

**WEXFORD COUNTY ORDINANCE NO. 30 - A**  
***As Amended –***

**AN ORDINANCE TO ESTABLISH A SYSTEM FOR STREET  
ADDRESSES IN UNINCORPORATED AREAS OF THE COUNTY  
AND TO PRESCRIBE PENALTIES FOR ITS VIOLATION**

**Section 1. Short Title.** This ordinance may be referred to as the Wexford County “Address Ordinance.”

**History:** Eff. Feb. 6, 1991.

**Section 2. Purpose and Intent.** The Wexford County Board of Commissioners finds that the health, safety and welfare of county residents, property owners and taxpayers would be enhanced by the establishment of a county-wide street, road and premises numbering system which will enable law enforcement, fire, medical and other emergency response agencies and services, utility companies, postal and delivery services, governmental agencies such as social service and public health agencies, and others to more rapidly identify and locate properties within the County. There is particular concern that the absence of such a systematic manner of identifying property in the County impairs the advantages in emergency response provided by the County’s 911 emergency alert system.

Accordingly, this ordinance is intended to provide a system for establishing street, road and premises numbers and addresses within the unincorporated areas of the County in a manner that is compatible for automated data processing and to facilitate the implementation of the 911 emergency alert system in part by providing the needed data base.

**History:** Eff. Feb. 6, 1991.

**Section 3. Definitions.** For the purposes of this ordinance, words shall be accorded their common meaning and usage, except for certain words and terms which are defined as follows:

- 1) **Base line** means the line that divides the north one-half of the County from the south one-half of the County being the south boundary lines of Springville, Antioch, Colfax and Cedar Creek Townships.
- 2) **Building Inspector** means the County building, electrical, mechanical or plumbing inspector who must inspect any structure or issue a permit for any structure in an unincorporated municipality. If no such permit or inspection is required, then this term means the “County building inspector.”
- 3) **Commercial Building** means a building not included in the definition of buildings in

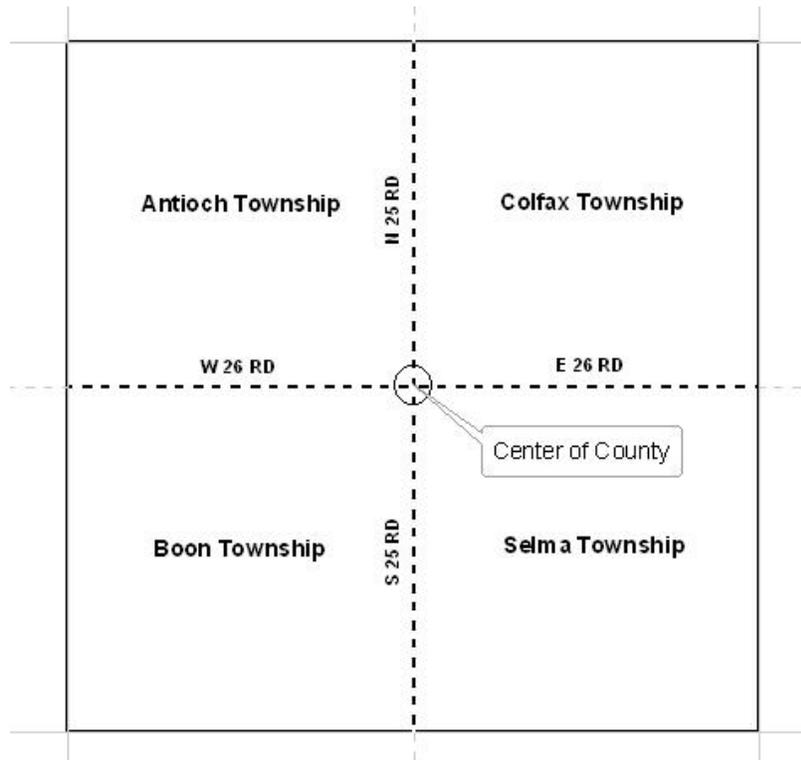
the dwelling/housing sector. A rigid, fixed, permanent building with a roof, that is used for commercial purposes and determined by the Building Inspector or the Zoning Administrator to be of a commercial use.

