

**VILLAGE OF STOCKBRIDGE, WI**  
**ORDINANCE NO. 2021-02**

In the interest of public health, safety, convenience and welfare; The Village board do ordain as follows: Chapter 14 Street Names, Numbers and Address Signs as attached hereto is hereby adopted;

The terms of this ordinance are severable. If any portion hereof is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such finding shall not affect the remaining portions of this ordinance.

This ordinance shall take effect upon passage and publication as provided by law.

  
Village President

Attest:

  
Village Clerk

Date Adopted: 8-4-2021

Date Published: 8-12-2021

Effective Date: 8-4-2021

## CHAPTER 14 STREET NAMES, NUMBERS AND ADDRESS SIGNS

### 14.01 UNIFORM SYSTEM FOR STREET NAMES.

There is hereby established an official system of street names in the Village of Stockbridge as shown on the "Street Names" map as maintained on file with the Village Clerk. Names of streets in the Village of Stockbridge shall remain as shown on said map unless officially changed by specific ordinance or resolution passed subsequent to this date.

### 14.02 NEW STREET NAMES.

No new streets shall be accepted by the Village of Stockbridge; nor municipal improvements made thereon until such streets have been named.

- A. If streets are extensions of existing streets, the existing names shall be continued. If a street is not an extension, the name recorded shall not duplicate or closely approximate street names already assigned.
- B. Proposed names of new streets shall be submitted to the Plan Commission for review and approval. The Plan Commission shall compare new street names with the master index maintained in the Clerk's office. The Plan Commission shall report to the Village Board within 30 days after receipt of the new street names as to approval or disapproval of the same.
- C. Name signs shall be erected and maintained at the direction of Village of Stockbridge Streets Committee.

### 14.03 UNIFORM NUMBERING SYSTEM.

- A. There is hereby established a uniform system of numbering all lots and parts of lots fronting on all streets within the Village of Stockbridge as shown on the "Street Numbering" map on file in the office of the Village Clerk. All lots and parts of lots hereafter platted shall be numbered to conform as nearly as possible to the general scheme of numbering as outlined on said map.
- B. The Village Clerk shall assign address numbers as outlined by the numbering systems adopted by the Village.
- C. The Village Clerk will notify the United States Postal Service and Calumet County Emergency Services and Stockbridge Community Fire Department of all new addresses issued. Copies of the "Street Numbering" map of all streets, avenues or highways with the Village shall be provided to the Calumet County Emergency Services, Stockbridge Community Fire Department and any other emergency units providing service within the Village which are disclosed to the Village.
- D. Apartments and all other multi-tenant structures should be numbered by the main entrance for each building. Each individual unit should then be given a secondary location indicator to indicate the floor

number and unit. It is preferable that floors and apartments be numbered. For example, a residence at the address 3006 Firehouse Rd, Apt 102 should be 2<sup>nd</sup> apartment on the 1<sup>st</sup> floor of building and Apt 202 should be the 2<sup>nd</sup> apartment on the 2<sup>nd</sup> floor of the building. If letters are used these units would be 1B and 2B.

E. Businesses and commercial structures should follow the same format as apartments except they should be designated as Suites (STE) instead of Apartments (APT).

F. Compliance Required. The numbering requirements of this Subsection apply to all lots and parts of lots in the Village of Stockbridge whether currently existing or created in the future. Numbers currently existing in a manner that is not consistent with the foregoing requirements shall be brought into compliance upon 30 days written notice from the Village Clerk.

#### 14.04 UNIFORM ADDRESS SIGNS.

The Village Board finds that uniform address signs and the uniform location of such signage serves the health, safety, and welfare of the residents of the village by providing an efficient means for locating properties in the event of a necessary law enforcement, fire, rescue, or other emergency response, as well as serving the interests of the public at large.

A. Signs displaying a parcel's official address (herein "uniform address sign" or "address sign") shall be installed on all improved parcels within the

Village. Such address signs shall be of a design determined by the Village and obtained through the Village Clerk and shall be installed by the Village or its contractors. The property owner may accept responsibility for the proper installation of the address sign following the guidelines in 14.04 B and thereby assumes all liability for any improper installations.

B. Except where the installation at such a location would be impossible or incompatible with the policy underlying uniform address signage, such signs shall be installed in the village's right-of-way near to the parcel's driveway or other point of access, or at such other location as is designated by the village as follows:

1. Side of Roadway. The address signs shall be installed on the same side of the abutting roadway as the residence, place of business, or other primary building structure and in such proximity to the structure as to unambiguously identify said location.
2. Existing mailbox. Where a mailbox exists in front of the property and on the same side of the roadway as the property, the address sign may be attached to the back of the mailbox post or on a separate signpost immediately behind the mailbox so that the bottom of the sign is at least 42" above the ground. If the mailbox is not immediately in front of the property or on the opposite side of the roadway from the property, a separate signpost must be installed at the proper location under this section.
3. Separate signpost.

