

Butler County, Kansas Addressing Guidelines

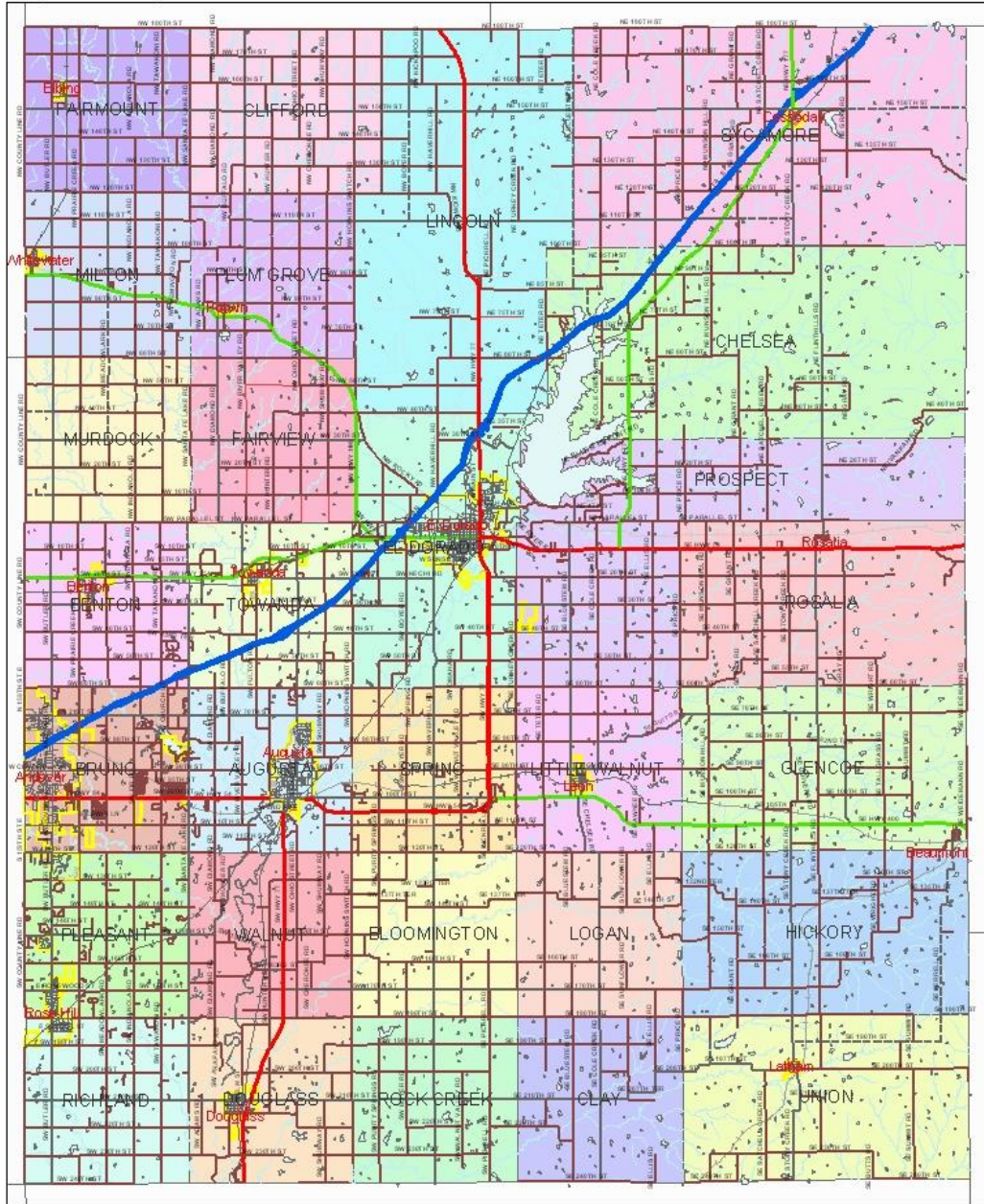


Butler County, Kansas

September 14, 2006



Butler County, Kansas
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Address Guidelines Project Overview

1. Project Background

In 1991, the Board of County Commissioners directed staff that a street naming and addressing system be developed for the unincorporated areas of the County. At that time, major growth in the rural areas of the County was beginning to escalate. No formal addresses were available for rural County residents. Issues arose regarding delivery of materials to rural sites, assigning addresses for utility services, delivery of mail and parcels to residents out in the County or locating persons in need of medical or emergency assistance among other issues. It was also at this time that Butler County began discussing centralized 911 emergency communication concepts and possible implementation of an enhanced 911 system.

An effort to develop a unique but easily understandable address system was undertaken by the Planning & Zoning Office of Butler County. An addressing committee was formed that reviewed addressing and street naming concepts and ultimately proposed adopting the current system that is in place. Development and implementation of the address system was completed in 1993 including installation of street name sign at all rural road intersections.

2. Issues

At the time that the address system was implemented in 1993, no formal document was drafted to formally describe the addressing system. Such a document would define how address numbers were to be assigned, how street names or numbers are assigned or who is responsible for assigning street names and numbers including notifying or coordinating with all entities and agencies that use addresses. Since that time, a true 911 emergency communication center has been established, a formal building permit system has been implemented and the County has an organized mapping and GIS department.

Currently no formal policy or document exists for guiding the process for assigning rural addresses and for naming or renaming streets in rural areas. This results in confusion and frustration to the public needing a new address and to departments or entities wishing to provide guidance or direction to patrons needing an address. Once an address is issued, a formal process needs to be followed to assure that the address is forwarded to the postal service, that the information is placed in the County's GIS database including County parcel data files and that the information is inputted into the County's emergency communication system including the E-911 database. Also additional work needs to be done to re-evaluate addressing in the buffer areas of the County as well as to evaluate or assist cities with developing uniform and logical addressing standards within incorporated city limits.

