



TOWN OF EXETER

Planning and Building Department

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Date: February 17, 2017
To: Russ Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Chapter 14 Assigning Street Names and Numbers

I have enclosed a draft ordinance that the E911 Committee voted to forward to the Board of Selectmen (BoS) with a recommendation for approval. As you know, the E911 Committee was recently established by the BoS. Since then, the Committee has met several times and determined the first course of action is to review our current street name and numbering ordinance and recommend changes that are consistent with current practice and current enhanced 911 requirements.

Due to the significant amount of changes that the E911 Committee felt were needed to the existing Chapter 14, we decided it was best to recommend deleting the existing chapter and replacing it with the attached version.

I plan to attend the BoS meeting to explain the proposal further but I provide the following highlights of the changes:

- Revised purpose statement to be more consistent with the intent of the ordinance;
- Removed the Police Department as one of the Town officials who implements the ordinance. The existing version includes the PD, Fire Dept, and the Building Inspector but the Committee thought two departments would be adequate to enforce the provisions and simplify the process;
- Added relevant portions of state law to the document;
- Created a process in which the E911 Committee may recommend changes to street names or addresses and review proposed street names subject to BoS approval; and,
- Expanded upon how structures are numbered in accordance with current enhanced 911 requirements.

Thank you.

enc (1)

CHAPTER 14 ASSIGNING STREET NAMES AND NUMBERS

| 1401 Purpose

In accordance with RSA 231:133 and 231:133-a, the Selectmen of the Town of Exeter hereby establish the following ordinance in order to develop a more uniform street naming and street addressing system throughout the Town of Exeter to enable people to locate addresses effectively for providing emergency services and deliveries.

1401.1 Enforcement

Either the Building Inspector or Fire Department, or their designees, shall enforce the provisions of this section. The Planning Board shall inform all subdivision applicants of the provisions of this ordinance. A Certificate of Occupancy shall not be issued until the provisions of this ordinance are complied with.

1401.2 Street Names

Whenever a name is assigned to any new street, highway or right-of-way, or a change is made in the name of an existing street, highway or right-of-way, the Board of Selectmen shall make a return of the same to the Town Clerk, who shall make a record of a new name or name change, and shall forward a copy of such record to the Commissioner of Transportation, in accordance with the requirements of RSA 231:133, or as the same may be subsequently amended.

In accordance with RSA 231:133, the Board of Selectmen may change the name of any such street, highway, or right-of-way at any time when in its judgment there is occasion for so doing. The Board of Selectmen may also change the name of a private street, highway, or right-of-way when the name change is necessary to conform to the requirements of the enhanced 911 telecommunications system.

In the process of assigning names to any street, highway, or rights-of-way, the Selectmen shall apply the following guidelines to the extent practical:

- a. All proposed names to streets, highways, or rights-of-way or a change in the name shall be reviewed by the E911 Committee prior to a vote by the Selectmen. The E911 Committee shall provide the Selectmen with their written recommendation for Selectmen consideration. No proposed name that receives a negative review by the E911 Committee shall be utilized. The new street, highway, or right-of-way name recommended by the E911 Committee shall be provisional until such time it is adopted by the Selectmen.

- b. No name shall be assigned to a street, highway, or right-of-way which shall duplicate the name of any other proposed or existing street, regardless of the use of the suffix "street", "avenue", "way", "lane", drive, or the like.
- c. All proposed street, highway, or right-of-way names shall be substantially different so as not to be confused in sound or spelling with present names.
- d. All proposed street, highway, or right-of-way names shall not include first or last names, unless special exemptions are recommended by the E911 Committee and approved by the Board of Selectmen.
- e. The extension of a street, highway, or rights-of-way shall have the same name as the existing street, highway, or rights-of-way name. (for example, River Street Extension shall be River Street).

The Planning Board shall have the authority to assign a provisional name to all streets, highways, or right-of-ways shown upon a subdivision or site plan being considered for approval by the Planning Board, provided that no such provisional name shall be assigned to such street, highway, or right-of-way until such time as the Planning Board shall have followed the procedures set forth herein.

The E911 Committee may, from time to time, recommend a name change to the Board of Selectmen when the name change is necessary to conform to the enhanced 911 telecommunications system.

