TOWN OF GRAND CHUTE

ORDINANCE 15, SERIES OF 2010

AN ORDINANCE AMENDING EXISTING CHAPTER 7 AND RESCINDING SECTION 13.26 OF CHAPTER 13 OF THE CODE OF GENERAL ORDINANCES FOR THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN WHICH PROVIDES FOR THE ASSIGNMENT AND DISPLAY OF ADDRESS NUMBERS WITHIN THE TOWN

WHEREAS, Chapter 7 of the Grand Chute Municipal Code is created to ensure general public safety and maintenance of public order; and,

WHEREAS, it is determined that the effective and efficient delivery of police, fire, and other emergency services depends on the clarity and consistency in the assignment and display of address numbers;

NOW THEREFORE BE IT ORDAINED by the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, that Chapter 7 is hereby amended to create Section 7.27, to read as follows:

**7.27. Assignment and display of address numbers.**

**A. Purpose and intent.**

**This Section is established to ensure clarity and consistency in the assignment and display of address numbers within the Town in order to provide for:**

**(1) The effective and efficient delivery of police, fire, and other emergency services;**

**(2) The coordination of addresses with Outagamie County and adjacent local jurisdictions; and**

**(3) Clear navigation for citizens, visitors, and organizations engaged in the delivery of goods and services.**

**B. Town Address Coordinator.**

**The Town Address Coordinator, hereafter referred to as Coordinator, shall be the GIS Technician in the Department of Community Development.**

**C. Assigning address numbers.**

**(1) The Coordinator shall issue address numbers to all principal structures within the Town, following these provisions:**

**(a) Single-family residential structure: each principal structure shall be assigned a separate number.**

**(b) Duplex or similar residential structure: each dwelling unit shall be assigned a separate number.**

(c) Apartment building or other similar multi-unit residential structure: each principal structure shall be assigned a separate number; the parcel owner shall be responsible for numbering the individual unit spaces within each principal structure in a manner approved by the Coordinator.

(d) Non-residential structure: each principal structure shall be assigned a separate number. For structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall be assigned a separate number; numbers shall generally increase at a rate of one (1) odd or even number per twenty (20) feet of frontage.

(2) Address numbers shall be consistent with the Outagamie County grid system. All properties east and north of a roadway shall be even numbers, while properties west and south of a roadway shall be odd numbers.

(a) For streets that are not perfectly straight, a general, but clear pattern of address numbers shall be visible.

(b) A cul-de-sac shall be numbered as other roads, except that an even and an odd number shall abut at a point along the turning circle.

(c) Roads that loop or circle shall be numbered in a manner that keeps even numbers on one side and odd numbers on the other to avoid a mid-block change.

(3) In unique situations where numbering will not conform, in practicality, with the specifications of this section, the Coordinator shall coordinate the addressing in a manner that maintains the intent and purpose of this section.

D. Changing address numbers.

(1) The Coordinator shall have the authority to change an address number of a structure if it is out of sequence, does not run consecutively with adjacent structures, or otherwise conflicts with the Outagamie County grid system.

(2) The Coordinator shall have the authority to change an address number of a structure adjoining a public right-of-way where a new road is constructed or an existing easement is named, and the most appropriate address number is on the newly-named road.

(3) The Coordinator shall notify, in writing, the resident or property owner of a structure that must change their address number.

(4) After a resident or property owner has changed the address number of a structure, the Coordinator shall inform the appropriate parties of the new address number.

E. Displaying address numbers.

(1) Each principal building shall display its assigned number along the street frontage on which the address is assigned.

(a) When a duplex or similar residential structure is located on a corner lot, each dwelling unit shall display its assigned number along the frontage on which the primary driveway or entrance is located.

(b) For non-residential structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall also display their address numbers on at least one rear or accessory service entrance.

(2) All address numbers shall be designed and posted in a manner so as to be clearly legible from the street to which the address is assigned. All numbers shall be:

(a) Arabic numerals no less than four (4) inches in height

(b) Composed of a permanent and conspicuous color that contrasts to the background color of the structure to which they are attached.

(3) When a structure with an assigned address number is located more than one hundred (100) feet from the centerline of the road on which it is located, or if the view of the structure is obstructed by trees, shrubs, fences, or other structures, the address number shall be displayed on a freestanding post, mailbox, other structure on the property as close as possible to the public right-of-way.

F. Administration and enforcement.

(1) Should any resident or property owner violate the provisions of this ordinance, the Coordinator shall notify said resident or property owner in writing, either by certified mail or hand delivery to a competent adult currently residing on the property. The notice shall indicate the nature of the violation and the action necessary to correct it.

(2) A resident or property owner notified of a violation shall have ninety (90) days from receipt of written notice to correct such violation.

(3) A resident or property owner notified of a violation may submit an appeal, in writing, of such violation solely to the Town Board.

(4) Any person who shall violate any provision of this Section shall upon due conviction thereof forfeit not less than an amount set forth in the Town of Grand Chute Municipal Code Section 8.12, reference this code section, for each such offense, together with the costs of prosecution, and in default of the payment of such forfeiture and costs shall be imprisoned in the county jail until said forfeiture and costs of prosecution are paid but not to exceed thirty (30) days.

(5) In addition to imposition of a fee for services constituting a special charge against the real estate imposed under this Ordinance, the Town may pursue injunctive relief against the owner in the Circuit Court for Outagamie County. All legal costs and attorney fees incurred by the Town for enforcement of this Ordinance, pursuant to any remedy available, shall be payable to the Town by the owner of the premises. Judgment for such obligations may be obtained by the Town in either the Small Claims Court or Circuit Court for Outagamie County.

NOW THEREFORE BE IT FURTHERMORE ORDAINED by the Town Board of Supervisors of the Town of Grand Chute, Outagamie County, Wisconsin, that the deposit schedule established pursuant to Chapter 19, Section 19.07, is hereby amended to include the following:

**7.27. Assignment and display of address numbers.**

**1st offense: $83.00**
**2nd offense: $177.00**
**3rd offense: $303.00**

If any provision of this ordinance is invalid or unconstitutional, or the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the above provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision, or its application.

Approved and adopted this 21 day of September, 2010

TOWN OF GRAND CHUTE

VOTED FOR: 4

VOTED AGAINST: 0

**New Language in bold**

Michael A. Marsden, Town Chairman

Karen L. Weinschrott, Town Clerk

Approved as to Form

Greg Curtis, Attorney
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