## RESOLUTION NUMBER 96-01

A RESOLUTION ESTABLISHING A UNIFORM SYSTEM FOR NUMBERING ALL RESIDENTIAL, COMMERCIAL, INDUSTRIAL OR PUBLIC BUILDINGS SITES AND NAMING ROADS, ESTABLISHING BASE ROADS AND DESIGNATIONS FOR NUMBERING AND NAMING PURPOSES, PROVIDING THE METHODS FOR INSTITUTING SAID SYSTEM AND FOR THE ENFORCEMENT THEREOF.

SECTION 1: There is hereby established a uniform system for numbering the property frontage on all Roads in Woodson County. All cities, towns and other platted areas or subdivisions shall use the street names designated in the plat. All residences and other buildings (hearafter meaning: commercial, industrial or public building sites) shall be numbered in accordance with the provisions of this resolution.

SECTION 2: The East-West roads shall be named Tenth (10th) through Two-twentieth (220th) commencing at the Wilson-Woodson County line and progressing North in one mile increments to the Coffey-Woodson County line. i.e., the Wilson-Woodson County line will be Tenth (10th) Road, and the Coffey-Woodson County line will be Two-twentieth (220th) Road.

The North-South roads shall be named as listed below commencing at the Greenwood-Woodson County line and progressing East in one mile increments to the Allen-Woodson County line: Antelope Road, Bobcat Road, Coyote Road, Deer Road, Elk Road, Fox Road, Grouse Road, Hereford Road, Indian Road, Jay Road, Kanza Road, Longhorn Road, Meadow Road, Nighthawk Road, Osage Road, Prairie Road, Quail Road, Rock Road, Squirrel Road, Turkey Road, Ute Road, Violet Road, Willow Road, Xylan Road and Yarrow Road.

The roadways which do not fall on the one (1) mile increments shall also be named ROADS, and shall be named as follows: The East-West roads shall generally be named according to their proportional distance between the one mile roads. i.e., an E-W road 1/2 mile north of Tenth (10th) Road would be named Fifteenth (15th) Road. The North-South roads shall be named according to their alphabetic location between the one mile roads. i.e., a N-S road between Antelope Road and Bobcat Road would be given a name starting with "A". Exceptions may occur in order to conform to traditional names.

Roadways which are on US and State Highways shall retain their ROAD names, but addresses shall use the highway names. Example, an address on US Hwy 75, halfway between Tenth (10th) and Twentieth (20th) Roads, and on the west side of the highway, would have the address of: 1500 Hwy 75. The official names of all County roads will be maintained in the County Appraiser's Office. Most of the road names, with the exception of the Toronto Lake area, are shown on Page 5 of this Resolution.

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SECTION 3: All residences and other buildings on the North or West side of each county road shall bear EVEN numbers. All residences and other buildings on the South or East side of each county road shall bear **ODD** numbers.

SECTION 4: (a) The numbering of residences and other buildings fronting on a county road shall commence numbering at the West end of the mile or at the South end of the mile and progress East and North, respectively.

Numbers shall be based on one-hundredth of a mile starting at the West and South County lines. Each mile shall constitute a total of 100 numbers, beginning with the 100 series on the West and South County lines. The next mile East or North would be the 200 series, the next mile would be the 300 series, and so on.

- (b) Where any building has more than one entrance serving separate occupants, a separate number shall be assigned to each entrance serving a separate occupant or numerals and letters shall be used as set forth in Section 6, herein.
- (c) Apartment houses or complexes with a common entrance shall have a common ROAD address with a suffix of Apt. A or 1 etc, added.
- SECTION 5: (a) The Woodson County Commission shall cause the necessary survey to be made to determine the address of property requiring the assignment of an address or requiring a change of address under the terms of this resolution. Thereafter, there shall be assigned to each house and other residential, commercial, industrial, or public building located on or gaining access to any ROAD in Woodson County, its respective number under the uniform system provided for in this resolution according to said survey.
- (b) When the said survey shall have been completed and each residence or building has been assigned its respective number or numbers, the county shall notify by letter:
  - (1) The owner, occupant, or agent of affected residence or building;
  - (2) The U.S. Postal Service, the major utilities serving the county area, the publishers of the County Directory, and emergency services such as police and sheriff, fire departments and ambulance service.