Changes to any existing street, highway, or right-of-way shall be provisional only until such time as such name change is adopted by the Board of Selectmen after posting of notice and holding of a public hearing. No public hearing shall be required where the affected property owner(s) voluntarily consent to their street, highway, or right-of-way being renamed as indicated by Town records.

1401.3 Street Numbers

Pursuant to RSA 231:133, the Building Inspector or the Fire Department of the Town of Exeter, or their designees, shall have the authority to assign numbers to all existing or proposed residential and/or commercial structures and/or to vacant lots. In assigning numbers, the Building Inspector, Fire Department, or their designees shall employ the following criteria:

- a. Even numbers shall be assigned to the right side of the street and the left side

shall be given odd numbers.

- b. For every ten (10) feet of right-of-way frontage within the business district, there shall be an individual number assigned and every door shall have its own number. The business district shall be all structures located on either side of Water Street and the section of High Street between the Exeter River and the intersection with Portsmouth Avenue. This provision may be applied in other areas of Town outside the business district if deemed appropriate by the E911 Committee.
- c. Separate numbers should be assigned to the entrance of a duplex or townhouse.
- d. Multi-unit structures shall receive one number with the units numbered in accordance with the following:
 - i. Large multi-unit structures sub-addresses should be numeric with the first number in the sub-address indicating the floor of the unit or at a minimum, some other type of floor designator. For example, in these buildings, units on the first floor would receive sub-addresses between 101 and 199; units on the second floor receive sub-addresses between 201 and 299. Basement floors should receive a floor designator of B with sub-addresses between 01 and 99.
 - ii. Exception: On a case by case basis row houses, strip malls, or downtown congested storefronts may be addressed at the front door of each adjoining unit, and each unit treated as its own independent building rather than part of a multi-unit structure.
- e. Subordinate designation, such as half-numbers and alphabetical suffixes, shall not be used.
- f. For every fifty (50) feet of right-of-way frontage outside of the business district, there shall be an individual number assigned.
- g. The beginning of the street shall be at the end which intersects with a collector street and, so far as possible, shall be the end closest in distance to String Bridge.

Existing numbering patterns for existing streets, highways, or right-of-ways, which do not comply with the provisions herein, may be assigned new numbers by the Building Inspector, Fire Department, or their designees, as necessary to conform to the requirements of the enhanced 911 telecommunications system. The alteration of existing numbers by the Building Inspector, Fire department, or their designees, shall be provisional only until such time as such alteration is adopted by the Board of Selectmen

after posting of notice and holding of a public hearing. No public hearing shall be required where the affected property owner(s) voluntarily consent to their property being renumbered as indicated by Town records.

The owner of any building or structure shall affix an assigned number to his mailbox, if any, and building or structure within thirty (30) days of written notice from the Town.

The E911 Committee, may, from time to time, recommend changes to an existing numbering pattern to the Board of Selectmen when the change is necessary to conform to the enhanced 911 telecommunications system.

1401.4 Location and Size

- a. Street signs on roadways to be maintained by the Town shall conform to the standards established by the Public Works Department.
- b. Building numbers shall be at least 3.5" and of contrasting color to the mounting surface and be in clear view from the public way that serves the building. If the structure is too far from the road to be read by emergency personnel, a post or similar device will be mounted at the curb line with the building number. All building numbers shall be numerical and shall not be written out as a word (for example "5" shall not be "Five").
- c. Businesses located within a block, shopping center or other configuration where no number is apparent at the rear shall have numbers posted on or near the rear exit(s).

1410 Penalty

Any person that remains in violation of this Chapter after thirty (30) days of receiving written notice of said violation, shall be punishable by a fine of not more than twenty-five dollars (\$25.00) for each day the violation continues thereafter .

CHAPTER 14 ASSIGNING STREET NUMBERS AND NAMES**1401 Purpose**

The following is intended to be a general procedure to be used in the assignment of street numbers and names, as authorized, in part, by Town Meeting of March, 1981

1401.1 Enforcement

Either the Building Inspector, Police Department or Fire Department shall enforce the provisions of this section. The Planning board shall inform all subdivision applicants of the provisions of this ordinance. A Certificate of Occupancy shall not be issued until the provisions of this ordinance are complied with.

