

**MILLCREEK, UTAH**  
**ORDINANCE NO. 17-**

**AN ORDINANCE AMENDING TITLE 2 OF THE MILLCREEK CODE OF  
ORDINANCES BY ADDING CHAPTER 2.49 ENTITLED- STREET  
ADDRESSING AND PROPERTY IDENTIFICATION- AND TITLE 3 OF THE  
MILLCREEK CODE OF ORDINANCES BY ADDING SECTION 3.42.010  
ENTITLED-ADDRESSING FEES**

**WHEREAS**, on March \_\_, 2017, the Millcreek Council (the “*Council*”) met in regular session to consider, among other things, amending title 2 of the *Millcreek Code of Ordinances* (the “*Code*”) by adding chapter 2.49 entitled -Street Addressing and Property Identification- and title 3 of the Code by adding section 3.42.010 entitled -Addressing Fees-;

**WHEREAS**, after careful consideration, the Council has determined that it is in the best interest of the health, safety and welfare of the citizens of the City to amend title 2 of the Code by adding chapter 2.49 of the Code entitled-Street Addressing and Property Identification- and title 3 of the Code by adding section 3.42.010 entitled- Addressing Fees.

**NOW, THEREFORE, BE IT ORDAINED** by the Council that title 2 of the Code be amended by adding chapter 2.49 of the Code entitled-Street Addressing and Property Identification- and title 3 of the Code by adding section 3.42.010 entitled-Addressing Fees- as attached hereto (designated by interlineating the words to be deleted and underlining the words to be added):

PASSED AND APPROVED this \_\_ day of February, 2017.

MILLCREEK

By: \_\_\_\_\_  
Jeff Silvestrini, Mayor

ATTEST:

\_\_\_\_\_  
Leslie Van Frank, Acting City Recorder

## Chapter 2.49 - STREET ADDRESSING AND PROPERTY IDENTIFICATION

### Sections:

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2.49.150 - Enforcement and violation.

2.49.160 - Nonconforming properties—Time for completion.

2.49.170 - Commemorative street names.

2.49.010 - Purpose.

It is the purpose of this chapter to establish in the city a uniform system of property identification in order to foster uniformity and order among street names and numbers and structure numbers within the city and to provide an adequate system of property identification for the providers of emergency services within the boundaries of the city.

2.49.020 - Duty to identify property.

It shall be the duty of the county addressing division on behalf of the city to establish an addressing standards and definitions policy in the city, to name and number all streets therein and to designate numbers for houses or buildings fronting upon all such streets, to issue an affidavit identifying a certified address and to enforce the provisions of this chapter, consistent with the purpose of this chapter.

2.49.030 - Definitions.

As used in this chapter:

"Address (situs address)" means a unique alphanumeric descriptor which identifies the property location of a parcel of land, a building or other structure on the countywide grid system.

"Address format" means the order of assemblage and structure of the five standardized components (frontage number, directional, street name or number, street type, substructure suffix) used in the legal situs address.

"Addressing standards and definitions policy" means the established regulations and guidelines, as revised from time to time, which define specific procedures for the design and designation of address numbers on all houses and buildings including occupancy units therein as well as the design of names and numbers for streets both public and private including standards for street intersection markers (signs).

"Baseline street" means the east and west directional street (South Temple Street in Salt Lake City) which intersects with the meridian (Main Street in Salt Lake City) street to benchmark the permanent origin of the countywide grid system and provide a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "meridian street").

"Countywide grid system" means the coordinate system which has evolved and developed for identifying address and street locations over the greater part of the county which includes the city.

"Directional" means the compass direction of the legal situs address which references the countywide grid and the direction in which the frontage numbers are measured along the roadway of both public and private streets.

"Final plat" means a map or chart of a subdivision, PUD, condominium or other proposed development which has been accurately sited or surveyed, and located on the ground so that streets, alleys, blocks, lots and other divisions thereof can be identified.

"Frontage number" means the prefix component of the legal situs address which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the countywide grid system.

"Intersection" means the point on the countywide grid system which identifies the location where two or more streets cross one another.

