

From: [Kendra Amaral](#)
To: [Adam Causey](#); [Jamie Steffen](#)
Subject: 2019.06.20 Title 16 Street Naming Deletion PB
Date: Friday, June 07, 2019 9:14:20 AM
Attachments: [2019.06.20 Title 16 Street Naming Deletion PB.doc](#)
[19-05 Title 8 E-911 Street Addressing.pdf](#)

Adam and Jamie,

Please add this to the Planning Board agenda for their June 27 meeting. The explanation is:

Kittery Town Council recently enacted an Street Addressing ordinance (8.4) that brings Kittery in line with E-911 street addressing standards. The purpose of this ordinance amendment is to remove conflict and redundancy in Title 16, that resulted from the adoption of the new ordinance. See attached ordinance approved by the Town Council.

Please let me know if you have any questions or need additional info.

Thanks,
Kendra

DRAFT: June 20, 2019

AMEND BUILDING/REGULATOR ACTIVITY PERMITS as follows:

§ 16.5.7 Numbering of buildings.

A. Street-numbering map.

(1) All buildings must bear a distinctive street number in accordance with and as designated by the Town's Addressing Officer.

(2) No person may affix, or allow to be affixed, a different street number from the one designated on the street-numbering map.

Formatted: Numbering: Continuous

Deleted: upon the street-numbering map on file with

Deleted: Assessing Department

Deleted: The Town Assessor is responsible to maintain and keep current said map.

AMEND STREET SIGNAGE as follows:

§ 16.8.3.1 Signs provided.

Street name signs are to be furnished and installed by the developer in accordance with Kittery Town Code Chapter 8.4 Street Addressing.

Deleted: B. - Display of number. The number is to be displayed upon the front of the building and/or on the side facing the street. The number must be plainly visible from the street. Owners of buildings and houses that are set back out of view from the road must place a post or sign at the driveway entrance with the specified numbers. Said post/sign is not considered a structure which must conform to Land Use and Development Code setbacks. In place of a post/sign, the number may be affixed to a mailbox. Said post/sign must be placed out of the Town's right-of-way and be six feet in height.

Deleted: C. - Multifamily houses or apartment buildings. For multifamily houses or apartment buildings, the house number is to be displayed as outlined in Subsection B. Each individual apartment or living unit must be clearly sublettered. ¶
D. - Number dimensions and color. Numbers must be no less than three inches in height and contrast in color with the color of the building or background to which they are attached. ¶
E. - Time limit for compliance; violation; penalty. Any person who, after being notified by the Police Chief or any law enforcement officer from the Town, fails to comply with any of the provisions of this section within the time limit of not more than 30 days specified in such notice is liable to a fine of not less than \$50 nor more than \$100 per violation. ¶

Deleted: <#>§ 16.8.3.1 Names. ¶
Streets which join or are in alignment with streets of abutting or neighboring properties must bear the same name. Names of new streets may not duplicate, nor bear phonetic resemblance to, the names of existing streets within the municipality and are subject to the approval of the Planning Board. ¶

Deleted: 2

Deleted: ; the type, size and location to be approved by the Commissioner of Public Works

1 **ADD: Chapter 8.4. Street Addressing** as follows:

2 **CHAPTER 8.4 Street Addressing**

3 **8.4.1. Purpose**

4 The purpose of this ordinance is to conform to Enhanced 9-1-1 standards, as
5 established by the Maine Public Utilities Commission, and enhance the rapid location of
6 properties in an emergency or call for law enforcement, fire, rescue, and emergency
7 medical services in Kittery.

8 **8.4.2. Authority**

9 A. The Addressing Officer, as designated by the Town Manager, is authorized to assign
10 road names and street numbers to all properties, both on existing and proposed roads
11 in accordance with this ordinance. The Town Manager may designate more than one
12 Addressing Officer as needed.

13 B. The Addressing Officer is responsible for and authorized to provide all required
14 addressing information to the state agency responsible for the implementation of
15 Enhanced 9-1-1 service.

16 **8.4.3. Definitions**

17 For the purpose of this chapter only, the following definitions apply:

18 **Road** means any highway, road, street, avenue, lane, fire lane, private way, a Planning
19 Board approved right-of-way or similar paved, gravel, or dirt ways.

20 **Street Numbers** means addresses assigned for the purpose of physical location and
21 Enhanced 9-1-1

22 **Building** means a residential, commercial or industrial building that will be occupied by
23 one or more persons. This excludes sheds and accessory structures that do not contain
24 dwellings or businesses and are not places where the general public gather.