- 4) County means Wexford County, Michigan.
- 5) County Grid System or “Grid System” means the street and premises numbering system established and implemented pursuant to Section 4 of this ordinance.
- 6) Dwelling means any building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.
- 7) Dwelling unit means a single unit with a minimum of 800 square feet, providing complete independent living facilities for one or more persons, including PERMANENT provisions for living, sleeping, eating, cooking and sanitation.
- 8) Auxiliary Building means any building over 800 square feet permanently attached to an approved footing used for storage or the housing of livestock. These buildings will not at any time be approved for living without first being brought up the appropriate zoning and building requirements for a Dwelling unit.
- 9) Incorporated municipality means cities and incorporated villages duly created under Michigan law.
- 10) Meridian means the line that divided the east one-half of the County from the west one-half of the County being the west boundary lines of Cherry Grove, Selma, Colfax and Greenwood Townships.
- 11) Municipality means any village, city or township.
- 12) Planning Commission means the Wexford Joint Planning Commission.
- 13) Postal address means any premises having a mailbox for receiving mail deliveries from the United States Postal Service.
- 13) Premises means any lot or parcel of land improved with a dwelling or commercial building to which a street or road number has or will be assigned.
- 14) Property address means the designated street name and number of a dwelling or a commercial building.
- 15) Road Commission means the Wexford County Road Commission, including its officers and employees.

**Section 4. County Grid System.** There is hereby established a County Grid System according to the following specifications.

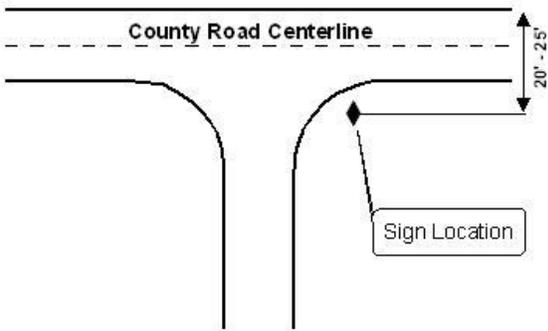
- 1) The County shall be divided into four quarters using the base line and the meridian line. The east/west road which forms the base line dividing the north from the south shall be 26 Road. The north/south road which forms the meridian line dividing the east from the west shall be 25 Road.
- 2) The east/west roads shall be even numbered, starting with 2 Road on the north line of the County, and progressing by 2 as one moves south, for each east/west road. The north/south roads shall be odd numbered, starting with 1 Road on the west line of the County and progressing by 2 as one moves east for each north/south Road, i.e., 3 Road is one mile east of the west line of the County.
- 3) Each mile is divided into 1000 graduations or numbers. Since there are 5,280 feet in a mile, each graduation shall indicate 5.28 feet.
- 4) On any north/south road to the north of the base line, odd numbered property addresses shall be on the west side of the road (even numbered property addresses shall be on the east side of the road). On any north/south road to the south of the base line, odd numbered property addresses shall be on the east side of the road (even numbered property addresses shall be on the west side of the road).
- 5) On any east/west road east of the meridian line, odd numbered property addresses shall be on the north side of the road (even numbered property addresses shall be on the south side of the road). On any east/west road west of the meridian line, odd numbered property addresses shall be on the south side of the road (even numbered property addresses shall be on the north side of the road).
- 6) In simpler terms, a person whose back is to the base line or meridian line will always find odd numbered property addresses on his/her left and even numbered property addresses on her/his right.
- 7) As an example, a premise on the west side of 25 Road, in Section 25 of Antioch Township 100 feet from the south section line, would have a property address of "1019 N 25 RD." As another example, a home on 34 Road, in Section 28 of Slagle Township, with a property address of "9601 W 34 RD" would be 9.601 miles west of 25 Road on the left (south) side of the road when traveling west from 25 Road.

8) The following diagram illustrates the Grid System.



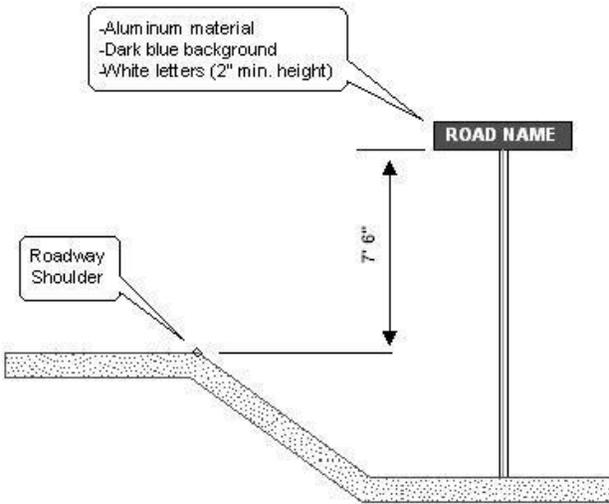
History: Eff. Feb. 6, 1991.

