

### MAYOR AND COUNCIL COMMUNICATION

DATE: 10/4/2016 **REGULAR** ITEM #: 19

**AGENDA ITEM**: Street Naming Ordinance Amendment

**SUBMITTED BY**: Emily Becker, City Planner

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Stephen Wensman, Planning Director

### **BACKGROUND:**

Currently, Chapter 153: Subdivision Regulations, Section 07: Preliminary Plat, Subd. E: Proposed Design Features mandates that street names and numbering system shall comply with the County Uniform Street Numbering System. It also states that the "name of any street used in the city or its environs shall not be used [in a proposed plat] unless the proposed street is a logical extension of an already named street, in which event the same name shall be used."

The County Uniform Street Naming and Property Numbering System was developed by the County in 1967 in order to provide a logical system by which to name streets, making it easier for addresses to find throughout cities, thus reducing difficulty in emergency vehicle access to properties, incorrect address deliveries, and duplicate addresses. The policy was adopted by the City in an Agreement with the County in 1971. The City canceled the street naming portion of the agreement by Resolution #2000-071 in 2000 in response to the County's refusal to record the Fields of St. Croix II plat because the street names did not correspond to the agreed-to system.

In 2005, Ordinance 97-149 was adopted reintroducing a uniform street naming system within the City that follows the general pattern (alphabetical west-to-east) of the 1971 Agreement, but which also allows some street naming latitude as long as the alphabetical range is adhered to. The purpose of this ordinance was to have the force of law for future plats in regards to street naming. This ordinance, however, no longer exists in the published Lake Elmo Code of Ordinances. The reason for this is unclear to Staff as there has been no found record of its repeal.

Without a current and clear street naming policy or ordinance, there has been recent confusion and discussion about street naming within new developments. Attached is research gathered on these discussions about street naming from Council meeting minutes in the past year. Summarily, with Staff transitions, it has not been clear what actual policy or ordinance to refer to when reviewing proposed street names.

Staff has found that a motion "that if the street dead ends, so does the name" was passed at the May 5, 2015 City Council meeting with a vote of 3-2. However, no formal document was prepared or approved.

In order to provide clarity on this issue, Staff had proposed during a City Council Work Session in August of 2016 an official City street naming policy that would be referred to in the City Code. After further this discussion and further consideration, Staff is instead proposing an amendment to the City's Subdivision Regulations that will refer to the County's Uniform Street Naming Policy but delineate City-specific variances.

### **ISSUE BEFORE COUNCIL:**

The Council should decide if the City should continue to reference in the Subdivision Regulations the County's Uniform Street Naming and Property Numbering System yet point out City-specific variances from this Policy.

### PROPOSAL DETAILS/ANALYSIS:

The County's Uniform Street Naming and Property Numbering System sets forth the following policies. The Policy is attached and can be referred to, as it provides further visual diagrams to help demonstrate the following:

#### Street Naming:

- A grid pattern which uses the State Capitol as a point of origin with one-mile intervals.
- North-south streets are labeled as avenues using starting at the Capitol with 'A,' following the alphabet each mile going East.
- East-west streets are labeled as streets and use numbers.
- NE to SW streets shall be called Boulevards.
- NW to SE streets shall be called Roads.
- Streets that relate to a base street from which it is extended shall be called Courts or Circles.
- Streets that dip, forming a connecting off-shoot from another street shall be called Lanes or Ways.
- Meandering routes shall be called Trails.
- Streets that deflect shall either be named differently or have appropriate prefixes or suffixes.

### Property Numbering:

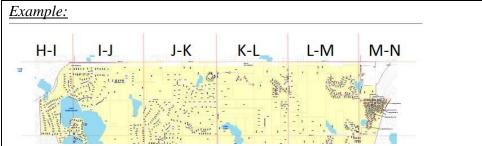
- There shall be 1,000 property numbers per mile.
  - o 500 number available on each side of the street for assignment.
    - Thus, a number could be assigned for a building each 12 feet.
- Numbers on the south and east sides of the street shall be odd.
- Numbers on the north and west sides of the street shall be even.

### Putting the Plan into Effect:

• Existing street names may remain the same.

Amendment to Section 153.07: Preliminary Plat, Subd. (E) (3). It is being proposed that this Section continue to reference the County Uniform Street Naming and Property Numbering System but list the following exceptions (examples/diagrams are shown in boxes but would not be in the proposed ordinance amendment):

- Unless a newly proposed street directly extends from, or is planned to extend from, an existing street, no street name that already exists in the city or its environs shall be used, regardless if it is on the same grid as another street.
  - North-south avenues shall follow the grid system, increasing alphabetically from east to west, but must use different names.



All streets within these parallels should be named according to the above system but cannot be the same name if a street dead ends. The example below would not be allowed. A different name starting with "Li…" should be used.



 East-west streets shall follow the grid numbering system as appropriate, but a different suffix such as Lane, Place, Way, etc. or a different prefix such as Upper or Lower shall be used.

