

## ORDINANCE NUMBER 62

AN ORDINANCE TO GOVERN THE NAMING OF STREETS AND ASSIGNING OF ADDRESSES WITHIN THE CITY LIMITS OF THE CITY OF CARSON CITY, MICHIGAN.

THE CITY OF CARSON CITY ORDAINS:

### CHAPTER 62.1 ESTABLISHMENT OF ORDINANCE

62.101 Short Title. This Ordinance shall be known as "Street Names and Address Ordinance".

62.102 Purpose and Authority. The purpose of this Ordinance is to establish a system of assigning street names and addresses within the City of Carson City by:

- A. To facilitate the locating of buildings in order to protect the public health and safety by enabling a quicker response time by police, fire, ambulance, and other emergency services;
- B. To provide for more efficient delivery of City services;
- C. To provide for efficient parcel delivery and U.S. Mail delivery in the City of Carson City;
- D. To create a coordinated system with standards for the naming of public and private streets;
- E. To create a formal building numbering system with standards and regulations for assigning addresses.
- F. To provide for notification of interested parties of assigned address numbers and street names;
- G. To coordinate this Ordinance with other City ordinance[s].
- H. To provide minimum standards and regulations for display of an address as defined in this Ordinance; and
- I. To provide for the enforcement of this Ordinance.

62.103 Jurisdiction. This Ordinance refers to the naming of streets and establishment of addresses within the City of Carson City.

62.104 Use of Words and Terms. For the purpose of this Ordinance, certain terms are defined. When not inconsistent with the context, the present terms includes the future and singular usage includes the plural usage. The word "shall" is always mandatory. The word "person" includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

62.105 Approval Agency. The Administrator shall coordinate the naming of newly established public and private streets within the

City. The final decision on public street names shall remain with the City Council.

**CHAPTER 62.2**  
**DEFINITIONS**

62.201 Address. Means the combination of a set of numbers and a street prefix (N.S.E.W.), a street name, and a street suffix (such as Street, Avenue, Drive or Highway).

62.202 Address Number. Means a set of numbers.

62.203 Address Ordinance Administrator. Means the City Administrator and/or his designee, who shall have the overall responsibility for the administration and coordination of this Ordinance, including enforcement.

62.204 Base Line. Is continuous east/west line along Main Street (M-57) in the City of Carson City.

62.205 Block. Means that real property abutting on one (1) side of a street and lying between the two (2) nearest intersecting or intercepting streets or railroad right-of-way or subdivided acreage or platted as such.

62.206 Building. Means a combination of material, whether portable or fixed forming a structure having roof supported by columns or by walls affording a facility or shelter for use or occupancy by persons, animals or property.

62.207 Meridian Line. Is a continuous north/south line along Division Street in the City of Carson City.

62.208 Michigan Department of Transportation. Is also referred to as MDOT.

62.209 Multiple Occupancy Building. Means any building, which contains either commercial or residential multiple occupants, including but not limited to strip malls, apartment buildings, office buildings, and condominiums.

62.210 Principal Building. Means the primary or predominant building located on a parcel of land.

62.211 Road Commission. Means the Montcalm County Road Commission.

62.208 Street. Means any public thoroughfare twenty-five(25')feet or more in right-of-way, or that is shown on an approved and recorded subdivision plat, or is a private street two

hundred (200') feet or more in length from the centerline of a public thoroughfare and/or that serves more than three (3) existing principal buildings.

62.209 Street Name. Means the proper name of a street, including a general Suffix such as N., S., E., W., where necessary.

**CHAPTER 62.3**  
**STREET NAMES**

62.301 Procedure for Naming of New Streets. The following procedure will be utilized for naming new streets:

- A. The property owner or plat proprietor shall make application for approval of a proposed street name to the City Administrator.
- B. Upon receipt of the proposed new street name, the City Administrator shall review the proposed street names in consultation with the Montcalm County Road Commission, the County E911/Central Dispatch Agency, the Michigan Department of Transportation and the City Council.
- C. The City Administrator shall notify the applicant of the acceptance or rejection of the proposed street names.
- D. If the proposed street name is rejected, the City Administrator shall notify the applicant of the reason(s) for the rejection.
- E. The City Administrator may provide the applicant a list of approved street names for the convenience of the applicant.

62.302 Similar Street Names. The City Administrator shall not recommend a street name which is the same or similar in spelling or pronunciation to an existing street within the City of Carson City Montcalm County 911/Central Dispatch Agency service area.

62.303 Procedure for Changing Existing Street Names. The following procedure will be utilized to change the name of any existing street.