3. Proposal:

It is proposed that a formal County addressing committee be established. This committee should have representation from each County department or function that is impacted by the creation of new street names or addresses. These departments should include at a minimum Planning & Zoning, GIS/Mapping, Emergency Communications and Public Works. The purpose of this committee will be to draft a formal County addressing policy. This committee also will set goals for establishing such a policy and to report to the Board of County Commissioners from time to time to update the Board on the status of work being performed by the committee.

The committee recognizes that many exceptions to the rules spelled out in this guideline exist. The implementation of this guideline will not automatically invalidate any street name or address but is intended instead as a guide for future address development. Requests to change existing addresses or street names are recognized as being cumbersome and confusing and will only be considered from a public safety standpoint.

Some of initial goals are as follows:

4. Goals:

1. Identify and document current Butler County addressing system.
2. Establish internal protocols to ensure information flow between County Departments.
3. Educate County Departments to insure that constituents are directed to the appropriate department for addressing assistance.
4. Identify erroneous addresses in the unincorporated areas of Butler County and work closely with all affected governing bodies to notify property owners of addresses that need to be corrected.
5. Provide information to public about the Butler County addressing system.
6. Work closely with incorporated cities within Butler County to clarify and refine the addressing policies and guidelines within the buffer areas.
7. Assist the incorporated cities within Butler County to identify and document their current standards.

Butler County Addressing Guidelines

Chapter 1: The basics of the Butler County address grid

This guide speaks only to the unincorporated areas of Butler County unless specifically stated otherwise. Butler County begins the addressing process by first dividing the County into quadrants (NW, NE, SW, & SE). The dividing lines also serve as the starting points for address numbering. The dividing lines are:











Parallel St divides the county North from South
Pickrell Rd divides the county East from West

Butler County is set up on a grid structure. The arterial roads are generally spaced one mile apart throughout most of Butler County. Occasionally a natural barrier, such as a river, will break the pattern. Each mile is then numbered in a sequence base of ten. For example, the road one mile north of the dividing line (Parallel St) in the NE quadrant is NE 10th St and the road five miles south of the same point would be SE 50th St. While roads that run North and South follow the very same principle in terms of identifying their address number, they are all named. There is no indication of the block number in the name itself.

For the buffer areas of each jurisdiction, see Appendix

Chapter 2: Components of an address

A site address should contain the following components:

-  Address number
-  Address sub-number *
-  Directional prefix
-  Street name
-  Street type
-  Directional suffix * * optional components
-  Unit type *
-  Unit number *
-  City name
-  Zip Code

Ex: 1234A N Maple St or 678 W 2nd St N Apt 210 or 525 N Main St

It is important to realize the site city and the mailing city may not be the same. A rural mailing address always contains a zip code even though the site location is in an unincorporated area. The reason for zip code instead of city name is because of the fact that all addresses are not located within a city, and they will not all be located within zip codes that reside in Butler County.

Chapter 3: Standard for number assignment

The address number is a unique numerical identifier based on the address grid. The number can range from three to five digits depending on the location within the grid. One and two digit numbering should be avoided since they have no meaning or relationship to the hundred block grids. The “100 Blocks” radiate north, south, east and west from the origin point and the structures would have address numbers such as 105 or 116. The numbering system continues to increase in all directions as it radiates from the origin point.

1. Address numbers

New address numbers shall consist entirely of numbers. Characters such as hyphens or fractions are not allowed. If a building is subdivided into more than one occupancy, a unit type and unit number is preferable to a sub-number. (See Chapter 7) Because sub-numbers have been used for addressing in the past, this field will continue to be an option for those buildings. However, if a sub-number must be used, an alpha-character is preferable to a fraction. (Ex: 2456A is preferable to 2456 ½).

In the unincorporated portion of Butler County the address number follows these rules:

1. The last 2 digits are a lot number.
2. The 3rd digit from the right represents tenths of a mile in the distance from the originating point.
3. The 4th and 5th digits from the right represent miles from the distance from the originating point.

2. Address ranges

The possible address range of a street must be identified. It determines which addresses may be given out along the length of the street section. For example, an address number of 220 cannot be assigned on a block with a potential address range of 1000-1099. Likewise, the address range is governed by the cross street.

3. Address parity

In Butler County, even numbers are located on the north and east sides of the street and odd numbers are located on the south and west sides of the street. This is known as address parity. Addresses across the street from one another should be comparable. If 645 is used on the odd-numbered side of a street, numbers close to 644 or 646 should be used on the even side. This is not always possible in practice, particularly on curving streets, but it should be followed as closely as possible.

4. Numerical sequence

Assignment of addresses must be done in numerical sequence along a street. Address numbers should increase as they move away from the origin point of

the address grid and they should not be assigned out of order. For instance, 1789 should not fall between 1735 and 1741. Care must be taken when assigning addresses to rural properties. If enough intervals are not allowed and the parcel is split for new construction at a later time, then it can result in being forced to change existing addresses.

5. Address intervals

The authority for assigning address numbers must consider both current and future development. Future growth may make it necessary to insert address numbers between those currently being assigned. Planning should include a large enough numbering interval to allow for expansion and growth. In most residential areas, an interval of at least four addresses (310, 314, 318, etc.) should be adequate. Of course, the interval can be larger. An interval of at least eight numbers is recommended as the minimum for commercial or industrial sites.

6. Duplicate numbers prohibited

No duplicate numbers shall be assigned on a street. This includes addresses on courts or circles. If there is a 1725 N Rock Rd, then there should not be a 1725 N Rock Road Ct.

7. Long blocks

New subdivision developments often have long blocks with no intersecting streets. Addresses should correspond with the appropriate address range for each section of the block. The block numbers should change in mid-block even if there is no separating street. This will result in two homes side by side numbered as if in two different blocks. Use caution if a grid base line is crossed even though the base line street might not actually be there. This would put, for example, the 100 south range and the 100 north range in the same block. A street sign must be used mid-block in these cases to clearly indicate a change in direction. This also illustrates the problem of duplicate numbers such as 101 S. Main and 101 N Main in the same block.