### Example:

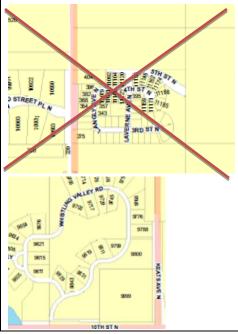
Inwood's streets are on the address map grid at around the area where the 7 and 8 mile markers of the address grid are, but because a street with the name of 7<sup>th</sup> Street already existed, these streets are labelled 7<sup>th</sup> and 8<sup>th</sup> <u>Place</u>, as opposed to Street.



The names of deflecting streets shall not vary; names of continual streets shall not change, even if the street changes direction, unless an intersection exists.

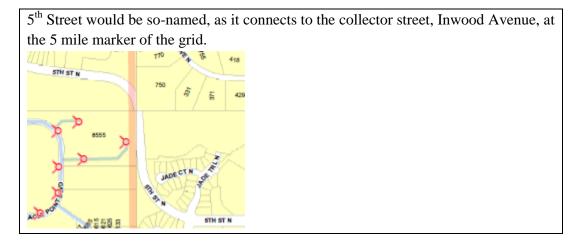
### Example:

Because an intersection does not exist between 4<sup>th</sup> St N and Langly Ave N as shown below, the street name would continue on, as Whistling Valley does.

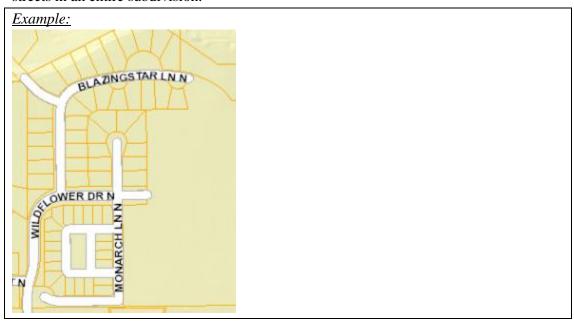


The names of deflecting streets shall be determined according to their relation to an Arterial or Collector Street if appropriate, otherwise such names shall be determined according to their main point of entry in to a development or as deemed appropriate by Council.

### Example:



• If appropriate, names with the same theme (i.e. flowers, nature) are permitted for naming streets in an entire subdivision.



• All street names shall end with the directional suffix of North.

### **FISCAL IMPACT:**

Adopting a clarifying ordinance may reduce Staff, Commission and Council time spent reviewing and approving street names.

### **OPTIONS:**

The Council has the following options in regards to this Agenda Item:

- Approve the ordinance amendment as proposed.
- Amend the proposed ordinance amendment and approve.
- Deny the ordinance amendment.

### **RECOMMENDATION:**

Staff recommends that the Council approve the ordinance amendment as proposed. The Council may approve the proposed ordinance amendment with the following motion:

"Move to approve Ord 08-144, an amendment to Chapter 153: Subdivision Regulations, Section 07: Preliminary Plat, Subd. E: Proposed Design Features, which mandates that plats show street names according to the County Uniform Street Naming and Property Numbering System, with outlined exceptions."

In addition, Staff is recommending that the City Council authorize summary publication of the approved ordinance through the following resolution:

"Move to adopt Resolution 2016-89, authorizing summary publication of Ordinance 08-144"

### **ATTACHMENTS:**

- Ord. No. 08-144
- County Uniform Street Naming and Property Numbering System
- Address Map

# CITY OF LAKE ELMO COUNTY OF WASHINGTON STATE OF MINNESOTA

### **ORDINANCE NO. 08-144**

# AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES PERTAINING TO STREET NAMING

SECTION 1. The City Council of the City of Lake Elmo hereby amends Section 540: Uniform Naming and Numbering System as it was adopted on the 15<sup>th</sup> Day of February of 2005 by officially repealing the Section in its entirety.

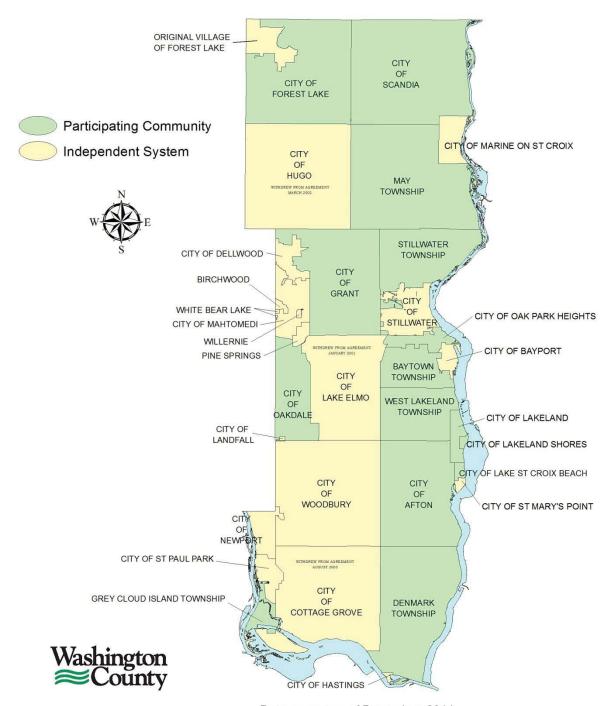
SECTION 2. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter153: Subdivision Regulations; Section 07: Preliminary Plat; Subd. (E) (1) to read the following:

- (1) Layout of proposed streets showing right-of-way widths, center line grade, typical cross-sections, and proposed names of streets in conformance with all applicable city ordinances and policies.; the name of any street used in the city or its environs shall not be used unless the proposed street is the logical extension of an already named street, in which event the same name shall be used. The names and number shall comply with the County Uniform Street Naming and Property Numbering System, with the following exceptions:
  - a. Unless a newly proposed street directly extends from, or is planned to extend from, an existing street, no street name that already exists in the city or its environs shall be used, regardless if it is on the same grid as another street.
    - i. North-south avenues shall follow the grid system, increasing alphabetically from east to west, but must use different names.
    - ii. <u>East-west streets shall follow the grid numbering system as</u>
      <u>appropriate</u>, but a different suffix such as Lane, Place, Way, etc. or
      a different prefix such as Upper or Lower shall be used.
  - b. The names of deflecting streets shall not vary; names of continual streets shall not change, even if the street changes direction, unless an intersection exists.
    - i. The names of deflecting streets shall be determined according to their relation to an Arterial or Collector Street if appropriate, otherwise such names shall be determined according to their main point of entry in to a development or as deemed appropriate by Council.

- c. <u>If appropriate, names with the same theme (i.e. flowers, nature) are permitted for naming streets in an entire subdivision.</u>
- d. All street names shall end with the directional suffix of North.

<b>Effective Date.</b> This ordinance shall become effective immedia and publication in the official newspaper of the City of Lake Elmo.	
SECTION 3. Adoption Date. This Ordinance 08-144 was adopted o, 2016, by a vote of Ayes and Nays.	on this day of
LAKE ELMO CITY COUNCI	L
Mike Pearson, Mayor	
ATTEST:	
Julie Johnson, City Clerk	
This Ordinance 08-144 was published on the day of	, 2016.

# **Uniform Street Naming and Property Numbering System**



Data current as of December, 2014

APPENDIX Page 39

### UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM

FOR

WASHINGTON COUNTY, MINNESOTA

# MANUAL OF PROCEDURES AND APPLICATION

by the

WASHINGTON COUNTY PLANNING ADVISORY COMMISSION

Adopted and Recommended by the Washington County Planning Advisory Commission May, 1967

#### PREFACE

This manual of procedures and application is intended for use in reassigning street names and numbers throughout the County. It is also intended for use in assigning new street names and numbers as new developments take place.

This manual is the culmination of many years of work by many persons and governmental agencies. Major contributions were made by the following:

The Cottage Grove Town Board
Cottage Grove Planning Commission
South Washington County Planning Commission
Metropolitan Planning Commission
Midwest Planning and Research, Inc.
Dakota County Officials
Washington County Officials
U.S. Post Office
Washington County Planning Advisory Commission

Over five years of work has gone into the preparation of the uniform street naming and numbering system. The system is designated such that it can be utilized by all communities in Washington County.

This uniform street naming and numbering system is similar to that recently adopted by Dakota County.

The system for Washington County is not mandatory. Each City, Township, and Village may or may not utilize the system depending upon local desires. It is strongly urged, however, that each community use the system in order to attain the desired goal of uniformity throughout the County.

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### INTRODUCTION

Throughout the Twin Cities Metropolitan Area, communities are growing and adding to their street systems. One irritation of urban life is the waste of time and patience resulting from unsystematic and haphazard housing numbering and street naming. Street names which give no clue to the section of the community and property numbers which are seemingly not related to blocks, cross streets, or other features slow down the governmental, social, and business life of a community.

In many parts of the metropolitan area, duplicated or confusing street names lessen the efficiency of everyday life. For example, mail intended for delivery to a person in Cottage Grove may be sent to an identical address in Saint Paul by mistake, due to duplication of addresses. Delivery trucks, home visitors, emergency vehicles, and others may have difficulty in finding addresses when there is lack of a uniform street naming and numbering system.

The problems arising from inadequate street naming and house numbering grow more complicated as time passes and the County grows. Finally a complete reorganization is necessary; the more built-up the community, the more difficult the reorganization. While there are some difficulties in changing the street naming and numbering system of a community, the long-range benefits far outweigh the temporary inconvenience. Some communities, such as North Saint Paul, for example, have found that the difficulties and temporary inconvenience during the change-over are not as severe as might be imagined.