- A. The changing of existing street names is discouraged, except in situations where two identical or similar street names exist that clearly make the accurate dispatching of emergency vehicles impractical or when one street has two commonly used names or where portions of what appears to be the same street have two or more names.
- B. Prior to approving a change of an existing street name, the City Administrator shall consider the official street-name as recorded on plats and deeds of adjacent property and the most accurate historical name of the street in question.

- C. A primary consideration in determining the single street name to be approved when two or more names are commonly used for a particular street is the potential effect on existing legal documents.

**CHAPTER 62.4**  
**ADDRESS NUMBERING**

62.401 Address Numbering. The City Administrator shall insure that all new and existing multiple occupancy buildings and principal buildings in the City shall be numbered, and such numbering shall be in accordance with the plan and system provided in this Ordinance. The City Administrator shall keep a master file of assigned addresses and corresponding property code numbers and maintain a master address map.

62.402 Numbering System. The City of Carson City shall be divided east and west by Division Street and north and south by Main Street. The following address numbering system, shall generally be used except when other existing municipal systems are more appropriate:

- A. Numbers shall start with One Hundred (100) at the base line or the meridian line and increase consecutively from those points.
- B. In both directions from the base line or meridian line, address numbers shall be evenly spaced. When facing away from the base line or the meridian line in the direction of the street, odd numbers shall be on the left and even numbers shall be on the right.
- C. Street which are not aligned due north-south or due east-west or that meander shall be numbered as a north-south street if the major portion of the street within the City runs north-south, or shall be numbered as an east-west street if the major portion of the street within the City runs east-west.
- D. Once a street has address numbers assigned to buildings then that street shall always be considered a north-south street or an east-west street as determined by the original numbers assigned.
- E. Upon determination of the City Administrator, address numbers in common use prior to the adoption of this Ordinance may continue to be used if:
  1. The existing address numbers run consecutively in the same direction as the county address system for that side of the base line or the meridian line.
  2. The system is definable and can be administered and maintained for future construction of buildings.

**CHAPTER 62.5**  
**CHANGING ADDRESS NUMBERS**

It shall be the policy of this Ordinance to discourage the practice of changing existing addresses or address numbers which are already in use except:

- A. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system or if the address number fails to observe the odd-even protocol established in this Ordinance.
- B. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this Ordinance.
- C. When a new street is constructed, or recognized, which results in the most appropriate address for a building to be on the new street rather than the original street such as where a building was previously located on an extended drive which subsequently becomes a private drive.
- D. When an address is duplicated.
- E. In unusual circumstances where an address threatens the health, safety and/or welfare of the public, the City Administrator shall have the authority to assign address(s) as necessary to remedy the problem. In unusual circumstances, where it is preferable that only one numbering system is used to define a segment, or where anomalies occur that are not covered in the current numbering system and threatens that health, safety and/or welfare of the public, the City Administrator shall have the authority to assign address(s) as necessary to remedy the problem. The City Administrator will provide a sign with the new address number which the landowner will display as directed by the City Administrator.

**CHAPTER 62.6**  
**DISPLAY OF ADDRESS**

62.601 Display. All principal buildings shall be required to display an address number in the manner prescribed in this Ordinance.

62.602 Display Requirements.

- A. New and existing multiple occupancy and principal buildings shall have official City address number

- placed in a position to be plainly legible and visible from the street or highway fronting the property.
- B. These numbers shall contrast with their background. Address numbers shall be Arabic numerals of at least three (3) inches in height or larger.

**CHAPTER 62.7**  
**NOTICE AND ENFORCEMENT**

62.701 The City Administrator is responsible for ensuring the proper notice and enforcement procedures are followed.

62.702 An application for an address shall be provided by the City Administrator and shall, at the minimum, elicit the following information:

- A. The address number.
- B. The street name.
- C. The location or lot number.
- D. The section number.
- E. The parcel number.

62.703 When a person's address is changed pursuant to this Ordinance the City Administrator shall notify the resident and owner, if different, on a form that contains the following:

- A. The old address.
- B. The new address.
- C. The reason for the change.
- D. The effective date of the change.
- E. The right and procedure to appeal.
- F. Warning about false indication of compliance.

62.704 In cases where an existing address is changed, the City Administrator shall send a written notice to the affected resident. The notice shall explain the reason for the address change.

- A. The resident shall be requested to voluntarily comply with the address change within a thirty (30) day period of time and to report completion of such change to the City Administrator immediately after the change is made, or appeal the change by requesting a hearing.
- B. An appeal must be filed within thirty (30) days of the postmark on the notice of the address change. Leave to file an appeal after thirty (30) days may be granted by the City Administrator upon a finding that the resident was out of the area when the notice was mailed.
- C. If the resident has not properly displayed the new number on completion of thirty (30) days the City

Administrator shall send a notice of violation of this Ordinance.