**Section 5. Road Names and Numbers.** The Equalization Department shall have exclusive authority to approve road names in the unincorporated and unplatted areas of the County in conformance with this ordinance. The changing of road names shall be discouraged and shall occur only when common usage is such that the old or prior name is no longer commonly identified with said road and when effective emergency service are jeopardized by use of outdated names. When new roads or easements are created and named, no new address will be assigned on that road or easement until a street identification sign is erected in compliance with Wexford County Road Commission standards as follows:



### PLAN VIEW LAYOUT

At a minimum, signs should be placed 2' from the edge of the roadway shoulder. Break-away or yielding posts shall be used. 25' is recommended for typical locations.



### HEIGHT DETAIL

Signs in rural areas should be mounted at a height of at least 5', measured from the bottom of the sign to the near edge of pavement. Street signs shall be mounted at a minimum height of 7' 6" to allow for possible future installation of a 30" STOP sign below at a specified 5' height.

- 1) The name of a new road or easement and the erection of a sign shall be the responsibility of the property owner that is creating, or has created, the new road or easement. In the event, the original developer no longer holds interest in any property being served by the road or easement, it shall be the responsibility of the current property owners being served by the road or easement.

**Section 6. Address Numbering.** The Equalization Department shall have exclusive authority to assign new property address numbers in conformance with the grid system. The Equalization Department, with approval of the County Board of Commissioners, may designate the Building Department to act in its stead. However, only the Equalization Department may realign or change any property address numbers pre-existing this Ordinance and must be done according to the following procedure.

- 1) Changing Address Numbers. Existing property addresses should not be changed except in the following circumstances:
  - a) The existing number is not in sequence and does not run consecutively in the same direction in accordance with the Grid System.

- b) The premises or existing property address number is such that issuing new numbers in either direction is not practical or in accordance with the Grid System.
  - c) When a new road is constructed or designated by the Road Commission which results in a more appropriate postal address for the premises.
  - d) When county line road designations and property address numbering present special problems.
- 2) Backup. The data backup shall list the dual street names or property addresses that may result from any changes made by the Equalization Department.
  - 3) Notification of Property Address Changes. The Equalization or Building Department shall notify or cause to be notified all affected property owners or occupants and emergency service agencies. Notice shall be made in person or by first class mail.

**History: Eff. Feb. 6, 1991.**

**Section 7. Issuance of Property Addresses.** Property addresses shall be issued according to the following procedure.

- 1) The property owner, a contractor or an agent of either, shall submit a properly completed application to the Building or Equalization Department.
- 2) The Building Department or the Equalization Department, acting under the delegated authority of the Board of County Commissioners, shall issue address numbers. Likewise, in those townships administering their own Building Code, the County Building Department or Equalization Department shall assign property address numbers.
- 3) An address will not be issued to any vacant parcel of property located within Wexford County without first submitting application for a building permit through the Wexford County Building Department or a zoning permit thru the proper authorities.
- 4) The Equalization Department shall enter a new address into the street and address index.

**History: Eff. Feb. 6, 1991.**

- 5) The department that issues a new road name shall notify 911 Dispatch.