The primary reasons for implementing a uniform street naming and numbering system in Washington County are:

- Make the change now while it is relatively easy; such a change will be much more difficult in the future;
- 2. Reduce difficulty in emergency vehicle access to property;
- Reduce loss of mail, incorrect deliveries, loss of time, and wrongly addressed mail;
- Improve "image" of community and reduce unfavorable impression left by present system;
- Reduce "searching" for addresses by moving vehicles;
- 6. Improve delivery truck service;
- 7. Improve maintenance of legal documents; and
- 8. Eliminate duplicate addresses.

# PART I: STREET NAMING SYSTEM

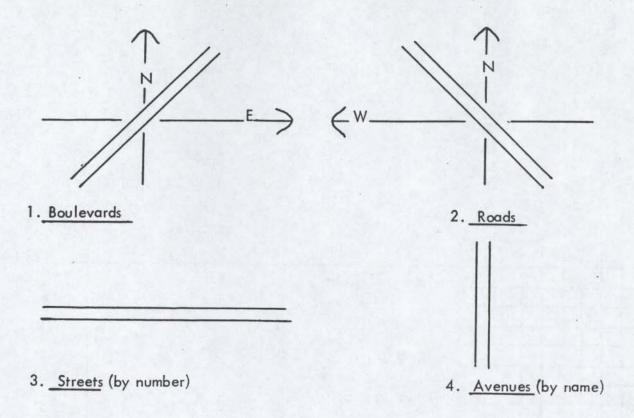
The basic street naming system is as shown on map, Street Naming and Property Numbering Washington County. The main features are:

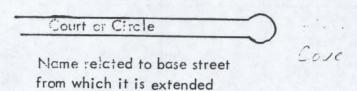
- The point of origin is the State Capitol Building (same point utilized by Dakota County) and Highway No. 12. This permits easy adaptation to additional areas in Washington County and relationship to Dakota and Ramsey Counties.
- 2. A basic grid pattern has been established with one-mile intervals for easier identification. North-south streets are labelled as avenues with Avenue A at the State Capitol; then eastward, Avenues B, C, D, and so on at one-mile intervals with Avenue T being about two miles east of the Saint Croix River. Main east-west streets are indicated as follows: One-Mile Street South is one mile south of Highway No. 12; Six-Mile Street South is the northern boundary of Cottage Grove with Twelve-Mile Street South being at the southern boundary.

Most persons will know where they are in relation to the State Capitol with relative ease; for example, the intersection of Avenue M and Six-Mile Street South is 12 miles east of the Capitol and 6 miles south of Highway No. 12 (Hudson Road); this location would be the extreme northeast corner of Cottage Grove.

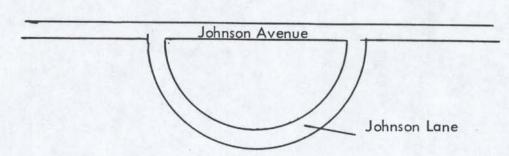
- 3. Streets between "Mile" streets are assigned a number for each mile; avenues between One-Mile Avenues are assigned alphabet categories for each mile. It is thus possible to determine your approximate location within each mile grid bounded by main streets and avenues.
- 4. Streets not running east-west or north-south have been assigned special names as follows:
  - a. Streets running NE to SW are called Boulevards.
  - b. Streets running NW to SE are called Roads.
  - c. Meandering streets, cul-de-sacs, and other miscellaneous streets are named in accordance with the enclosed chart (Miscellaneous Street Name Designations).
- 5. Existing Street Names In some instances, it will be possible and even desirable to retain the existing street names, especially if they have some historic significance. For example, Military Road could still be called by that name as it runs from northwest to southeast.

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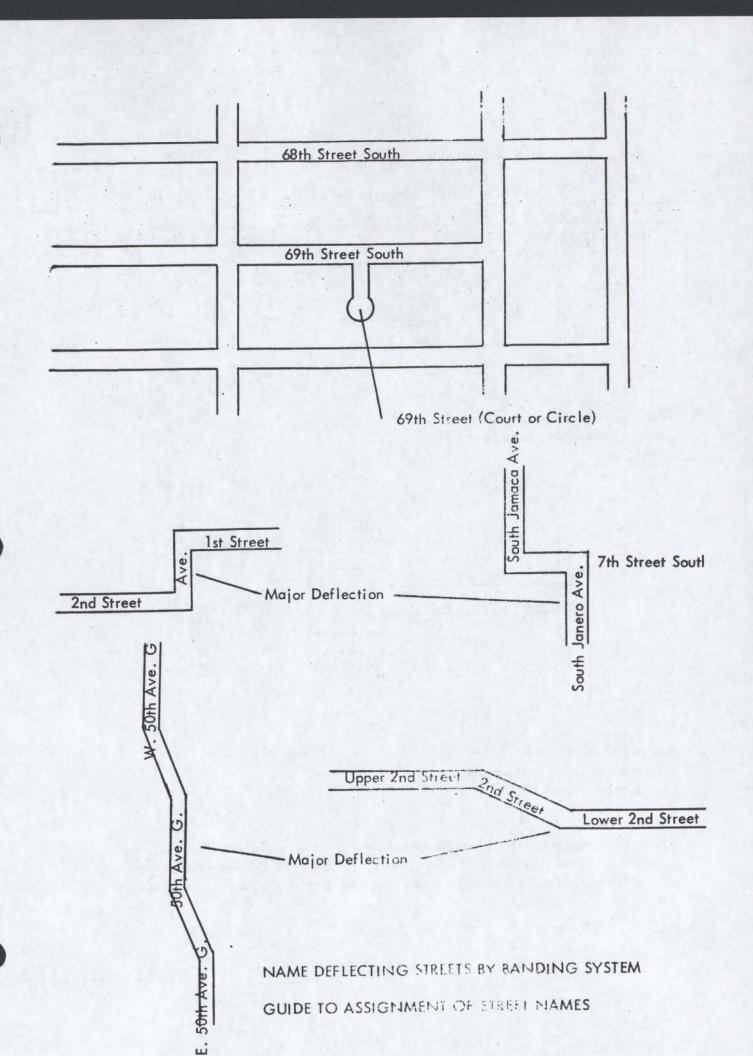