25 **8.4.4. Naming System**

26 All roads that serve two or more principal buildings will be named regardless of whether
27 the ownership of the road is public or private. Assignment of a road name does not
28 constitute or imply acceptance of the road as a public way. The following criteria will
29 govern the naming system:

30 A. No two roads will be given the same or similar name (Ex. Pine Road and Pine
31 Lane).

32 B. No two roads will have similar sounding names (Ex. Beech Lane and Peach Lane,
33 Beech Lane and Beach Lane).

34 C. Each road will have the same name throughout its entire length.

35 D. Special characters such as hyphens, apostrophes, periods or decimals will not be
36 allowed.

- 37 E. Single family dwellings and single lot access driveways will not be named unless
38 road naming is required as part of a Planning Board condition of approval (if
39 required), or if the Addressing Officer deems it necessary for emergency response
40 purposes.
41 F. No road name may duplicate or be similar sounding to road names in the Town of
42 Eliot.

43 **8.4.5. Road Name Signs**

44 Road name signs must be in compliance with the following:

- 45 A. Road name signs are to be furnished and installed by the developer of a new
46 public or private road, and by the private road owner(s) for existing private roads.
47 B. The material, size, and location of road name signs are to be approved by the
48 Commissioner of Public Works.
49 C. Road name signs for private roads will include “private” or an abbreviation thereof
50 on the sign.
51 D. Road name signs must be posted at intersections.
52 E. Private road owners must maintain the surrounding vegetation to allow for proper
53 visibility of the signs from all directions.
54 F. Road name signs must have a name that is approved by the Addressing Officer.

55 **8.4.6. Numbering System**

56 **8.4.6.1 Street Number System**

57 The following criteria will govern the street numbering system:

- 58 A. Odd numbers will appear on the left side of the road, in ascending order. Even
59 numbers will appear on the right side of the road, in ascending order.
60 B. All numbers will radiate from the center of town, beginning from the intersection of
61 Walker Street, Wentworth Street, and Wallingford Square. Numbering will begin at
62 the intersection nearest to the point of origin.
63 C. For dead end roads, numbering will originate at the intersection of the adjacent road
64 and terminate at the dead end.
65 D. For all new subdivisions and developments where possible, street numbers will be
66 assigned every 50 (fifty) feet along both sides of the road. In more densely
67 developed areas a 25 (twenty five) foot, or smaller, numbering interval may be used
68 as appropriate.
69 E. Street numbers may not be based on zoning or lot road frontage.
70 F. In cases where using a numbering interval is not possible, the Addressing Officer will
71 assign the building the most appropriate street number relative to its location and the
72 street numbers of neighboring buildings.
73 G. The number assigned to each building will be that of the numbering interval falling
74 closest to the center of the driveway or to the location of the front door.

- 75 H. Street numbers for buildings that have a front door facing one road and the driveway
76 accessing another will be determined based on the ease of location for emergency
77 responders.
- 78 I. Every building with more than one principle use or occupancy, except an Accessory
79 Dwelling Unit, will have a separate number for each use or occupancy. Duplexes will
80 have two separate numbers. Apartment buildings will have one street number with
81 apartment numbers (Ex. 235 Maple Road, Apt 2.)
- 82 J. Fractional numbers (Ex. 37 ½) are prohibited.
- 83 K. Alpha-numeric (Ex. 4A) is not allowed. If new numbers are required on a road that
84 does not conform to 9-1-1 standards, the road will be renumbered subject to
85 approval of the Police Chief.

86 8.4.6.2. Numbering in Special Developments

- 87 A. Cul-de-sacs will be dissected from the middle of the road. Buildings on the left of
88 the cul-de-sac will be numbered with odd numbers. Buildings on the right will be
89 numbered with even numbers. Numbers must not wrap around the cul-de-sac in
90 case of future road extension (Ex. all even numbers around the cul-de-sac are
91 prohibited).
- 92 B. Single family homes with an approved attached or detached Accessory Dwelling
93 Unit will be required to use the primary residence address and a “Unit A”
94 designation following. (Ex. 76 Somewhere Road, Unit A).
- 95 C. A detached secondary dwelling that is not an Accessory Dwelling Unit but located
96 on a shared lot of record must be issued a separate street number. If there are no
97 available numbers on the road, the dwelling will be numbered with a unit number
98 secondary to the primary residence. In such cases an approved sign or post
99 bearing both numbers will be installed and maintained out of the right of way, at the
100 intersection of the driveway entrance and at the road servicing the property.
- 101 D. Apartment Buildings will be numbered with one street number followed by
102 apartment numbers. The apartment building number must be clearly displayed on
103 the building exterior. For multi-unit buildings with more than one entrance and/or
104 common area, a sign must be provided at each entrance and must indicate what
105 units are served by the entrance.
- 106 E. Commercial Buildings or Offices located in one primary building will be numbered
107 with one number followed by suite or unit numbers.