8. Corner parcels

Structures shall be numbered off a street on which the driveway entrance is located. If there is a driveway on both streets, consideration will be given to which street the structure faces, which street the structure is closest to, and which street the mailbox is located on. This will be considering on a case-by-case basis from an emergency responders perspective.

9. Courts

A court has the same name as the street from which it branches. It is standard to continue the numbering pattern, interval, and direction as a continuation of the main street. (See Figure 1: Dorothy Ct) To keep within the hundred block grid system, addressing should not be done in this manner if the court is extremely long and with many lots. It should be given a unique street name and numbered as such.

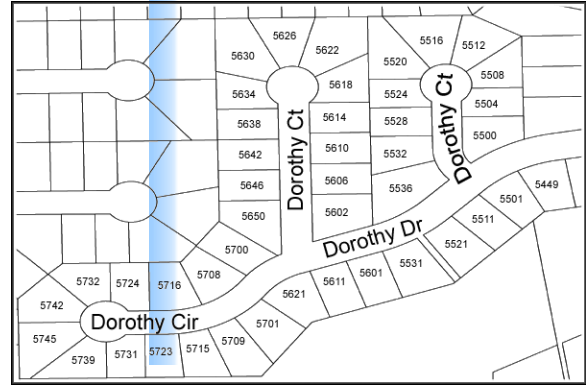


Figure 1

10. Circles

The name, numbering pattern, interval and direction are continued from the street on which the circle stems. Circles are numbered like any regular street and have the even and odd address numbers meet at the closed end of the street. (See Figure 1: Dorothy Cir)

11. Streets that change direction

There are two ways to contend with streets that change direction or curve significantly. The preference would be that the street will retain its original address grid and range throughout its entire length no matter how many times the roadway turns or bends. This means the address numbers do not change direction with the street. It is especially helpful for police and emergency vehicles looking to find a particular address as quickly as possible if the address numbers steadily increase or decrease along the street. (See Figure 2: Pocket Trl) Block orientation must be maintained to utilize this method.

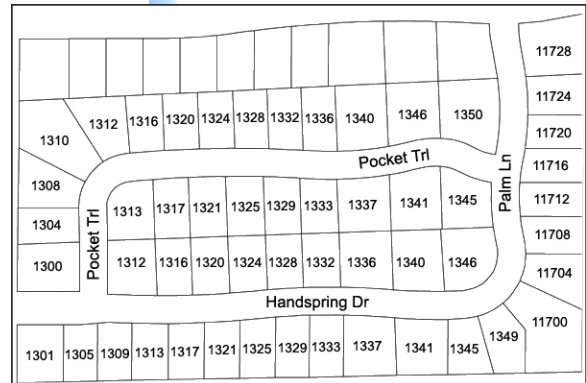


Figure 2

The alternative is to assign a new street name in the middle of the curve. This works best where the curve is approximately a 90-degree angle changing the major direction of the street. (See Figure 2: Handspring Dr and Palm Ln) This does not work well when there are two curves as this creates a hidden street. This method should not be used if the second section of street is very short.

12. Vanity street names

Vanity street names are discouraged. However, if vanity street names are used, their numbering should be consistent with the address grid. Acme Company should not use “Number One Acme Drive” as their address but must be numbered according to the established address range. In addition, vanity street names will not be allowed for only a segment of a street, but if used must be used for the entire street length.






13. Vacant parcels and theoretical addresses

Most jurisdictions do not assign an official address to a vacant land parcel until a building permit has been issued for new construction. Often though, an unofficial address will be pre-assigned as a guide. For example, theoretical addresses are usually assigned to the lots in approved residential subdivisions before the new homes are built. The address is theoretical and could change when a building permit is issued.

An unofficial address on a vacant parcel may be altered by any new addresses assigned by a building permit. This would be in cases where the expected pattern of development for a vacant parcel will require different or additional addresses. General addressing guidelines would then apply. However, whenever possible, the unofficial address should be issued as the official address on the building permit.

Chapter 4: Standard for directional prefixes & suffixes

The standard directional prefixes and suffixes are always abbreviated and capitalized, but no punctuation, including periods, shall be used. Standard directional prefix and suffix abbreviations include the following:

 <u>Example</u>	<u>Abbreviation</u>
 Northwest	NW
 Northeast	NE
 Southwest	SW
 Southeast	SE

1. Directional prefix

A directional prefix is required as part of the official site address. Streets that cross a grid base line (Butler, Meadowlark, 120th, etc.) may have duplicate address ranges, such as 1300 NW Meadowlark Rd and 1300 SW Meadowlark Rd. The use of NW and SW, in this example, is crucial in distinguishing between the two blocks. To be consistent, a directional prefix is also mandatory on streets that do not cross a grid base line and are located in only one of the grid quadrants. Other municipalities should use their own grid base lines to determine the directional prefix.

2. Diagonal or curving streets

Diagonal or curving streets, with one street name, should be determined to be either a northwest/southwest or a northeast/southeast street for its entire length. (See Figure 3: Rambo Ln) See Section 3.11 Streets that change direction for naming and addressing standards on diagonal or curving streets.

3. Directional suffix

Directional suffixes are not used in Butler County addressing.



Figure 3

Chapter 5: Standard for street name assignment

1. Pronunciation

Street names should be easy to read and pronounce so the public, children in particular, can say the name in an emergency situation. Street names with confusing spellings should be avoided in the future. According to emergency personnel, current streets like Tawakoni, Kafir and Skaer are some of the most confusing to those not familiar with their pronunciation or spelling.

2. Appropriate

Street names should not be considered inappropriate in regards to race, color, sex, religion, national origin, ancestry, disability, or regarded as generally offensive such as Death Row St, Squaw Ln, or Redskin Rd.