The County shall make a record of the date the letter was sent and the address to which it was mailed.

(c) The owner, occupant, or agent of the affected residence or building shall place upon each residence or building, the number or numbers assigned under the address system as provided in this resolution.

- (d) Such number or numbers shall be placed on existing residences or buildings within thirty (30) days from the date of the letter of notification. Numbers and replacement numbers shall be paid for by the owner. The numbers shall be not less than three (3) inches in height and shall be of durable material on a color contrasting background to promote enhanced visibility.
- (e) The numbers shall be conspicuously placed immediately above or at the side of the proper door of each residence or building so that the number can be easily seen from the ROAD or vision of the residence or building from the ROAD is otherwise obscured, the number or numbers assigned shall be placed near the walk, driveway or common entrance and affixed upon a gate post, fence post or other appropriate place so as to be easily seen. Numbers painted or stenciled on a curb, or other surface, shall not be a lawful substitute for the display of address numbers prescribed by this resolution.

SECTION 6: Where only one number can be assigned to any residence or building, the owner, occupant or agent of such residence or building, who shall desire distinctive numbers for the upper and lower portion of any residence or building, or for any part of any such residence or building fronting on any ROAD; such owner, occupant or agent shall be assigned the suffix (A), (B), etc, as may be required. Fractional numbers shall not be used as an alternative to alphabetic designations.

SECTION 7: Address numbers for residences or buildings within the city limits of cities and towns in Woodson County shall be obtained from the City Clerks of the respective city or town.

- SECTION 8: (a) Address numbers for residences or buildings in rural areas <u>outside</u> the city limits of cities and towns shall be obtained from the County Appraiser's office. In case of conflict as to the proper number to be assigned to any residence or building, the County Commission shall determine the number of such residence or building.
- (b) In building permit issuing area, no building permit shall be issued for structures in need of an address and no mail shall be delivered until the owner or agent has been assigned the correct address. The applicant is encouraged to post a temporary sign displaying the assigned address number at the construction site until such time the permanent number can be displayed.
- (c) In those parts of the area where building permits are not issued, the owner or agent shall apply to the County Appraiser's office for the assignment of the correct address number(s). The address must be known by the owner or agent before electrical or any other service is extended to the proposed building site.

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(d) Permanent address numbers shall be displayed within thirty (30) days after completed construction, in accordance with the provisions of this resolution.

SECTION 9: Road name signs shall be erected at intersections in the following order as time, labor and funds allow: On all roads where they intersect highways US54, US75 and State 105; on main county roads connecting towns and cities and roads around Toronto Lake; on frequently traveled primary roads; and on secondary roads.

SECTION 10: There is hereby established a uniform system of ROAD naming and numbering in the rural area of Woodson County located outside the city limits of cities and towns and all ROADS shall be named in accordance with the provisions of this Resolution.

- (a) The official change over date; i.e., from the old address to the new address, shall be May 1st, 1996.
- (b) Road names shall not be duplicated within a zip code area in Woodson County.
- (c) The Woodson County Commission may adopt further designations or any additional rules and regulations which may be required from time to time upon recommendations of the County Appraiser, by amending this section.

ADOPTED THIS 30 DAY OF JANUARY 1996, BY THE BOARD OF COUNTY COMMISSIONERS OF WOODSON COUNTY, KANSAS

ATTEST:

BOARD OF COUNTY COMMISSIONERS WOODSON COUNTY, KANSAS

County Clerk

Chairman

Commissioner

Commissioner

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