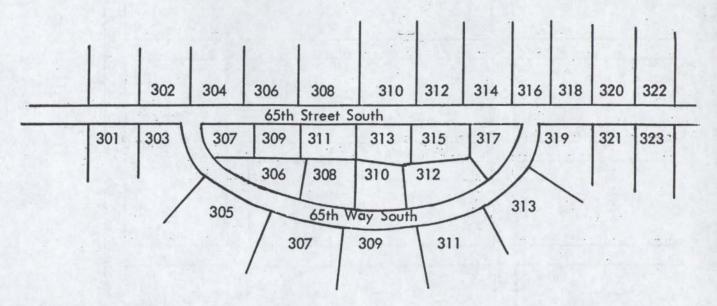
5. Cul-de-sacs



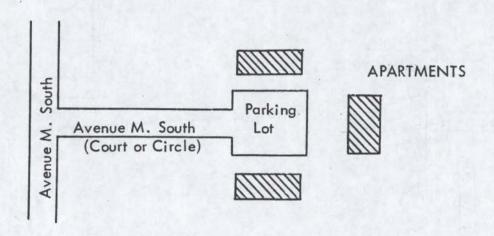
- 6. Lanes or ways
- 7. Meandering routes may be called "trails"

MISCELLANEOUS STREET NAME DESIGNATIONS





Naming and numbering of street deflecting and returning to street of origin.

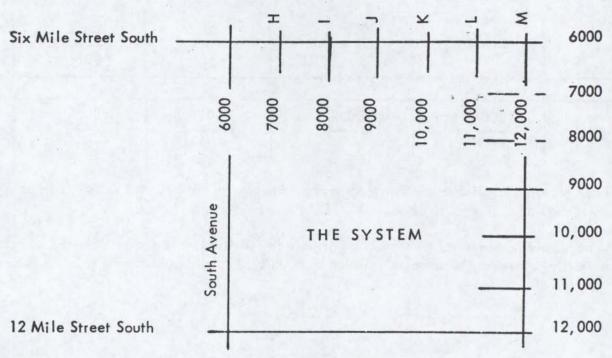


Naming of minor streets onto apartment or other high density developments.

Streets designated as official parkways (streets to be noted for scenic values usually connecting a system of parks or other public areas) shall be designated as "parkways" or "trails" utilizing the Manual designated street or avenue name or number.

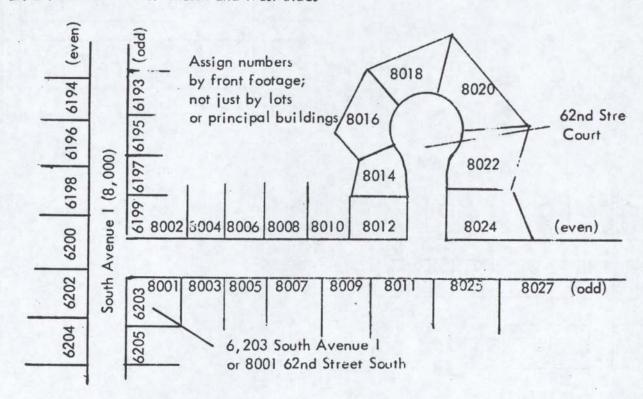
### PART II. PROPERTY NUMBERING SYSTEM

There shall be one thousand (1,000) property numbers per mile.



Numbers: South and East Sides

Numbers: North and West Sides



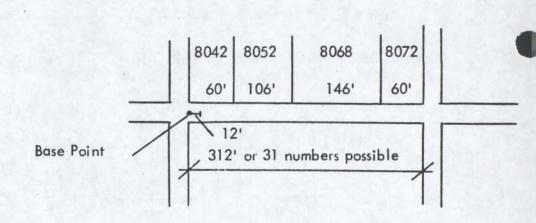
### ASSIGNMENT OF NUMBERS

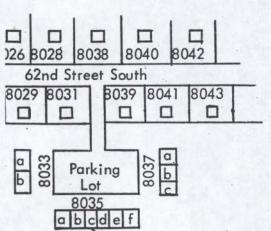
There are 500 numbers (on each side of street)available for assignment in each mile. Therefore, a number could be assigned for a building each 12 feet. It should be noted, however, that the extra numbers available will be needed only for apartment buildings, commercial centers, duplexes, and other such uses requiring many numbers for a limited amount of front footage.

