

CHAPTER 4
SUBCHAPTER 1
PART 6

LAND USE MANAGEMENT AND ZONING, ENVIRONMENTAL
MANAGEMENT AND BOARD OF ADJUSTMENT
Subchapter 1 – Land Use Management

Part 6 – Rock County Address Ordinance

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Part 6 – Rock County Address Ordinance

4.600 General Provisions

(1) Purpose and Intent. The purpose of this ordinance is to establish and maintain a consistent rural address number and road name system in the unincorporated area of Rock County. The intent in establishing an address system is to assign each structure a unique and identifiable address which will aid emergency personnel in providing fire protection, emergency medical services, police services, civil defense, the delivery of mail, and meet other general location needs of the public.

(2) Committee. The Planning and Development Committee, appointed by the Rock County Board, shall have policy supervision over this ordinance. The Committee shall have the authority necessary to enforce/litigate the provisions of this ordinance.

(3) Committee Designee. This ordinance shall be administered and enforced by the Committee Designee. The Committee Designee is herein delegated the authority and responsibility to administer, assign address numbers, assure that address and intersection signs are properly installed and reinstalled on a timely basis, enforce and police the provisions of this ordinance.

(4) Authority. This ordinance is adopted under the authority granted to the County in Section 59.54(4) of the Wisconsin Statutes which provides for the establishment of a rural numbering system in towns for the purpose of aiding in fire protection, emergency services, and civil defense under which:

- (A) Each rural road and each home, business, or farm shall be assigned a name and number.
- (B) Such names or numbers may be displayed on uniform signs posted on rural roads and intersections, and at each home, business or farm.
- (C) This subsection shall be carried out in cooperation with any town or towns in the County.

(5) Powers. The Planning and Development Committee shall have all the powers necessary to administer, enforce and litigate the provisions and/or violations of this ordinance.

(6) Jurisdiction. The jurisdiction of this ordinance is applicable to all the unincorporated area located in the geographic boundaries of the County of Rock, Wisconsin.

(7) Amendments. The Rock County Board of Supervisors may from time to time amend the provisions of this ordinance. A public hearing shall be held on all proposed amendments by the Planning and Development Committee after giving a Class 2 legal notice. The Committee shall then review the public hearing comments and make appropriate recommendations to the County Board.

4.601 Official Database

(1) Official Address and Road Database. The address numbers contained within the Official Address Database (hereafter called the Database) accompanies and is made part of this Ordinance. The Database shall be regularly updated by the Committee Designee and kept on file in the Office of the Planning and Development Agency and 911 Communications Department with a copy on file in the County Clerk's office. The Rock County Planning and Development Agency as well as the 911 Communications Department shall keep the original version of said Database and add all new address numbers, address number changes, new road names, and road name changes as they are established. A "Master Database of Rock County Road Names" shall be an integral part of the Official Address and Road Database.

(2) Road Names. There is hereby established a uniform system of names for all roads in the unincorporated areas of Rock County, Wisconsin as follows:

(A) U.S. and State Trunk Highways, which are presently designated by number by the State Department of Transportation, Division of Highways, shall retain such designation. All U.S. and State Trunk Highways shall be numbered by the State Department of Highways and the sign name shall be N, S, E, or W, U.S. "#", and STH "#" respectively.

(B) All County Highways which are presently designated by letter by Rock County shall retain such designation. All new County Highways or change of designation shall be named by the Rock County Board of Supervisors. County Highway sign names shall be N, S, E or W, CTH "#".

(C) All other public roads shall be designated by name on the Official Address and Road Map prepared by the Rock County Planning and Development Agency in cooperation with the respective Towns and approved as part of this ordinance shall retain their names as indicated on the map.

(3) The Planning and Development Committee will confer with the Town Boards in the naming or renaming of roads. New road names crossing the boundary from one town into another, or a new road that is an extension from an existing road shall bear the same name. In Towns that have roads which continue into an adjoining Town, the respective towns in conjunction with the Committee shall mutually agree on the naming or renaming of roads. Failing agreement of the town, the Committee shall notify the respective Town with a 60 day prior notice of the Committee's intent to assign a road name. The Committee shall herein have the authority to establish the Official Road Name after following the above procedure.

(4) The name of a proposed new road or the renaming of an existing road shall not duplicate, or too closely approximate phonetically, the name of any other road or street name in the County.

(5) New roads resulting from the approval of new land divisions shall be named in accordance with the Land Division Regulations of Rock County. The road names shall be added to the "Official Address and Road Map" and the Master Index of Rock County Road Names upon final approval of a land division.