"Meridian street" means the north and south directional street (Main Street in Salt Lake City) which benchmarks the permanent origin of the countywide grid system and provides a datum point from which the coordinates of all other streets and legal situs addresses are calculated (see "baseline street").

"Official street and address files" means the computer files and associated maps adopted by the city including the general plans of the city.

"Private rights-of-way" means streets which are retained and maintained under the ownership of private individuals intended for private use.

"Property identification affidavit" means the official documentation issued to the owner/resident for their parcel, building or premises dwelling or designated on final plats recorded in the office of the county recorder.

"Public rights-of-way" means streets which are dedicated for perpetual public use and are administered by the governing entities in which they are located.

"Street" means any rights-of-way, under public or private ownership for public use, designed for the travel of motorized vehicles to enter and exit through passage and to include the ways used for internal circulation of traffic.

"Street name" means the alphabetic name assigned, not including the street type designator, to identify both public and private streets which are on the countywide grid, and is one of the primary components of a legal situs address.

"Street number" means the name of a street designated with numerals according to its numerical position on the countywide grid relative to the baseline or meridian axis streets.

"Street type" means a standardized identification descriptor which corresponds to physical and functional characteristics of a street (i.e., "Avenue," "Bay," "Boulevard," "Circle," "Court," "Cove," "Drive," "Expressway," "Lane," "Parkway," "Place," "Road," "Row," "Street" and "Way").

"Subdivision" means the division of a tract, or lot or parcel of land into two or more lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development or redevelopment, and a plat has theretofore been recorded in the office of the county recorder under a unique name to identify one subdivision from another. In property identification context, "subdivision name" may also be used to identify other conditional use or project names.

"Unit locator" is the last component of a legal situs address which is an alphabetical or numerical code used to identify a one-to-one correspondence between a building and high-

density occupancy structures within the building such as suites, rooms, apartments and condominium units.

2.49.040 - Names of streets designated in official street and address files.

All streets of the city, whether public or private, shall be known by the names by which they are so designated in the official street and address files of the county on behalf of the city, filed in the addressing division, with such additions, changes and corrections of the names as shall from time to time be placed in the official files by ordinance.

2.49.050 - System of numbering.

The addressing division, in numbering the houses or buildings upon the streets of the city, shall adhere to the following address format:

A.

The initial point of intersection in the countywide grid system shall be the junction of Main Street (meridian street) and South Temple Street (baseline street axis) in Salt Lake City, and the numbering shall extend thence east, west, north and south, the even numbers always on the right and odd numbers on the left, looking away from the initial point.

B.

Each property identification number must contain:

1.

A frontage number component which is numerically sequenced and assigned to a structure or parcel along a street according to its relative distance perpendicular to the baseline or meridian axis of the countywide grid;

2.

A direction component referencing the county grid quadrant and the compass direction in which the frontage numbers run, which shall be used whenever a street number is used in an address, abbreviated with the single letter equivalent for its compass direction (N, E, S or W);

3.

A street name component consisting of either an alphabetic name or a number name, but not both;

4.

Street type component, which modifies the name to distinguish specific locational, functional and physical characteristics of the street; and

5.

A unit locator component, which is an alphabetical or numerical code used to identify high-density occupancy units within a structure having one and the same frontage number component.

C.

Street numbers never contain alphanumeric characters (e.g. 2nd South Street). When a street number is designated, a directional corresponding to its orientation on the grid is also required (e.g. 200 South Street").

D.

Street names must meet the criteria established pursuant to subsection E of this section before final approval can be given by the addressing division.

E.

The addressing division shall develop a written policy for street and structure identification and elimination of duplicate street names, which policy shall be approved by the city and shall be available for inspection at the offices of the addressing division and at the offices of the recorder. The street identification criteria should take into consideration historical character, local color or theme, locational characteristics, and compatibility with adjacent streets.

2.49.060 - Display of property identification number.

When a property identification number has been designated by the addressing division, the owner or occupant of such house or building shall cause a painted, carved or cast duplicate of such number at least three inches in height and varying in size according to the setback distance of the structure, and of a shade contrasting with the background upon which the number is mounted, to be located on the structure as provided in this chapter. Such number shall be block numerals (not script) and shall be located in a conspicuous position upon the portion of such structure which faces the street identified in the address certificate. The property identification number shall be mounted in a permanent, stationary and durable manner, unobstructed at all times by vines, screens or anything that would tend to hide or obscure the number, and at a sufficient height that the number will be clearly perceptible with the unaided eye from the centerline of the street upon which the structure is located.