3. Confusing or generic streets

Common sense should be used when selecting street names, avoiding confusing or generic names such as the following:

 Dead End Rd

 Gravel Rd

 Private St

 Cross Rd

 Frontage Rd

 Unknown St

 Nameless Rd

 Whosonfirst Rd

 Scenic Dr

 Access Rd

4. Similar sounding streets

Street names shall not duplicate or sound similar to other street names even if the spelling is different. Pearce and Pierce are not acceptable, nor will Springdale and Springdell be allowed. It is not acceptable to merely change the street type if the root street name is the same, with the special exceptions of Court, Circle and Drive. Oak Road and Oak Lane cannot both be used, whereas Oak Road and Oak Court can be used. Further explanation of the proper use of Court, Circle and Drive is covered in Chapter 6.

Proposed names shall also be rejected if one of the principal words in the name has already been used several times.

While many towns in Butler County are small enough to make verification of duplicate streets an easy task, care must be taken that the street names are also not similar to neighboring jurisdictions, which could cause confusion for emergency personnel who respond in several jurisdictions. The example of Central and Main is one case in point.

5. Street name length

Street names will be 12 characters or less, exclusive of prefixes and suffixes. Spaces between words will be counted as characters. When the prefix and type are added to a long street name, the letters on the street sign will usually be smaller. Governments do not normally want to incur the cost to produce a

larger street sign to accommodate the long street name. Safety problems can arise due to smaller letters on a sign.

6. Street name spacing

Street names should be no more than two words and unnecessary spacing in a name should be monitored. For example, Forestview is much preferred over Forest View. A two-word street name is often compressed into one-word on a street sign to conserve space and the public is often under the misconception that the street sign is the official name.

7. Numeric street names





According to the Kansas Geospatial Data Addressing Standard, numeric street names shall be written using numbers rather than spelled out. In addition, numeric street names shall include the TH, RD, ST or ND characters as part of the street name. For example, 3rd should be used instead of THIRD or 3.

8. Abbreviations and punctuation

The Kansas Standard also specifies that alphabetical street names be capitalized. Elements of an alpha street name should not be abbreviated. For example, Ohio Street Rd and Santa Fe Lake Rd should be used as official street names instead of Ohio St Rd and Santa Fe Lk Rd, regardless of how they appear on plats. For geocoding purposes, no punctuation should be used in street names including periods after abbreviations, hyphens and apostrophes.

9. Highway abbreviations

Highway abbreviations shall be input as shown below with no spaces or hyphens.

 <u>Example</u>	<u>Abbreviation</u>
 Interstate Highway 35	Hwy I35 or KTA
 US Highway 54	Hwy 54
 Kansas State Highway 177	Hwy 177

10. Geographic directions as part of street names

Geographic directions may not be used as part of the street name. While these do exist in Butler County, this practice must be avoided in future developments. The use of north, south, east, west and any variations should be reserved for prefix and suffix use only, so as not to cause any confusion. When verbally giving an address such as these, it would be impossible to distinguish between N Shore and Northshore for example.

11. Street types as part of street names

A street type, like a direction, must be avoided as part of the root street name. Chapter 6 covers the standard for street types like Avenue, Court, and Boulevard. For example, a street named Winding Trail Drive is confusing since

Trail and Drive are both street types. Ohio Street Rd is another example where the street type Rd was simply added without deleting the type Street.

12. Street Name Continuity

Street name continuity is the retention of one name for the length of the street. This is not to be confused with street name duplication. Street name continuity should be used when possible. Allowances can be made for gaps in a street's continuity. A street with a gap should maintain the same name across the gap, as long as the street continues on the same line after the gap. (See Figure 4: Impala Dr) If the street shifts off-line by more than 200 feet, a new street name should be assigned. See Section 3.11 for further information on street name continuity.

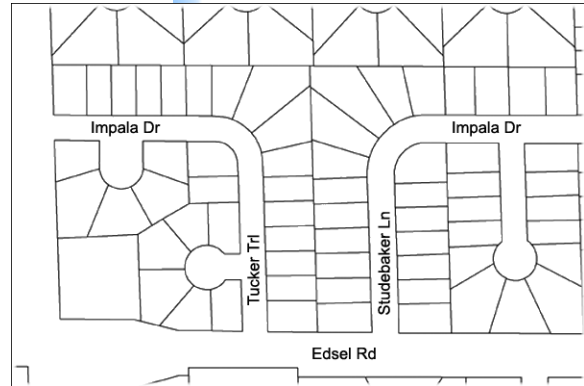


Figure 4

13. Development names as street names

New street names should not reflect the name of a development. Street names are not marketing tools; their purpose is to enable people to locate addresses readily.

14. Intersecting streets

It is important that two streets do not cross or meet more than one time. This will cause confusion for emergency personnel if an intersection of two streets exists in more than one place. The locations might be blocks or miles from each other. An exception is a short looping street. This type of street intersects with another street twice, but the intersections are only a block away from each other.

15. Verify spelling

It is most often developers who suggest street names and sometimes try to incorporate street name continuity. There have been several instances when an established street continues through a new subdivision but the name has been spelled differently. Some examples are Governour and Governuour, Quivera and Quivira, Stoney Creek, Stony Creek and Stonepoint, and Coach House and Coachhouse. Local governments must examine developers' suggestions closely and make changes when necessary to be consistent with street naming and spelling.

16. Legal and alias street names

Many streets are known by several different names. Kellogg, for instance, is also Hwy 54, and 21st is also known as 70th. The name appearing on the







recorded subdivision plat map, or street name petition, is usually considered the legal name and used for the situs address. Street names may be changed to a different official name at a later date. Any such changes should be registered in the Register of Deeds Office. Alias street names are other commonly used names for streets. Alias street names are tracked in most geospatial applications.

17. Annexations

For streets annexed by any city in Butler County, it is understood the name of the street and the addresses will conform to that jurisdiction's naming conventions.