62.705 Notice of Violation.

- A. For violations of this Ordinance, the City Administrator shall send, by registered mail, a notice of violation stating the amount of time, which shall not exceed thirty (30) days, during which the resident and/or owner must comply with the ordinance.
- B. If the violation remains at the end of the prescribed period of time, the City Administrator shall issue either a municipal civil infraction violation notice or municipal civil infraction citation.

**CHAPTER 62.8**  
**PENALTIES**

62.801 Civil Infractions. Any person in violation of any subsection of this Ordinance shall be responsible for a civil infraction; and upon admission of finding of responsibility, shall be subject to a fine not to exceed Five Hundred Dollars (\$500), as well as court costs to be determined by a court of competent jurisdiction. The court may defer the penalty where appropriate.

62.802 Misdemeanor. If this violation continues after thirty (30) days of an admission or finding of responsibility, the person in violation of this Ordinance may be charged with a misdemeanor and, if convicted, shall be punished by a fine of up to Five Hundred Dollars (\$500) or imprisonment in the county jail not to exceed ninety days, or both.

62.803 The City Administrator is authorized to issue, or have the Carson City Police Department issue civil infractions and citations and civil infraction violation notices for violations of this Ordinance.

62.804 In addition to enforcement of violations as municipal civil infractions, enforcement of violations of this Ordinance may be accomplished by civil action, along with any other remedies provided by law. Violation of the ordinance is hereby declared a nuisance per se.

62.805 Each day that a violation exists constitutes a separate offense.

62.806 No certificate of occupancy shall be issued for a new building which has failed to properly display the address number as assigned in accordance with this Ordinance.

**CHAPTER 62.9**  
**SCHEDULE OF FINES**

62.901 A person, corporation or firm who violates any provision of this Ordinance, if found responsible, shall pay a civil fine of not less than \$50.00 nor more than \$500.00, plus costs and other sanctions for each infraction.

62.902 Repeat offenses shall be subject to increased fines as set forth below. As used in this subsection, "repeat offenses" means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision of this Ordinance (a) committed by a corporation, person or firm within any 24 month period and (b) for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offense under this Ordinance shall be as follows:

- A. The fine for any offense that is a repeat offense shall be no less than \$50.00 plus costs and other sanctions.
- B. The fine for any offense that is a second repeat offense shall be no less than \$150.00 plus costs and other sanctions.
- C. The fine for any offense that is a third or subsequent repeat offense shall be no less than \$500.00 plus costs and other sanctions.
- D. The foregoing penalties shall be in addition to the abatement of the violation condition and injunctive or other relief prescribed by the laws of the State of Michigan for the abatement of a public nuisance or the violation of the City Ordinance designated as a municipal civil infraction.

**CHAPTER 62.10**  
**SEVERABILITY**

Should any part or provision of this Ordinance be declared invalid or unenforceable by any court of competent jurisdiction, such invalid or unenforceable part or provision shall not affect the validity or enforceability of the remainder of the Ordinance, if the remainder thereof can be given effect without such part or provision thus declared to be invalid or unenforceable.



**CHAPTER 62.11**  
**CONFLICTING ORDINANCES AND AMENDMENTS SUPERSEDED**

Any City ordinance and/or amendments thereto or resolutions that are in conflict or parts thereof which conflict with any terms of this Ordinance are hereby rescinded. In case of conflict between this Ordinance and any such ordinances or resolutions, this Ordinance shall control. The catch line headings which proceed each section or subsection of the ordinance are for convenience and reference only and shall not be taken into consideration of any construction or interpretation of any of the provisions of this Ordinance.

**CHAPTER 62.12**  
**EFFECTIVE DATE**

This Ordinance shall become effective 30 days after publication of the Ordinance or 30 days after publication of a summary of its provisions in a local newspaper of general circulation.

**CHAPTER 62.13**  
**PUBLICATION**

A summary of this Ordinance was published in the Carson City Gazette on May 1, 2006 pursuant to Section 7.4(b) of the Charter of the City of Carson City.

**CERTIFICATION**

We the undersigned, as Mayor and City Comptroller of the City of Carson City, Michigan, do hereby certify that this Ordinance Number 62 of the City of Carson City, was introduced at a regular meeting of the City Council held on March 21, 2006, and was thereafter adopted at a regular meeting on April 18, 2006, by a vote of six(6) for; zero(0) against; zero(0) abstaining; and zero(0) being absent.

  
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Daniel C. Herald, Mayor

  
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Janet Kelly, City Comptroller