- a. On an urban street having curb and gutter, the signpost shall be placed at least two feet but not more than ten feet from the back of the curb.
  - b. On a rural street or road with a level ground surface abutting the roadway, the signpost shall be placed at least two feet but not more than ten feet back from the edge of the driving surface of the street or road.
  - c. On a rural street or road with an open drainage ditch, the signpost shall be placed immediately on the backside of the drainage ditch.
4. In all cases of signpost installation, the signpost shall be ten feet off the side of the driveway, preferably on the left side as facing the property. The bottom of the address sign shall be at least 42 inches above the driving surface of the abutting roadway.
5. If the residence, place of business, or other primary building structure has sidewalk covering the entire space between the building and the abutting paved roadway, the address may be placed on a signpost or directly on the building but in all cases the address sign shall be installed no further than ten feet from the edge of the driving surface of the abutting roadway. The bottom of the address sign shall be at least 42 inches but no more than 84 inches above the driving surface of the abutting roadway.
6. Signage for multiple unit buildings shall be placed as follows: (a) Where a separate address number exists for each unit, signs shall be placed for each unit. (b) In multiple unit buildings, each unit number must be displayed on approved signs installed by the property owner on the door to each unit as provided for in 14.03
7. The property owner may install additional address identification numbers of a design and at a placement location of his or her choosing, provided such do not interfere with the uniform address sign.
- C. At the time of application for a building permit for a new or previously unimproved parcel, the parcel owner shall apply to the Village Clerk for the assignment of a new address to such parcel, if necessary. The Village Clerk shall also collect, in connection with the application for a new address for such parcel, for the actual costs of acquiring and installing a new address sign on such parcel, and an address sign shall thereafter be installed on the new parcel in conformance with the requirements of this Chapter.
- D. All property owners shall maintain the uniform address signs on their properties keeping the signs clear of organic growth, debris, and any other impediments to maintain a direct line of sight from either direction from the street.
- E. The Village shall authorize periodic inspection of the installation and placement of the address signs. If the authorized inspector determines that the address sign has not been installed, has been improperly installed, is not maintained, or other violation of this Chapter, written notice thereof shall be provided to the property owner of record by personal service or by certified mail. Such notice shall require correction of the violation within fourteen (14) days of receipt of the notice.

Notices mailed shall be presumed to be received five (5) days following date of mailing. If the property owner does not comply within the required time, the Village may install an address sign or perform the necessary correction by the best means available to achieve compliance and shall charge the property owner an amount as prescribed in Addendum A, Fees and Penalties, of this Municipal Code for each such installation. Said charge by the Village shall be collected as a debt from the property owner of record. Such cost shall be assessed against the affected property as a special charge on the tax roll. For purposes of this section, consistent with the purposes of this Ordinance as stated Section 14.04, the property owner and property occupant, if different from the owner, are deemed to have consented to the Village coming on the property at all reasonable times for purposes of completing compliance with this ordinance.

F. Within 20 days after a uniform address sign is stolen, destroyed, or materially damaged beyond repair (such determination, when in doubt, to be made by the Village of Stockbridge Streets Committee), the property owner shall apply for a replacement address sign with the Village Clerk. Sign replacements shall be at the owner's expense. If any property owner fails to pay for the replacement of the address sign, the Village will order it, install it, and the cost will be assessed against the property as a special charge. If the property owner fails to apply for a new sign, or violates any provision of this Chapter, such condition shall be deemed to constitute a public nuisance, subject to the abatement procedures set forth in Chapter 10 of this Municipal Code.

G. It shall be unlawful for any person to remove, intentionally damage, or intentionally cause to be damaged any uniform address sign installed under this article, or to change the sign installation from the original vertical post/horizontal sign array to any other configuration.

H. Compliance Required. The address sign requirements of this Subsection apply to all improved parcels within the Village of Stockbridge whether currently existing or created in the future.

#### 14.05 VIOLATIONS AND PENALTIES; ADMINISTRATION.

Violations of this article shall be punishable as prescribed in Addendum A, Fees and Penalties, of this Code. Except as otherwise provided herein, the Village of Stockbridge Streets Committee shall have authority to interpret the application of the terms of this ordinance.