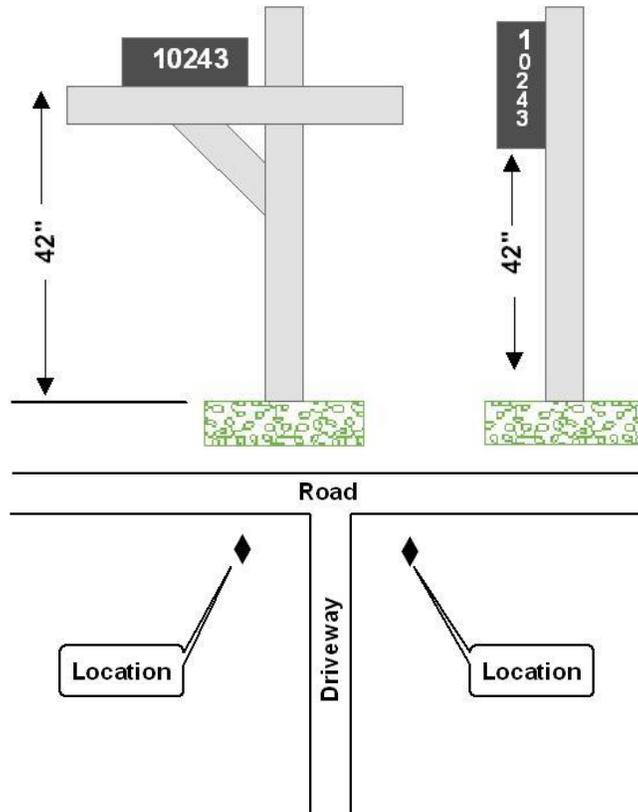
- 6) An Address will only to a parcel with a structure of 800 square feet permanently attached to an approved footing. This includes garages, agricultural buildings and pole barns. The structure must be approved by the appropriate zoning authority and the Wexford County Building Department.
- 7) An Address will not be assigned to a parcel for a camper, a mini cabin or other similar use that is less than 800 square feet.

**THERE IS A \$10.00 FEE FOR AN ADDRESS ALLICATION PAYABLE TO THE WEXFORD COUNTY BUILDING DEPARTMENT.**

**Section 8. Compliance and Display.** The owners and occupants of improved property in the County, except that property in unincorporated municipalities, shall obtain and display a property address in accordance with this Ordinance.

- 1) All premises shall bear a distinctive property address number in accordance with this Ordinance and as designated upon the street numbering maps on file in the Wexford County Courthouse, which maps, as revised from time to time, are incorporated by reference and shall be an operative part of this Ordinance.
- 2) All owners and occupants of any premises shall place upon the street front of such premises the property address issued pursuant to this Ordinance such that:
  - a) The address must be posted on the same side of the street as the house, unless otherwise stated in this ordinance.
  - b) Mailboxes may be used for property identification *only if the mailbox is located on the property immediately adjacent to the driveway or directly across from the driveway. Only single mailboxes can be used for identification.* Numbers shall be displayed in such a manner as to be plainly visible from road traffic lanes in either direction of approach. The numbers shall be of a contrasting reflective color to their background and shall be not less than three (3) inches in height.
  - c) Where numbers cannot be displayed on a mailbox, a post of suitable strength and construction *shall be placed where the number is visible from the road.* The height of the post shall not be less than four (4) feet above the level of the adjacent street. The property address numbers of the premises shall be placed on both sides of the post so as to be plainly visible from road traffic lanes in either direction of travel. Such numbers shall be of a contrasting reflective color to their background and shall be of no less than three (3) inches in height of. If the house is plainly visible from the road the address may be placed on the house in a conspicuous place in a contrasting color to the background of the house and shall be of no less than four (4) inches in height.

d) Address numbers shall be numerals, script or roman numerals not allowed.



3) In accordance with, The Stille-Derossett-Hale Single State Construction Code Act, Act 230, of 1972, 125.1513, no certificate of use and occupancy will be issued by the Wexford County Building Department until the premises are in compliance with this ordinance.

### **Section 9. Violations and Penalties.**

- 1) The Building Department or Equalization Department may send a letter to any property owner or occupant of any premises which is not in compliance with this ordinance giving the property owner or occupant thirty (30) days to bring the premises into compliance. Any failure to display numbers within thirty (30) days shall be considered a violation of this ordinance.
- 2) Any violation of this ordinance shall be a public nuisance per se. Appropriate

actions may be taken by the Building Department or Equalization Department to remedy any such nuisance by posting the property address in accordance with this ordinance. The cost of any such remedial action shall become a joint and several obligations of the property owners and occupants and may be placed as a lien upon the premises of the same priority and collectible in the same manner as ad valorem property taxes, on the next billing cycle, as allowed by Act 206 of 1893, MCL 211.53. and MCL 211.55.

**Section 10. Savings and Repeal.** The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of this Ordinance shall remain in force. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

**History: Eff. Feb. 6, 1991.**

**Section 11. Effective Date.** This Ordinance shall take effect sixty (60) days after publication as required by law.