Chapter 6: Standard for street type assignment

Street types for the metropolitan area include the following and use the standard postal abbreviations. For geocoding purposes, these are the only acceptable street types:

 <u>Street type</u>	<u>Abbreviation</u>	 <u>Street type</u>	<u>Abbreviation</u>
 Avenue	Ave	 Place	Pl
 Boulevard	Blvd	 Plaza	Plz
 Circle	Cir	 Point	Pt
 Court	Ct	 Ramp	Ramp
 Drive	Dr	 Road	Rd
 Expressway	Expy	 Street	St
 Freeway	Fwy	 Terrace	Ter
 Highway	Hwy	 Trail	Trl
 Lane	Ln	 Turnpike	Tnpk
 Park	Park	 Vista	Vis
 Parkway	Pky	 Way	Way

1. Correct use of street types

All streets have a street type whether commonly used or not. If a street type is not specifically assigned on the official plat map, the default is Street for East/West and the default is Road for North/South. If a platted street uses one of the above street types, it will be the official type whether it is abbreviated on the plat map or not. For example, if a new street is on the plat map as Moose Trail, then Trail is the official street type. It would not be Moose Trail Street as this would go against the directive that street types should be avoided as part of the root street name. Likewise, if a court extends off Moose Trail it would be called Moose Court, not Moose Trail Court.

2. Root street names assigned only one street type

Once a root street name is assigned it must not be used again with a different type except in the case of a Court, Circle or Drive, explained below. For example, the use of both Maple Lane and Maple Trail is not acceptable.

3. Street and Road

Historically in Butler County, Street have been used for east-west thoroughfares and Road for north-south thoroughfares.

4. Court and Circle

A Court designates a street with a single common entrance and exit. It is used when a cul-de-sac originates from a street at a near right angle. It may be named the same root name as the street from which it radiates or may have a new name. A Circle is used to describe a street similar to a Court, with a single common entrance and exit. However it is a logical extension or continuation of a street. In other words, a Circle is a street that dead-ends. Circles should be named the same as the original roadway but with the proper street type. (See Figure 5: Buffalo St, Buffalo Ct and Buffalo Cir)

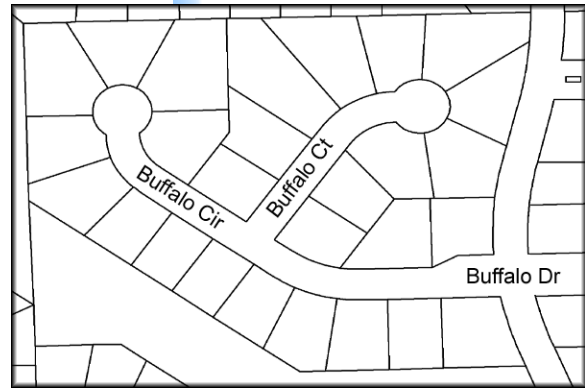











Figure 5

5. Other designations such as Drive, Place, etc. are utilized in cities, but are not used in Butler County addressing.

Chapter 7: Standard for unit type and unit number assignment

Unit types are used to further define a space such as an apartment, a lot in a mobile home park, or an office suite in a large building. When assigning unit numbers, numerical is preferred over alphanumeric. In a multi-level structure, the unit number should reflect the floor on which it is located. Apt 304 would be located on the third floor and Suite 512 would be on the fifth floor.

Unit types and unit numbers shall be no longer than four characters each. The standard abbreviations for unit type are:

 <u>Example</u>	<u>Abbreviation</u>
 Apartment	Apt
 Building	Bldg
 Department	Dpt
 Floor	Fl
 Lot	Lt
 Room	Rm
 Suite	Ste
 Unit	Unit

1. Apartments

Only one unit type can be used per address. The type Building should be used sparingly and not in conjunction with another unit type. Bldg 5 Rm 212 cannot be used. Most buildings should get their own primary street number such as an apartment complex. If building numbers are assigned, then the site address should not be dependent on that extra number. Each apartment unit must still have a unique number. Apt 1623 could be in Building 16 but there would not be Apt 1623 located in any other Buildings in the complex. The official site address would only use the type Apt and would ignore Bldg as part of the address.

2. Duplexes, triplexes and condominiums

It is preferable for duplexes, and triplexes to be assigned separate primary street numbers. If not, they should be addressed as apartments. Condominiums should be assigned addresses as though they were apartments or as individual houses along a road.

3. Mobile home parks

Mobile home parks need to be addressed with extreme care. While the main address should be the same for the entire park, the lot numbers must remain sequential within the park and not be duplicated. Named private streets inside a mobile home park may not be officially recognized as part of the site address.

The additional naming of streets inside a mobile home park has caused confusion for emergency personnel in the past. In some instances, the lot numbers on adjacent private streets were identical. Emergency personnel were not always supplied with the private street name, making it impossible to locate the correct mobile home. Another problem with naming private streets in a mobile home park is technology related. Most address database tables or computer programs do not provide an extra field to place the extra street name. Ex: 3201 S Clifton Lot 501 Maryland or 3201 S Clifton Lot 501 Texas.

4. Shopping centers and strip malls

In the case of shopping centers or strip malls, the businesses may be assigned within the range available to the property or may be assigned as units or suites of the main address. Since businesses often change, it is advisable to leave a sufficient numbering interval to allow for one business site to be split into several future business sites.

Appendix A: Address Changes

1. Affidavits for street name changes

An affidavit is used primarily before buildings or houses are built along a platted roadway. The following is from the Kansas Statues.

Kansas Statue No. 12-420
Chapter 12.—Cities and Municipalities
Article 4.—Plats of Cities and Townsites

12-420- Correction of certain platting errors; procedure. If, after recording a subdivision plat, an error is found in distances, angles, bearings, subdivision or street names, block or lot numbers, the computation of dimension or elevation or other details of the plat, except in connection with the outer boundaries of the plat, and if the property described in that part of the plat containing the error is under the ownership of the person who caused the plat to be prepared, the engineer of the approving city or county, in which the property is located, after substantiation of the existence of the error may file an affidavit with the register of deeds that the error was made. The affidavit shall describe the nature and extent of the error and the appropriate correction. The register of deeds shall record the affidavit, and shall place in the margin of the recorded plat a notation that the affidavit has been filed, the date of filing and the book and page where it is recorded. The filing of the affidavit shall correct any such errors, but shall have no effect on the validity of the plat or any property interest recorded by reference thereto.