2.49.070 - Property identification approval required for final plat approval.

Property identification approval must be given by the addressing division prior to final approval of a subdivision. The property identification approval must appear on the final plat of a subdivision, PUD, condominium or other proposed development prior to final approval and

upon amendment. The developer shall pay for and the county on behalf of the city shall arrange to manufacture and install all street identification signs as required by the addressing division.

2.49.080 - Street identification change.

A.

Upon application from seventy-five percent of the owners of structures located upon a street for a change in street name identification, and upon payment of a fee set in accordance with Section 3.42, the public works director on behalf of the city may grant a street name change. If the request is granted, the applicant shall pay the cost of changing signage. After payment is received, the county on behalf of the city shall change the signs and the official street file.

B.

If, in the opinion of the public works director on behalf of the city, the requested change of street name serves a legitimate public interest, the public works director on behalf of the city may waive payment of the fee.

2.49.090 - Street identification change originated by the city.

A.

The city may initiate a street name change when doing so would be in the public interest.

1.

The addressing division shall notify all owners of properties which have structures on the street proposed for a name change, by mailing to the recorded property owner address.

2.

If the property owners who own lots with structures on a street proposed for a name change desire to participate in renaming the street, they may sign a petition agreeing and proposing a new street name. The new name petition must contain at least seventy-five percent of the signatures of recorded property owners with structures and must be completed within thirty days after notification of the proposed name change by the addressing division.

3.

If property owners do not provide a petition agreeing on a new street name, the name change shall be based on recommendation from the addressing division to the public works director.

B.

The addressing division will recommend a proposed street name change to the director of public works. The public works director will approve any street name change by communicating

the approval, in writing, to the addressing division. The payment of a fee may be waived by the public works director when a name change is based on public safety reasons.

C.

The addressing division will record the appropriate documentation to officially change a street name after approval of the change has been given in writing by the director of public works. The addressing division shall notify the United States Postal Service, the Valley Emergency Communications Center, and other appropriate government and public safety agencies of the name change. After recordation the county on behalf of the city shall change the signs and the original street file.

2.49.100 - Address change originated by the addressing division on behalf of the city.

A.

In the interest of public safety, the addressing division on behalf of the city may direct the change of an address. Address changes may be made only after providing written notification to the owners of the property whose address is proposed for change, mailed to the city's recorded address.

B.

A letter will be sent informing the property owner of the proposed address change and requesting that the owner contact the addressing division to discuss the proposed change. The addressing office will provide a reasonable time, not to exceed one month, and make appropriate efforts to contact and discuss the proposed address change with the property owner.

C.

A final letter notifying the property owner of the address change will be sent, by registered mail, to the owner's city recorded address and shall include a copy of the recorded address change affidavit.

D.

The addressing division will record the appropriate documentation to officially change an address. The addressing division shall notify the United States Postal Service, the Valley Emergency Communications Center, and other appropriate government and public safety agencies of the name change.

2.49.110 - System of street identification signs.

It shall be the duty of the addressing division to establish a uniform system for street identification signs upon all streets of the city.

2.49.120 - Street identification signs.

Street identification signs, approved by the city, shall be paid for by the developer or property owner with manufacturing and installation arranged by the city at the intersections of all streets and highways and at such other locations as may be determined to be necessary by the addressing division.

2.49.130 - Street signs—Compliance.

It is unlawful to erect or maintain any street identification sign which has not been approved by the addressing division.

2.49.140 - Street signs—Requirements.

All street signs shall be constructed and installed in accordance with the specifications approved by and on file with the city.

2.49.150 - Enforcement and violation.

A.

It shall be the duty of the addressing division to enforce the provisions of this chapter.

B.

It is unlawful for any owner of a parcel of land upon which a structure is located to fail to number such structure or units within the structure with the number designated by the addressing division. It is unlawful for the owner of any structure or substructure or for the owner or agent of any unoccupied habitable structure located upon a street within the city to fail to number such structure or units within the structure with the designated number in the manner set forth in this chapter. It is unlawful for any person to number a structure or units within a structure in any manner other than that prescribed in this chapter.