4.602 Signs

(1) Road Name Signs. Road name signs shall be erected at the intersections of all roads within the towns. The Towns shall be responsible for maintenance and replacement of these signs after initial placement by the County. They shall be so erected and maintained as to be clearly visible to those who use the road at all hours of the day and night. All signs shall be of uniform pattern and color and mounted on suitable posts in a consistent manner throughout the County. Road name signs shall show the names of the roads, the block numbers, and N, S, E, or W as depicted on the "Official Address and Road Map" as to respective location within the County-wide Address Numbering System.

(2) Road Sign Materials: The type of lettering, material of the sign plate and the mounting post shall be:

- (A) Each sign plate shall have a deep green background with white numbering which shall be totally reflectorized utilizing either Engineer Grade Sheeting (or a combination of) silk screen/die cut letters and numerals,
- (B) Each sign plate shall be a minimum of six (6) inches in height and twenty (20) inches in length or longer depending on length of road name and the respective hundred block involved,
- (C) The face of the sign plate shall have the name of the respective road located in the center (top to bottom and length) in four (4) inch letters,
- (D) The face of the sign plate shall have the respective County address grid number (spaced appropriately) in two (2) inch numbers at the end of the Official Road Name,
- (E) The letters and numbers shall meet Federal Highway Administration Series B or C specifications,
- (F) The sign plate shall be extruded aluminum with a minimum 0.091 web thickness with a thicker top and bottom to strengthen the sign plate,
- (G) Each intersection sign unit will consist of two or more road name sign plates and a post which shall be oriented in the same direction as the respective road being named,

(H) Sign posts shall be:

1. a "U" Channel Post with a minimum length of twelve (12) feet weighing a minimum of 2 pounds (or 3 pound for larger signs) per linear foot and finished with a protective coating of deep green enamel, or
2. a 12 foot by 2 inch galvanized pipe, 13 gauge, 2.31 lbs per foot, including an anchor plate welded to the pipe with the top of the plate 24 inches from the bottom of the pipe, or
3. a 1-3/4" X 1-3/4" quick punch type square tube post of the same length, fourteen gauge steel, in line holes, hot-dipped galvanized zinc coating per AASHTO M-120, with a cromate conversion coating and a clear organic exterior coating. A minimum 46 inch sleeve section of 2" X 2" - 12 gauge quick-punch type post to the above standards, one size larger than the sign post, is to be driven into the ground leaving a maximum of 4 inches above the surface. The sign post will be inserted into the ground anchor section and bolted with a tamper proof bolt.

(I) The bracket attaching the sign plate to the post shall be a minimum of five (5) inches long and designed for attaching a U Channel post or a galvanized tubular steel post to an extruded aluminum sign. The cross bracket shall connect on the extruded aluminum sign plates for a minimum of five (5) inches. Two tamper proof sets of nuts and bolts will go through the brackets to or through the sign plates securing the signs and brackets and four tamper proof set screws will secure the sign bracket to the post.

(J) The sign post shall be placed in the ground a minimum of 3.5 feet with the sign unit clearly visible from the traveled roadway.

4.603 Administration

(1) Address Numbering Administration: The Rock County Planning and Development Committee shall have policy supervision over this ordinance and shall be administered and enforced by the Committee Designee.

(A) Master Address Road Names Database – The Rock County Planning and Development Agency in cooperation with Rock County 911 Communications Department shall maintain and update a Geographic Information System (GIS) Master Database of assigned road names.

(B) Official Address Number Database – An Official Address Number and Road Geographic Information System (GIS) Database will be prepared and updated by the Committee Designee in conjunction and in cooperation with the 911 Communications Department for the unincorporated areas of Rock County.

- (C) Delegation - The Committee Designee is hereby delegated the authority and responsibility to administer and enforce the provisions of this ordinance without limitation by reason of enumeration, including the Following:
1. To require complete and accurate information pertaining to the location and placement of address signs,
 2. To inspect the location and condition of intersection signs and officially notify the respective town as to missing or damaged signs.
 3. The authority to administer, enforce, and litigate the provisions and violations of this ordinance.
 4. To establish an Address Sign Application and process to cover the location, installation, and aid in the administration of this ordinance.
- (D) Address Application - An application for an address number and sign shall be made to the Committee Designee for any new building or address number. The application fee shall be set by policy action of the Planning and Development Committee.
- (E) Rules - The Planning and Development Committee will have the authority to make reasonable rules to insure an orderly and speedy implementation of the address numbering system.