Sample Affidavit

I [name] (DIRECTOR/PUBLIC WORKS), BEING FIRST DULY SWORN, STATE; THAT THE NAME OF TWO (2) STREETS WITHIN THE FOLLOWING DESCRIBED PROPERTY ARE FOUND TO BE IN ERROR; TO WIT:

[Addition name] Addition located in the [xxxxx] Quarter of Section [xx], Township [xx], and Range [x] [West/East] of the 6th P.M., Butler County, Kansas.

After examination of the referenced plat as filed in the Butler County Register of Deeds Office. In accordance with K.S.A. 12-420 the County Engineer is vested with the authority to make such corrections.

The north-south street is named [xxxxx], it is to be corrected to [xxxxx].

The east-west street is named [xxxxx], it is to be corrected to [xxxxx].

NOW, THEREFORE, The County Engineer request that the described platted street names be corrected to read “[xxxxx]” and “[xxxxx]”...

2. Resolutions or Ordinances for street name changes

Resolutions or ordinances are generally used after buildings or houses have been built along a roadway.

Sample Resolution

A RESOLUTION CHANGING THE NAME OF CERTAIN STREETS IN BUTLER COUNTY, KANSAS, AND REPEALING ALL ORDINANCES AND/OR RESOLUTIONS OR PARTS THEREOF IN CONFLICT HEREWITH.

BE IT RESOLVED BY THE [BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, KANSAS]:

SECTION I. That after hearing the recommendation of the [xxxxx] Planning Commission, the name of certain streets should be, and the same are hereby changed from and after the effective date of this Resolution, and shall be known, named, and designated by the respective new names as follows:

[Old name 1] and [old name 2], as platted in [addition name] Addition, be changed to [NEW NAME 1] and [NEW NAME 2] RESPECTIVELY.













SECTION II. That all other names previously assigned, either officially or otherwise to such streets, are hereby made null and void.

SECTION III. This Resolution shall take effect and be in force from and after its adoption and publication.

DATED this [xth day of month 20xx].

[BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, KANSAS]

3. Possible Reasons for an Address Number Change

-  Number is out of proper sequence
-  Number series presently in use is incorrect or misleading
-  Odd or even number on wrong side of roadway
-  Principal entrance does not face the street as now addressed
-  New street intersection makes present number outmoded
-  Change of street designation
-  Designation of private roadway
-  Identical numbers on similar street
-  Not using assigned address
-  No address presently assigned
-  Change from rural route and box number to urban type address
-  Present address is misleading

Appendix B: Sample Address Ordinance, Code or Resolution

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING AUTHORITY FOR NAMING ROADS AND ADDRESSING PREMISES LOCATED IN THE UNINCORPORATED AREAS OF [XXXXX] COUNTY, KANSAS

WHEREAS, the Board of County Commissioners of [xxxxx] County, Kansas (“County”) has determined the need to adopt specific regulations which establish the method and manner by which: (1) numbers are assigned to buildings and structures; and (2) names are assigned to streets and roads located in the unincorporated areas of [xxxxx] County, giving consideration to certain areas of influence; and

WHEREAS, K.S.A. 19-2961(d) authorizes the Board of County Commissioners to name or rename streets and to number and renumber business and residence addresses in the unincorporated portion of the County; and

WHEREAS, the Board of County Commissioners has the power and authority to adopt and enforce the terms, conditions, and regulations established herein pursuant to (i) its general police powers to protect the public health, safety, morals, and general public welfare; (ii) the provisions of K.S.A. 19-101a *et seq.*; (iii) the provisions of K.S.A. 19-2961 (d); and (iv) all other applicable provisions of law.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF [xxxxx] COUNTY, KANSAS, that:

SECTION 1. [xxxxx] County Code Chapter 22, Article IV, Section 22-81 shall read as follows:

Sec. 22-81. Title.

Article IV of Chapter 22 of this Code shall be known as, and may be referred to as the “[xxxxx] County Addressing Code.”

SECTION 2. [xxxxx] County Code Chapter 22, Article IV, Section 22-82 shall read as follows:

Sec. 22-82. Purpose.

The purpose of the regulations contained in this Article is to provide for and enforce the uniform naming and marking of all streets and roadways used for public conveyance in [xxxxx] County; to provide for and enforce a uniform building numbering system along said streets and roadways in order to preserve and promote public health, safety and welfare; to establish an “Address Coordinator” who shall determine the official names and numbers to be used in addressing; to establish a process for appealing decisions of the Address Coordinator.

SECTION 3. [xxxxx] County Code Chapter 22, Article IV, Section 22-83 shall read as follows:

Sec. 22-83. Definitions.

For the purpose of this Article, certain terms used herein shall be defined as follows:

Address grid: an addressing system for a geographical area reflecting a building numbering scheme with reference to the grid base lines.

Blocks: A block on a street running north and south shall be a length of approximately 660 feet, or 8 blocks per mile section. A block on a street running east and west shall be a length of approximately 330 feet, or 16 blocks per mile section.

Grid base lines: two intersecting roadways (one north-south, the other east-west), the intersection of which is the center point of the address grid. The grid base lines for the unincorporated areas of [xxxxx] County shall be: [xxxxx] Avenue and [xxxxx] Street (intersecting within the City of [xxxxx], Kansas).

Roadway: any road, street, avenue, drive, lane, cartway, tramway, easement, right-of-way, access area, highway, thoroughfare, highway, boulevard, or any other corridor used for or having the potential use as a means of conveyance by a motor vehicle.

Street Name: the official name of any roadway, designated by the Board of County Commissioners.

SECTION 4. [xxxxx] County Code Chapter 22, Article IV, Section 22-84 shall read as follows:

Sec. 22-84. House and Building Numbers.