108 8.4.6.3. Street Number Display

109 All owners of buildings will display and maintain in a conspicuous place on said building,
110 or near the paved road, the assigned street numbers in the following manner:

- 111 A. All buildings must bear a distinctive street number in accordance with and as
112 designated upon the street-numbering map on file with the Town’s assessing
113 department.
- 114 B. No person may affix, or allow to be affixed, a different street number from the one
115 designated on the street-numbering map.

- 116 C. The number must be plainly visible from the road.
117 D. The number must be displayed on the front of the residence or building in the
118 vicinity of the front door or entry and/or the side facing the road.
119 E. Numbers must be of a color that contrasts with the background color and must be
120 a minimum of 4 inches in height. Numbers must be visible at all times of the year,
121 night or day, and in all weather conditions.
122 F. Where the building is over 100 (one hundred) feet from the edge of the road, the
123 assigned number must be displayed:
124 (1) on a post, fence, wall, mailbox, or on some structure at the property line
125 adjacent to the walk or access drive to the building. The post/sign is not
126 considered a structure which must conform to zoning ordinance setbacks.
127 (2) in a visible location outside of the Town's right-of-way unless for unique
128 visibility reasons the sign may be located within the outer right of way limits
129 with the written permission of the Commissioner of Public Works prior to
130 installation.
131 (3) such that vegetation surrounding the sign is maintained to allow for visibility
132 of the sign from all directions.
133 G. Street number and unit number must be displayed on detached secondary
134 dwelling units that are not an Accessory Dwelling Unit and are located on the
135 same lot as the primary dwelling unit.
136 H. For multi-unit buildings the building number must be displayed on the exterior of
137 the building. If more than one entrance and/or common area exists, a sign must
138 be provided at each entrance and must indicate what units are served by each
139 entrance.

140 **8.4.7. New Construction and Subdivisions**

- 141 A. A Road Naming application must be submitted to the Addressing Officer with the
142 proposed road name prior to a sub-division approval being granted. The applicant will
143 show the approved road name on the subdivision final plan. The applicant will mark on
144 the plan every 50 (fifty) feet, using lines or dots, in the center of the roadway to aid the
145 assignment of street numbers to buildings subsequently constructed.
- 146 B. Whenever any building is constructed or developed it will be the duty of the property
147 owner to obtain a street number from the Addressing Officer as soon as the driveway is
148 constructed and construction of the building starts.
- 149 C. A number will be displayed on a temporary post outside of the right of way but visible
150 from the road within 30 days of receiving the street number.
- 151 D. Final numbers must be installed prior to issuance of a Certificate of Occupancy.
- 152 E. If new construction on an unnamed road creates two or more principle buildings on
153 the road, the roadway must be named in accordance with Section 8.4.4. and a Road
154 Naming application must be filed to the Addressing Officer.

155 **8.4.8. Unnamed Existing Private Roads.**

156 A. The Addressing Officer may require private unnamed roads to be named for
157 emergency response purposes. The Addressing Officer will notify road owner(s). Upon
158 notification the road owner(s) will have 30 days to apply for a road name. If the owner(s)
159 fail to file a Road Naming application the Addressing Officer will assign a name to the
160 road in accordance with the provisions of this ordinance.

161 B. The owner(s) of a private, unnamed road may voluntarily apply to the Addressing
162 Officer to name the road.

163 **8.4.9. Road Name Change.**

164 The owner(s) of a private road may apply to change a road name. The property
165 owner(s) must notify all property owners with frontage on the private road of the
166 application.

167 **8.4.10. Effective Date of Street Address**

168 A. The Addressing Officer will notify in writing each affected property owner and the US
169 Postal Service, Emergency Services, and Town Departments of a new or changed road
170 name or street number.

171 B. The road owner(s) and/or property owner(s) assigned a new road name or street
172 number address must post or display the new road name and/or street numbers, within
173 60 (sixty) days of issuance of the notification.

174 **8.4.11. Enforcement**

175 Any person who, after being notified by the Addressing Officer, any law enforcement
176 officer of the Town, or the Code Enforcement Officer fails to comply with any of the
177 provisions of this chapter will be subject to a fine of \$150.00 (one hundred fifty dollars)
178 per violation, per day.