4.604 Address Numbering

(1) The Address Numbering System: The Address Numbering System will utilize a grid system and extend from the intersection of Main Street and Milwaukee Street in the City of Janesville and number addresses north, south, east, and west over the rural areas of the County. State Highway 11 West to Footville and thence following the township line to the edge of the county and County MM East will serve as the east-west base line. U.S. Highway 51 North and County G South (Prairie Rd.) to Townline Road, thence west along Townline Road to the Rock River and thence south along the centerline of the Rock River will serve as the north-south baseline.

(2) Address Number Assignment. New address numbers will be assigned by the Committee Designee. Where possible, address numbers will originate at the base lines and extend north, south, east, and west assigning 1,000 numbers to every mile, or 100 numbers to every 528 feet. Each hundred series of numbers will originate at the nearest section or quarter section line. Where possible, individual address numbers will be assigned at 22 foot intervals from the nearest hundred marks. Even numbers will be assigned to the right hand side of roads and odd numbers will be assigned to left hand side of roads as one would go from the center of the system to the north, south, east and west. The number shall be assigned at the intersection of the centerline of the driveway and the right-of-way line of the

public road (in areas that are not platted) or at the center of the front lot line (in areas that have lots).

(3) Town of Beloit. Address numbering in the Town of Beloit will utilize a grid system based on the City of Beloit Address System expanded into Beloit Township. The grid system will extend from the State Line as a base line and number addresses north to Town Line Road. The center of the Rock River from the State Line to Town Line Road will be the base line for addresses numbered east and west. Where possible, address numbers will originate from base lines and extend north, east and west assigning 1,000 numbers to every mile, or 100 numbers every 528 feet. Each hundred series of numbers will originate at the nearest section or quarter section line. Individual address numbers will be assigned at 30 foot intervals from the nearest hundred marks. Even numbers will be assigned to the left hand side of the road and odd numbers will be assigned to the right hand side of the road as one would go from the base lines of the system to the north and west. East of the river base line even numbers will be assigned to the right hand side and odd numbers assigned to the left as one would go from the river to the east. The number shall be assigned at the intersection of the centerline of the public road (in areas that are not platted) or at the center of the front lot line (in areas that have lots).

(4) Cities and Villages. The cities and villages in the County will retain their current address systems with the County addresses and road names being utilized in the surrounding rural areas.

4.605 Address Signs

(1) General. All buildings and other locations within the unincorporated areas of Rock County, shall have an assigned address number. The assigned address number shall be posted on an address sign unit located as provided by the following specifications:

- (A) The sign shall be installed so that the plate is perpendicular to the roadway and not more than three feet from the road right-of-way, and not closer than five (5) feet or further than ten (10) feet from the driveway serving the building.
- (B) The sign plate shall be installed not less than four feet and not more than five feet from ground level. The sign unit shall be installed in a clear and unobstructed view from the roadway.
- (C) Multi-family dwellings and industrial or business complexes will be assigned individual address numbers as determined by the Committee Designee.
- (D) A driveway servicing multiple buildings or acting as a joint driveway for multiple parcels shall have a sign unit indicating the range of individual addresses being served on the driveway. The multiple sign unit shall be placed at the intersection of the driveway and the public road. Individual address signs shall also be placed at each building or location on the driveway.

- (E) Additional address signs may be located on a building. Any second number sign erected on a building shall not be in place of the primary sign unit required by this ordinance.

(2) Address Sign Specifications

- (A) The address sign unit shall consist of a Flag Style sign plate (on which the address numbers, town name, and road name are enumerated on both sides) mounted on a sign post with associated hardware. The sign plate, post, and hardware shall meet the minimum specifications of this ordinance.
- (B) The Address sign unit shall have a red background with white letters and border. All signs shall be on 3M high Intensity Prismatic sheeting 3930 utilizing 3M ink with clear anti-graffiti/UV-stabilizer film applied over finished sign. The address number shall be four (4) inches high: series B or C numbers (which will be a maximum of 5 (5) integers long) located in the appropriate center of the sign. Based on National Manual for Traffic Control Signs.
- (C) Sign Plates shall be manufactured of flat sheet aluminum, at a minimum thickness gauge of 0.080 of an inch with 3/4 inch radius curved corners. There shall be two (2) 3/8 inch holes in the attachment side of the sign a minimum of one (1) inch from top, bottom and edge.
- (D) Sign Plates shall be at least eight (8) inches in height and twenty (20) inches in width or longer depending on length of number, town name, and/or road name.
- (E) Sign Posts shall be seven foot "U" channel steel posts, with a minimum weight of 1.12 pounds per linear foot. A minimum of 2 holes shall be contained in each post with diameters of 3/8 to 1/2 inches beginning at the center one inch from the top of the post and the second hole located in direct alignment with the bottom hole on the sign plate. Sign posts shall be finished with a deep-green enamel.
- (F) Attachment bolts shall consist of two 3/8 to 1/2 inch diameter two inch threaded bolts and two 5/8 to 7/8 inch diameter hex nuts.
- (G) The face of the sign shall have the name of the respective town centered on the top in one (1) inch letters.
- (H) The face of the sign shall have the name of the respective road centered on the bottom in one (1) inch letters.