All houses and buildings, except accessory structures, which have access to public or officially recognized private roadways in unincorporated [xxxxx] County, Kansas shall be numbered and designated using an address grid system as follows:

- A. For roadways running north and south, numbering shall commence with number 100 at the northeast and southeast corners and with number 101 at the northwest and southwest corners of each roadway at its intersection with [xxxxx] Avenue within the City of [xxxxx], Kansas, and shall increase north and south at the rate of:
 1. 100 numbers for each block; and
 2. One number sequentially for each twenty-foot space along the building line of the roadway within each block with odd numbers being assigned to houses and buildings on the west side and even numbers to houses and buildings on the east side.

- B. For roadways running east and west, numbering shall commence with number 100 at the northeast and northwest corners and with number 101 at the southeast and southwest corners of each roadway at its intersection with [xxxxx] Avenue within the City of [xxxxx], Kansas, and shall increase north and south at the rate of:
 1. 100 numbers for each block; and
 2. One number sequentially for each twenty-foot space along the building line of the roadway within each block with odd numbers being assigned to houses and buildings on the west side and even numbers to houses and buildings on the east side.

SECTION 5. [xxxxx] County Code Chapter 22, Article IV, Section 22-85 shall read as follows:

Sec. 22-85. Appointment of and duties of Address Coordinator.

(a) The county Manager shall designate an “Address Coordinator.” The duties of the Address Coordinator shall include: 1) designation of the official number of any building; 2) determining the official name of a roadway; and 3) preparation of written guidelines and policies to be used in making said designations and determinations.

(b) The Address Coordinator is authorized, empowered and directed to make such exceptions to the numbering system as may be made necessary by the irregular routing of roadways, by the use of named private streets; or by any other circumstance under which application of the numbering system set

forth in section 22-84 is impossible or produces a result which is not consistent with the orderly and uniform numbering of houses and buildings.

(c) The Address Coordinator is authorized, empowered and directed to correct inconsistencies in street numbers assigned or otherwise in use by reassigning a street number consistent with section 22-84 and this section and requiring the property owner or owners to post such reassigned street numbers as provided in section 22-86.

(d) Before making a reassignment of street numbers as provided in subparagraph (c) above, the Address Coordinator shall notify the affected property owner in writing of such reassignment.

(e) Duties or responsibilities assigned to the Address Coordinator pursuant to this Resolution may be delegated to a subordinate.

SECTION 6. [xxxxx] County Code Chapter 22, Article IV, Section 22-86 shall read as follows:

Sec. 22-86. Duty of owner or occupant to post or place numbering; size; consistent with official numbering.

The owner or occupant of each and every house or building in unincorporated [xxxxx] County is required to place on the house or building, in a conspicuous place, non-alphabetical, Arabic numerals of at least four (4) inches in height. Numerals shall be in conformity with and according to the provisions of sections 22-84 and 22-85, neat, contrasting to the background and of a permanent quality. Separate suite, unit, or apartment numbers shall be posted as well.

House numerals shall be placed on the structure so that they may be viewed from the roadway. If, however, placement on the structure would prevent the numerals from being visible due to: 1) landscaping; 2) other obstructions; or 3) the setback is more than one hundred (100) feet from the center line of the roadway which fronts the structure, then the assigned number shall also be placed at or near the driveway which serves the structure.

SECTION 7. [xxxxx] County Code Chapter 22, Article IV, Section 22-87 shall read as follows:

Sec. 22-87. Duty of owner or occupant to correct illegible or incorrect number; notice.

In the event any building or dwelling house within the area provided for in this article shall be unnumbered or incorrectly numbered, or the number thereof shall have become defaced or illegible, it shall be the duty of the owner of the same to cause such building or dwelling house to be numbered correctly within ten days after notification by the county's Address Coordinator to do so.

Such notice may be served by leaving a copy thereof at the building or dwelling house in charge of any adult person found there, or it may be given by posting such notice on the building door or at the entranceway to such building. Such notice shall specify the correct number of the building. No person shall deface, remove or destroy any notice so posted until the building on which the same is posted has been correctly and properly numbered.

SECTION 8. [xxxxx] County Code Chapter 22, Article IV, Section 22-88 shall read as follows:

Sec. 22-88. Assignment of names to private roadways.

(a) Any property owner may request in writing that the portion of a private roadway running through said owner's property be named and that such name be officially recognized by the County. When a property owner makes such a request, it shall be the duty and responsibility of the person or persons requesting recognition and naming of such roadway to file with the Address Coordinator a copy of a site plan prepared with sufficient detail to locate such private roadway.

(b) Requests for recognition and naming shall be made to the Address Coordinator and shall be acted upon consistent with a policy of maintaining uniformity and consistency in the names of roadways and the numbering of houses and buildings within the County so as to insure the ready and efficient location of houses and buildings by the fire department, sheriff's department, other emergency services and the public.

(c) In the event such a private roadway is named and such name is officially recognized by the County, it shall be the responsibility of the property owner to erect and maintain a roadway sign or signs of the same type, size and color as street signs installed by the County on public roadways. Such sign, by suffix or subsidiary sign element, shall identify the roadway by adding "Private Street," or "Private St." or "Pvt. St." It shall also be the responsibility of the property owner to file with the register of deeds of [xxxxx] County a copy of a site plan which accurately reflects the roadway as named.

(d) In the event the signs referred to in paragraph (c) above are not erected or maintained as provided in said subsection, the county is authorized to erect such signs with the cost thereof to be assessed against the property owner or owners abutting said private roadway.

SECTION 9. [xxxxx] County Code Chapter 22, Article IV, Section 22-89 shall read as follows:

Sec. 22-89. Recognition of Public Roadway.

The Address Coordinator shall recognize names of public roadways in such a manner consistent with the addressing guidelines.

SECTION 10. [xxxxx] County Code Chapter 22, Article IV, Section 22-90 shall read as follows:

Sec. 22-90. Assignment of numbers to new buildings or structures.

Upon the approval of a final plat, the Address Coordinator shall assign a temporary number to such building parcels in conformity with the provisions of this article concerning the numbering of buildings.