1401.2 Street Names:

Names may be selected for any new street by the developer or entity responsible for construction. No street name shall duplicate an existing street name. The unbroken continuous roadway shall be assigned a single name. One roadway shall not contain two names unless a full intersection breaks the major thorough-fare. Once the continuous roadway changes names, the original name shall not be established at a subsequent intersection. All new street names shall be reviewed by the Police and Fire Departments to avoid confusion with any existing street.

1401.3 Street Numbers:

- a. Even numbers shall be assigned to the north or east sides of the street and the south and west sides shall be given odd numbers
- b. In a business district, each door shall have its own number.
- c. Diagonal Streets - such streets will be treated either north-south or east-west, depending upon its general orientation.
- d. Separate numbers should be assigned to the entrance of a duplex, while multi-unit structures should have one street address with sub-alphabetical designation for each apartment.
- e. Subordinate designation, such as half-numbers and alphabetical suffixes, shall not be used.

1401.4 Location and Size

- a. Street signs on roadways to be maintained by the Town shall conform to the standards established by the Public Works Department.

- b. Building numbers shall be at least 3" and of contrasting color to the mounting surface. If the structure is too far from the road to be read by emergency personnel, a post or similar device will be mounted at the curb line with the building number.
- c. Businesses located within a block, shopping center or other configuration where no number is apparent at the rear shall have numbers posted on or near the rear exit(s).

1410 Penalty

A violation of this Chapter shall be punished by a fine of not more than fifty (\$50) dollars following a written warning requiring compliance within 30 days.

TITLE XX

TRANSPORTATION

CHAPTER 231

CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Street Names and Markers

Section 231:133

231:133 Names; Changes; Signs. –

I. In all towns, cities, and those village districts which maintain public highways, every highway and street under the control of the town, city, or village district shall have a name which shall be given it by the governing body. Said name shall be legibly marked on a suitable signboard or other marker and placed in at least 2 conspicuous places on said street. The governing body may change the name of any such street or highway at any time when in its judgment there is occasion for so doing. The governing body may change the name of a private street or highway when the name change is necessary to conform to the requirements of the enhanced 911 telecommunications system. In towns and village districts the governing body may at its discretion provide for public hearing and submit such names for approval at any meeting of the legislative body, and voters may submit a petitioned warrant article for such a name change under the procedure of RSA 39:3.

II. The naming of any new street or highway shall form a part of the return of the layout of the street or highway, or of the acceptance of any dedicated way. The municipality shall not be bound by any name previously assigned to the street or highway by any private owner, developer, or dedicator. No name for a highway or street shall be selected which is already in use, or which is confusingly similar to any such existing name, or which otherwise might delay the locating of any address in an emergency.

III. Whenever a name is assigned to any new street or highway, or a change is made in the name of any street or highway, the governing body shall make a return of the same to the town, city, or village district clerk, who shall make a record of the new name or name change, and shall forward a copy of such record to the commissioner of transportation.

Source. 1911, 79:1. PL 93:5. RL 109:5. 1945, 188:1, part 21:1. RSA 251:1. 1981, 87:1. 1991, 53:1. 2005, 113:1, eff. Aug. 14, 2005.

TITLE XX TRANSPORTATION

CHAPTER 231 CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Street Names and Markers

Section 231:133-a

231:133-a Address Numbers on Streets and Highways. – The governing body may adopt a system for assigning or altering address numbers of buildings and other property along any public or private way in the municipality. Prior to the actual assignation or alteration of numbers along any way or portion of any way the governing body or planning board shall hold a public hearing for which 10 days' notice has been given by posting in 2 public places in the municipality, by publication in a newspaper in circulation in the municipality, and by first class mail to all owners of property being numbered or renumbered, as indicated by town records. No public hearing shall be required where the property owner or owners voluntarily consent to their property being numbered or renumbered, as indicated by town records. Each municipality addressing numbers on streets and highways pursuant to this section is encouraged to notify the bureau of emergency communications of the changes in accordance with RSA 106-H:10.

Source. 1991, 53:2. 1997, 92:2, eff. Jan. 1, 1998.