8006	Duplex 8008 8010	8012	8014	
8007	8009	8011	8015	

Each building in an apartment project may be assigned a number; individual apartment dwelling units should be given a code A, B, C, D, etc., by the owner.

If necessary in commercial or other highly congested areas, 1/2 numbers may be assigned; normally, however, a half number (such as  $8005\ 1/2$ ) should be assigned to a use above ground floor level.





In some cases it may be more desirable to "skip" unused numbers.

This may also apply to farms on private roads.

### PART III: PUTTING THE PLAN INTO EFFECT

In order to change the street names and property numbers as they now exist, the following is required:

- Passage of an ordinance by city, village or township adopting the new system and date of changeover to new system.
- 2. Street name changes should be placed into effect as soon as a new sign can be erected. Property numbers should be changed on all properties within six months following passage of the ordinance. In addition to publicity concerning the change, each property owner should be notified in writing of his new address and/or be invited to secure same from
- 3. A Master Street Naming and Property Numbering Map (large scale) should be maintained showing both existing (crossed out) and new names and numbers.
- 4. In the rural areas, properties should be given a new street number under the following conditions:
  - The home or other principal building is near to a street (not back with access via a long private drive);
  - b. The rural route number is not adequate for delivery or some other complication necessitates the assignment of an "urban" number;
  - c. The new number is required in addition to the fire number for fire runs or other emergency vehicle convenience.

If rural properties must be assigned a number, they should be given that number associated with that street which is the nearest and most logical. If possible, the address should be such that future development in the area will not require reassignment of an address.

- 5. Street name signs should not be changed until most people are aware of the new system and all new addresses have been assigned and given to the persons involved.
- 6. Postal authorities, the fire department, utility companies, and all others affected should be given at least six weeks advance notice before the changeover is made.
- 7. House numbers attached to homes or other buildings should be at least four inches in height.
- 8. Street signs shall be reflectorized.
- Assistance can be obtained from the County Surveyor's office. New base maps
  can also be obtained from the County for each community; these can be used
  to note the new system as related to any existing system.

(SAMPLE)

	Ordinance No.
AN	ORDINANCE TO PROVIDE A UNIFORM SYSTEM FOR NAMING STREETS AND NUMBERING PROPERTIES AND PRINCIPAL BUILDINGS IN THE OF
	THE PUBLIC WELFARE REQUIRING IT, BE it ordained by of as follows:
Sec	tion 1. Uniform Naming and Numbering System
	A uniform system of naming streets and numbering properties and principal buildings, as shown in the manual of procedures identified by the title Uniform Street Naming and Property Numbering System, which is filed in the County Courthouse is hereby adopted for use in the of This map and all explanatory matter thereon, is hereby adopted and made a part of this ordinance
Sec	tion 2. Assignment of Names and Numbers
a.	All properties or parcels of land within the of shall hereafter be identified by reference to the uniform numbering system adopted herein, provided; all existing numbers of property and buildings not now in conformity with provisions of this ordinance shall be changed to conform to the system herein adopted within six months from the date of passage of this ordinance. The names of all streets in the of shall be as designated by the Uniform Street Naming System.
b.	Each principal building shall bear the number assigned to the frontage on which the front entrance is located. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance of such principal building shall bear a separate number.
c.	Numerals indicating the official numbers for each principal building or each front entrance to such building shall be posted in a manner as to be visible from the street on which the property is located.
Sect	ion 3. Administration
a.	Theshall be responsible for maintaining the numbering system. In the performance of this responsibility he shall be guided by the provisions of Section 2 of this ordinance.

ь.	Theshall keep a record of all numbers assigned under this ordinance.
c.	The shall assign to any property owner in upon request of a number for each principal building or separate front entrance to such building. In doing so, he shall assign only the numbers assigned to such building under the provisions of this ordinance. Provided, however, that the recorder may assign additional numerals in accord with the official numbering system whenever a property has been subdivided, a new front entrance opened, or undue hardship has been worked on any property owner.
✓d.	Street names in existence prior to the passage of this ordinance may be retained subject to approval by
Cont	on A Penalties

Violation of this ordinance shall be a misdemeanor and may be punished by a fine not to exceed \$100.00. Each separate day such violation is continued shall constitute a separate offense.

# Section 5. Effective Date

This ordinance shall take effect the day of its passage, the public welfare requiring it.