Upon the [xxxxx] County Code Enforcement's issuance of a building permit for a new structure, the temporary number will become permanent. Any requested modifications to the temporary number shall first be approved by the Address Coordinator including the number assignments of lots, units, apartments, suites, etc. for multiple occupancy parcels.

SECTION 11. [xxxxx] County Code Chapter 22, Article IV, Section 22-91 shall read as follows:

Sec. 22-91. Assignment of numbers to existing buildings or structures.

Within one year, the Address Coordinator shall assign a number to existing buildings, structures or premises known to the Address Coordinator which are located in the unincorporated areas of [xxxxx] County, Kansas. If possible, the number assigned shall be that which is currently being used on the effective date of this resolution.

SECTION 12. [xxxxx] County Code Chapter 22, Article IV, Section 22-92 shall read as follows:

Sec. 22-92. Appeal.

Any applicant may appeal, to the governing body of the County, the Address Coordinator's assignment of an address and/or the naming of a public or private roadway. Such appeal shall be in writing setting forth with sufficient particularity the decision appealed from and the reasons why such decision should be reviewed. An appealing party shall have the right to be heard and to present evidence at a hearing set for such purpose. No such appeal shall be considered by the governing body of the County unless

written notice of appeal is received by the governing body no later than twenty days after the decision appealed from is rendered.

A property owner may appeal to the governing body of the County, the Address Coordinator's reassignment of street numbers. Such appeal shall be in writing setting forth with sufficient particularity the decision appealed from and the reasons why such decision should be reviewed. An appealing party shall have the right to be heard and to present evidence at the hearing set for such purpose. No such appeal shall be considered by the governing body of the County unless written notice of appeal is received by the governing body no later than twenty days after the decision appealed from is rendered.

SECTION 13. [xxxxx] County Code Chapter 22, Article IV, Section 22-93 shall read as follows:

Sec. 22-93. Penalty.

The failure of the owner or occupant of a house or building to comply with the provisions of sections 22-86, 22-87 and 22-88 shall constitute a class "F" violation. Every day said owner or occupant fails to comply with said sections shall constitute a separate and distinct violation.

SECTION 14. Costs.

Costs of compliance with the provisions of this resolution will not be borne by County or entities thereof.

SECTION 15. Severability.

If any section, sentence, subdivision or clause of this resolution shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 16. Effective date.




This resolution shall become effective upon publication once in the official county newspaper.

Appendix C: List of Address Grids in Butler County

Grid/City	North/South Divider	East/West Divider
Andover	Douglas Ave	Andover Rd
Augusta	All North	State St
Beaumont	All SE (County)	All SE (County)
Benton	Benton St	Main St
Cassoday	Main St	Washington St
Elbing	1 st St	Regier
El Dorado	Central Ave	Main St
Latham	Blaine St	Main St
Leon	Mechanic St	Main St
Potwin	Marshall Ave	Randall St
Rosalia	All SE (County)	All SE (County)
Rose Hill	Berry Ave	Rose Hill Rd
Towanda	Main St	All East
Whitewater	Central St	Main St

Appendix D: “Retired” Butler County Street Names

In the interest of public safety, the following will no longer be permitted as street names in Wichita and Sedgwick County for at least one of the following reasons:

-  Duplication within the same grid (see Appendix C) or with surrounding cities
-  Contains a number, direction, or street type
-  Difficult to pronounce and/or spell

The following words have been retired as parts of street names due to overuse. The current frequency of use is listed for each word.

Note: These lists may be amended by the Address Committee as needed.

Glossary

Address grid - an addressing system for a geographic area that reflects the house numbering increment and the grid base lines.

Arterial streets - major through roads, they are often 4-lane streets. Includes most mile-section roads in Sedgwick County.

Collector streets - streets that empty out neighborhoods and subdivisions to the main arterial roads.

Cul-de-sac - a short street that begins at an intersection and then runs into a dead end. Most often referred to as a Court or Circle in Sedgwick County.

Geocoding - the process of assigning a geographic code to a record, event or occurrence. Used to build a database relationship between addresses and geospatial features so geographic coordinates can be assigned to the address.

Grid base line - the two streets, one north-south, the other east-west, whose intersection is the center point of the address grid.

Grid quadrants - the four areas of the address grid, made by the intersection of the grid base lines.

Hidden street - a street that is not easily found. A short street usually only accessible by another minor street or streets.

Kansas Geospatial Data Addressing Standard - a Kansas standard developed to promote data consistency. It defines attributes, address components, and data characteristics for address databases.

Mailing address - US Postal Service address format, used to deliver mail. Mailing addresses, as used by local governments, may even be out-of-state for a property owner. Mailing addresses may not match situs address.

Parity - the consistent use of even numbered addresses on one side of the street and odd numbered addresses on the opposite side of the street.

Plat map - a division of land represented by a formal drawing, with signatures indicating approval by appropriate parties. The final plat shows proposed lots, roads, utility easements, building setback lines, drainage areas, among other information and is accompanied by any necessary supporting legal or technical documents.

Preliminary plat map - a proposed division of land represented by a drawing indicating future lots, roads, road names, utility easements, building setbacks, drainage areas, etc. and the relationship to adjoining lands. Preliminary plats are submitted to local planning authorities for review before being finalized.

Site address - also called situs address. A site-specific address used to describe the location of a property. A site address is composed of such components as street number, street name, street type and street direction. It also includes address sub-numbers for identifying multi-occupancy properties and parcels.

Street name continuity - the use of one street name throughout the length of a street whether there are gaps or not.

Theoretical address - an unofficial address assigned to a vacant parcel.

Vanity street name - a street named after a company, corporation, individual, etc., usually as a condition of a land dedication.

Resources

Kansas Geospatial Data Addressing Standard. Final Edition. October 29, 1999.
<http://gisdasc.kgs.ukans.edu/dasc/docsframe.html>.

Postal Address Standards. Publication 28, November 2000.
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>.