliage, lot line boundaries or other obstructions

that would compromise the effectiveness of the sign if installed in the primary location, but this does not include affixing the number sign to any building or other permanent structure.

- D. The Town of Genesee 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 established through a separate Town resolution and shall be paid to the Town Treasurer within 10 days of the date of installation of the sign post. In the event such special charge is not fully paid within 10 days of the installation of the sign post 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.
- E. 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 established through a separate Town resolution.
- F. Private roads shall be marked with Town-installed signs at intersection of the private road and the Town road and at the primary location referenced in Subsection C(1) of this section. In order to mark an individual property for emergency vehicles, property owners on private roads will purchase signs/posts from the Town for a certain fee. The special charge shall be established through a separate Town resolution and shall be paid to the Town Treasurer within 10 days of the date of installation of the sign post. In the event such special charge is not fully paid within 10 days of the installation of the sign post 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.

§ 207-4. Maintenance.

- A. Property owners shall maintain the address numbers located on their properties in good and visible condition at all times. No property owner may change the placement location of sign/post after installation without the express written consent of the Public Works Superintendent. Maintenance shall include keeping the address numbers clear of organic growth, debris, and other impediments to a direct line of sight from the roadway.
- B. 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 numbers that was not caused by the Town of Genesee. Such fee shall be paid to the Town Treasurer within 10 days of the date of installation of the sign post. In the event such special charge is not fully paid within 10 days of the installation of the sign post 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. The fee shall be established through a separate Town resolution.
- C. The Town shall install replacement address numbers for property owners, at the Town of Genesee's expense, in the event of loss or damage to any numbers that was caused by the Town of Genesee.

§ 207-5. Administration

- A. The Town Clerk, or his/her designee or other person designated by the Town, shall be responsible for maintaining the numbering system.
- B. The Town Clerk shall keep a record of all address numbers assigned. The Town Clerk shall maintain a plat book and/or map showing the proper addresses of all parcels in the Town.
- C. Upon receipt of the proper address numbers from the Town Clerk or his/her designee, and payment of a fee for materials, which shall be established through a separate Town resolution, the Town Clerk or his/her designee shall instruct the Public Works Superintendent to erect the new post and sign at the designated location.
- D. The Town Clerk, and any other designated personnel, shall monitor placement and condition of installed signs and posts and advise the Public Works Superintendent when necessary to replace damaged signs/post or correct unacceptable sign locations.

§ 207-6. Penalties.

Any owner of property who fails to duly attach and/or maintain the proper number in such location that said number is clearly visible from the public street serving said property shall be subject to a penalty of not less than \$20 and not more than \$200. Each day that the violation continues shall constitute a separate violation. Failure to pay said penalty may result in a jail sentence of not to exceed 90 days.