### WASHINGTON COUNTY

## STREET NAMING AND PROPERTY NUMBERING

### PRIMARY

# BACK-UP NAMES FOR USE WHEN NEEDED

Eastbrook
Eastham
Edna
Elmcrest
Elston
Emil
Enfield
Ethan
Everton
Exhall

Easter
Eaves
Elkhart
Elmcroft
Embargo
Eminence
Endorf
Evenfeld
Eureka
Exham

Eastgate Ebony Elkwood Elsmere Emeer Empress Ester Everston Europa Exley

Fairbanks
Falcon
Farnham
Fenway
Finale
Fiona
Flay
Fondant
Foxhill
Freeland

Fairlock
Falk
Fashion
Fernery
Finland
Fitzgerald
Florin
Foster
Francesca
French

Fairpoint
Fanning
Fenston
Ferrara
Finley
Fiora
Fletcher
Fountain
Freedom
Froman

Geneva
Geoffrey
Glenbrook
Goodview
Grafton
Granada
Greene
Grenadier
Greystone
Grospoint

Genessa Georgian Godiva Goodwin Graiton Grange Greenway Gresham Grigri Grovner Gentry
Gershwin
Godward
Gopher
Gramford
Granite
Greenwich
Gretchen
Grolier
Guthrie

Hadley Hallmark Hamlet Harrow Hayward Heath Hale
Hals
Harkness
Harsten
Healy
Hefner