(3) Urban Area Address Signs. With the Committee Designee's approval buildings in urban areas which are served with public sewer and water and are at less than thirty-five (35) feet from the edge of a public road-right-of-way may attach address numbers to the respective building. These address numbers shall:

- (A) Be placed above or immediately to the right of the main entrance door, or centrally above the attached garage door of the building for the address and road name assigned,
- (B) Address numbers shall be a minimum of four (4) inches high and two and one-half (2 1/2) inches wide,
- (C) Be made of material that is readily visible from the public road,
- (D) Address numbers shall be numerals not alphabetical letters spelling the number, and
- (E) Be installed in clear view and unobstructed view from the roadway.

(4) Exemptions. All property owners within the unincorporated areas of Rock County shall comply with the specifications of this ordinance, unless a written exemption has been obtained from the Rock County Planning and Development Committee. Posts that were used for another numbering system may be used if the above specifications are met and approved by the Committee Designee.

4.606 Sign Application and Installation

(1) Application. Upon application by the owner or agent and payment of the address sign fee the Committee Designee shall issue an address number and order the sign unit for installation.

(2) Installation. The Planning and Development Agency shall consult with the Towns on the procedures for the installation of new and replacement signs.

(3) Damage or Replacement. It is unlawful to willfully damage or destroy any sign erected under the provisions of this ordinance.

(4) Civil Remedies. Owner or occupant may pursue civil remedies for the reimbursement of sign or sign unit costs from the person(s) causing the damage or destruction.

(5) Responsibility. Owners or occupants of a building or location having an assigned address number shall be responsible for the placement of new signs and replacement of damaged signs located on their property through the Committee Designee.

4.607 Enforcement

(1) Written Order. The Committee Designee shall have the power to issue a written order to correct any violation of this ordinance that shall specify the following:

- (A) The nature of the violation and the steps needed to abate and/or correct it.

- (B) The time period in which the violation must be corrected and/or abated.
- (C) The penalty or penalties the violator will be subject to if the alleged violation is not abated and/or corrected within the given time period.

(2) Non-Compliance with Order. If the owner or occupant person does not comply with a written order from the Committee Designee the owner or applicant shall be subject to one or more of the following actions and/or penalties:

- (A) The issuance of a citation under the provisions of Chapter 7—County of Rock Ordinances.
- (B) Commencement of legal action seeking a court imposed forfeiture.

(3) Penalties. Any person, firm or corporation who fails to comply with, or violates, the provisions of the Ordinance shall, upon conviction thereof, forfeit not less than \$100 nor more than \$500 and the costs of prosecution for each violation. Said person, firm or corporation shall also be responsible for all damages including sign replacement. Each day a violation exists or continues shall constitute a separate offense.

4.608 Effect on Other Ordinances

- (1) Should any section or provision of this Ordinance be declared unconstitutional, invalid or repealed, the constitutionality or validity of the remainder of the Ordinance shall not be affected.
- (2) Provisions of other Rock County Ordinances inconsistent herewith are hereby repealed and superseded.
- (3) This Ordinance shall take effect upon passage by the Rock County Board of Supervisors and publication.

4.609 Definitions

Agency - Includes the Planning and Development Committee and the Planning and Development Department Staff authorized to act in all matters pertaining to this Ordinance and other planning and development activities as provided in Wisconsin Statutes 59.69.

Committee Designee - Director of the Planning and Development Agency (or his/her designee) delegated the authority and responsibility to administer and enforce these regulations or, to perform a specific function in association with this Ordinance.

Committee - The standing committee of the Rock County Board of Supervisors established as Planning and Development Committee under Wisconsin Statutes 59.69 that has been delegated policy supervision over this Ordinance.

Sign - The individual address or road name sign plate which is mounted on a post.

Sign Unit - One or more address or road name sign plates mounted on a post with bolts and/or brackets.

4.610 Effective Date

This Ordinance shall become effective the date the adopted Ordinance is published.