2.49.160 - Nonconforming properties—Time for completion.

A.

This chapter shall apply to all streets, structures, street identification signs and address numbers, public or private, existing within the city at the time of adoption of the ordinance codified in this chapter as well as those thereafter created or constructed.

B.

Any person or entity violating the provisions of this chapter, either by failing to do those acts required herein, or by doing any act prohibited herein, is guilty of a Class B misdemeanor.

2.49.170 - Commemorative street names.

A.

1.

Consideration of a commemorative street name is initiated by a written request from a person, organization, or other entity requesting the commemorative name. The written request shall include the requested commemorative name, the reason justifying the commemoration, the existing street number or name, the range or length of the requested commemorative name, and any information regarding requested signage or plaques.

2.

A written request must be accompanied by a petition signed by at least seventy-five percent of the recorded property owners who own structures on the street proposed for the commemoration.

3.

The request may include a written letter of support or recommendation from the applicable community council.

4.

A request for commemorative name must be accompanied by a fee in an amount established by the council.

B.

1.

A proposed commemorative name must meet all applicable addressing standards established by ordinances. If for any reason the request does not meet these standards, a letter requesting a waiver of these standards, showing a good cause justification therefor, shall be provided by the requestors.

2.

A proposed commemorative name must meet any requirements or limitations imposed by applicable emergency services and public safety service providers. These requirements may not be waived.

3.

The following preferences shall apply to the review and approval of any proposed commemorative name.

a.

A proposed commemorative name shall have a long-standing local or community identification with city residents and be understandable to a majority of those residents.

b.

Preference shall be given to any name which:

(1)

gives a sense of place, continuity, and belonging reflecting the geographic location, community, and neighborhood;

(2)

recognizes the historical significance of an area;

(3)

reflects any unique characteristics of the area; or,

(4)

is consistent with any generally accepted or common theme.

c.

The name of a person, organization, corporation, foundation, or similar entity shall be considered only when such person or entity has a made a significant contribution to the city by enhancing the quality of life and well-being of the city and its citizens or contributing to the historical, cultural, or societal interests of the city, the State of Utah, or the United States. A proposed commemorative name recognizing an individual will be considered only if that person is deceased.

C.

The review and final approval of any proposed commemorative street name shall be within the sole discretion of the council, which may reject any proposed commemorative street name. The council shall apply the following general limitations regarding a proposed commemorative name change which:

1.

Causes confusion or misunderstanding due to duplication of or similarity with an existing name, location, or other street name within city and/or county;

2.

Is the name of an entity or business associated with tobacco, alcohol, pornography, or subject to police regulation;

3.

Is discriminatory of or derogatory towards any race, gender, creed, political affiliation, or similar consideration;

4.

Recognizes a single person for a contribution similar or identical to the efforts made by other persons or a group of persons; or,

5.

Consists of a logo or trade name for a commercially available product or service.

D.

1.

A petition for a commemorative street name shall be initially reviewed and considered for recommendation by the county addressing office on behalf of the city which shall review the proposal for compliance with the provisions of this section and ordinances. The addressing office may also request the review and recommendation of the engineering division, operations division, and public safety service providers, where necessary.

2.

The recommendation of the addressing office shall be forwarded for review and approval by the council.

3.

Final approval, either accepting or rejecting the petition, shall made by the council. The council may, in its discretion, conduct a public hearing regarding the proposed name change before making a final decision.

E.

1.

If approved by the council, the commemorative name shall be processed by the addressing office, which shall record the commemorative name as officially adopted.

2.

A street's official numerical designation or other certified name shall be used, not the commemorative name.

3.

The cost of making and installing appropriate plaques or signs designating the commemorative name shall be paid by the original requestors.

#### Chapter 3.42 - ADDRESSING FEES

##### Sections:

##### 3.42.010 – Fee Adoption.

\_\_\_\_\_ The city hereby adopts the current fees imposed by Salt Lake County for unincorporated areas for addressing services and the same is incorporated herein by this reference.