Halcock Hames Harney Harwell Hearthside Hemingway Henna Hilo Homestead Hyde

Ideal
Illies
Indahl
Ingersoll
Inman
Inwood
Irish
Irvin
Isleton
Iverson

Jamaca
Janero
Jasmine
Jeffrey
Jensen
Jewel
Jody
Jude
Jules
July

Keats Keeler Kelsey Keswick Keystone Kimbro Kirby Kirley Kohls

Lamar Langly Laverne Layton Leeward Henslowe Hinton Hornell Hydram

Iden
Immanuel
Indian
Ingle
Innsdale
Ipswich
Iran
Islay
Itstead
Ivystone

Jamley
Janine
Jason
Jenner
Jergen
Jocelyn
Joliet
Judwin
Julianne
Juno

Keefer Kelman Kelvin Kesler Killian Kinard Kirk Kirsten Kraft

Lambach Lansing Lawlor Leeder Lehigh Heron Holm Oak Howlett Hynes

Idsen
Imperial
Ingberg
Ingleside
Inskip
Ira
Ironwood
Isle
Ivan
Ivywood

Jane
Jarvis
Jasper
Jennifer
Jessel
Jack
Jorcan
Julep
Julio
Justen

Keele Kelpie Kersh Keynes Killiard Kincaid Kirkwood Kismet Kreisler Kunesh

Lampert Lanton Lawton Leek Leigh Lennox Lisbon Lockridge Lofton Lyndhurst

Manning Margo Mayberry Maxwill Mendel Merrio Mickelson Minar Morgan Moyer

Neal Newberry Newgate Nolan Norcrest Norell Norsted Norwich Novak Nybeck

Oakgreen
Oasis
Odegard
Old Field
Olene
Omaha
Oren
Orwell
Ostrich
Oxboro

Panama Paris Paul Peabody Lenora Lister Locksmead Lomond Lynsky

Mansfield Marla Maycrest Medlow Mercer Merriman Millicent Minder Morley Myeron

Neeman Newcomb Nicolle Nolting Nordic Norland Northbrook Nosley Nustad Nyberg

Oakhill
Oberg
Odell
Old Friar
Olinda
Omar
Orlando
Osgood
Ostrum
Ozark

Panorama Parrish Pawnee Peacan Levi Lixley Lodestone Lorsey Lystad

Mark
Marston
Mayfield
Melanie
Meridith
Mesa
Milner
Monique
Morris
Myers

Nesser Newell Nienow Norbest Nordlund Norris Northland Notting Nutmeg Nygard

Oakman
O'Brien
Ogelthorpe
Oleanda
Oliva
Onley
Orman
Ostlund
Ostrach
Ozmund

Parade Patrick Paynor Peacock Peitso Penfield Perkins Pilar Pomroy Pryor

Quadrant
Qualick
Quamme
Quant
Queenan
Quehl
Quentin
Quinlan
Quinnell
Quist

Racine Ramada Random Redwing Renfrew Richards Roe Rood Rowan Rushmore

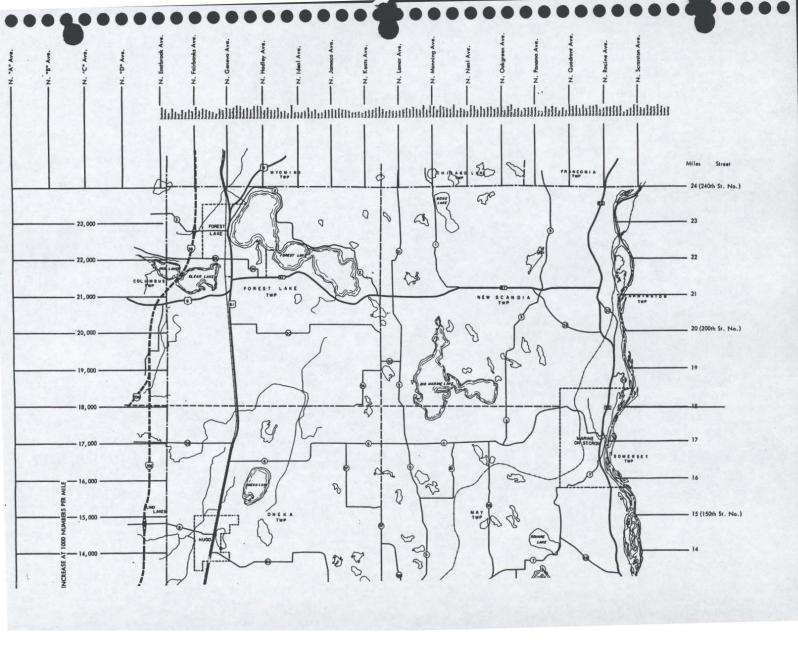
Scranton Seldon Shafer Sherlock Shipley Skylark Stanwick Sudbury Sutton Sydney Peller Pennington Phillips Plainview Popkin Pumper

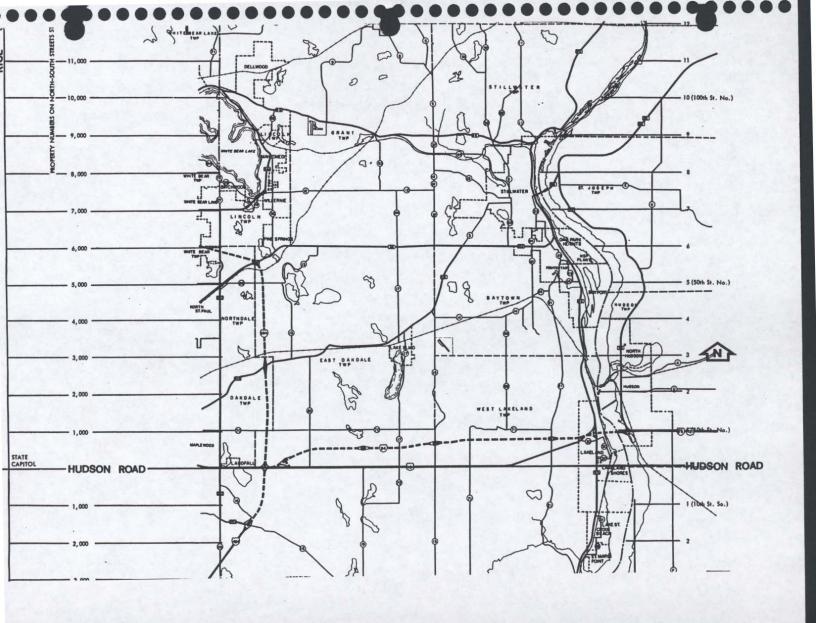
Qualery
Quality
Quampin
Quarfort
Queenland
Quello
Quesnal
Quinmore
Quint
Quistap

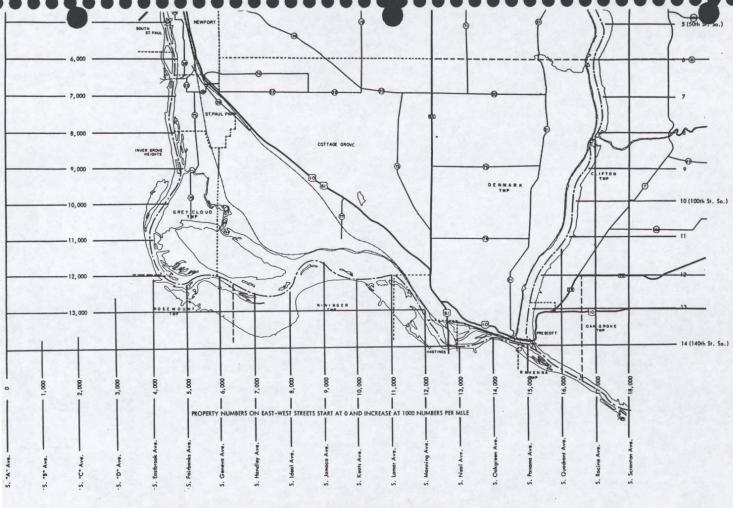
Rafton Rampart Raway Reeves Renner Riniker Roeller Roseau Roydell Rustin Pence Penrose Pickett Pollock Primrose Putman

Qualehill
Qualmore
Quamwell
Quast
Queetwell
Quemore
Quiel
Quinmey
Quiring
Quitno

Ralston Ramstad Reldros Renee Rhoda Rodney Romley Rossier Rubin Rustfer







STREET NAMING & PROPERTY NUMBERING WASHINGTON COUNTY

WASHINGTON COUNTY PLANNING ADVISORY COMMISSION

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prepared by: MIDWEST PLANNING AND RESEARCH, INC. Minnesonalis Minnesona

