

## **Second Amended Pocahontas County 9-1-1 Mapping & Addressing Ordinance**

### **Introduction**

This is an ordinance to provide assignment of names to streets and roadways and implementation and maintenance of mapping and posting of road signs and building numbers in Pocahontas County, West Virginia. In order to uniformly assign and maintain addresses and provide for easy identification of those numbers for emergency purposes to promote health, safety and welfare of the citizens of Pocahontas County, the Pocahontas County Commission is proposing the following ordinance to be enacted for 9-1-1 Mapping and Addressing.

While not a new concept, mapping and addressing has been an issue for several counties throughout West Virginia. Many counties have been reluctant to begin for reasons that range from financial to reluctance to "upset the system". The current state of our 9-1-1 databases, in many instances, is unacceptable. Therefore, it is the purpose of this document to provide the foundation for a countywide mapping and addressing project that will minimize disruption to the current system and alleviate anxiousness that comes with change.

### **Section 1:     **Purpose****

The purpose of this ordinance is to enhance the ease and rapid location of properties by law enforcement, fire, rescue and emergency medical service personnel in the county.

### **Section 2:     **Authority****

This ordinance is adopted pursuant to and consistent with the authority given to the Pocahontas County Commission by the State of West Virginia, West Virginia State Code §7-1-3.

### **Section 3:     **Administration****

This ordinance shall be administered by the Pocahontas County Commission or its designee which is authorized to and shall assign road names and numbers to all residential and commercial properties, both on existing and proposed roads, in accordance with this ordinance. The Pocahontas County 911 Director is hereby designated Administrator of this Ordinance and shall have the authority to verify, modify, or assign addresses and to enforce the requirements of this ordinance. The Ordinance Administrator shall be responsible for maintaining the following official records of this ordinance:

1.     A map for official use showing all road names and numbers;
2.     A record of all addresses for Pocahontas County; and
3.     A database of existing road names, such that duplication and sound alike road names are neither assigned nor approved.

### **Section 4:     **Road Naming and Re-naming****

#### **A. Newly Constructed Private Roads**

1.     Newly constructed private roads or driveways, having more than two addressable structures on them, shall require a name.

2. The property developer and/or owner shall apply to the Pocahontas County 911 Director for a new road name as soon as possible after constructing the road. The property developer/owner shall submit a list of at least 3 name choices.

**B. Existing Unnamed Private Roads**

If an existing unnamed road has more than two addressable structures, it must be named using the following procedure:

1. If there are 10 or less Pocahontas County property owners having land adjacent the road to be named, 100% of the Pocahontas County property owners must agree on a name to be submitted via a petition form to the Pocahontas County 911 Director. If no name can be agreed upon, a random name will be chosen by the Pocahontas County 911 Director.
2. If there are 11 or more Pocahontas County property owners having land adjoining the road to be named, at least 80% of those Pocahontas County property owners must agree on a name to be submitted via a petition form to the Pocahontas County 911 Director. If less than 80% of the property owners are in agreement, a random name will be chosen by the Pocahontas County 911 Director.

**C. Name Changes**

1. If a group of Pocahontas County residents and/or property owners desire to change the name of an existing road, the following procedure is to be applied:
  - a. If there are 10 or less Pocahontas County property owners having land adjacent to the road to be renamed, 100% of the Pocahontas County property owners must agree on a name to be submitted via a petition form to the Pocahontas County 911 Director. If no name can be agreed upon, the existing road name as assigned by the Pocahontas County 911 Mapping and Addressing system will remain.
  - b. If there are 11 or more Pocahontas County property owners having land adjacent to the road to be named, at least 80% of those Pocahontas County property owners must agree on a name to be submitted via a petition form to the Pocahontas County 911 Director. If less than 80% of the property owners are in agreement with the change, the existing road name as assigned by the Pocahontas County 911 Mapping and Addressing system will remain.
2. Any roads having a name that has been assigned and in use for a period of five (5) years or more will not be considered for change.
3. A petition to change an existing road name must include a \$200.00 fee to cover all associated costs.

**D. Miscellaneous Provisions**

1. There is no fee for requesting names for new or existing unnamed public or private roads.
2. Requests for new names and changes must include a completed petition form. Petition forms may be obtained at the Pocahontas County 911 Office, 1008 Jury St., Marlinton, WV 24954.

3. Petitions for road name changes as well as petitions for naming unnamed roads shall be considered as needed.
4. The Pocahontas County 911 Director will review requests to determine if all procedures are met, and to ascertain that the proposed name does not duplicate an existing name or does not have a sound alike name and also to ensure that the petition meets all other requirements of this ordinance.

#### **E. Road Name Requirements**

1. **Avoid Duplication** — choose a unique name (Dogwood Lane and Dogwood Drive are considered to be duplicates). In the event that two roads in the County have the same name the road with the greater number of residences will be allowed to retain the name. Under no circumstances will duplicate road names be accepted when they are both in the same postal district and the same fire department response district.
2. **Avoid Confusion** — Do not select names that sound similar to other road names or subdivision names.
3. **Use short names** — they are easier to understand when spoken and will be cost efficient when purchasing road signs. Choose names with less than 30 characters in total length including spaces, but not including suffixes.
4. **Avoid Special Characters** — do not use hyphens, apostrophes, periods, decimals or numbers.
5. Do not use North, South, East or West.
6. Person or Proper Names are not recommended. There are many people with the same first or last names which create confusion when trying to locate a particular road.
7. Do not use numbers as part of the name.
8. Do not select discriminatory or derogatory names.

#### **F. Suggestions for Naming**

1. Select names that have historical or geographical significance to the area.
2. Select names of birds, fish, animals, plants, trees, or flowers that are indigenous to West Virginia.
3. Avoid names of persons when possible.
4. When selecting a road name choose at least two (2) alternate names in case the primary name has already been selected or is already in use.

## **G. Road Signage**

1. In order for the Pocahontas County 911 Mapping and Addressing Ordinance to meet its stated purpose" to enhance the ease and rapid location of properties by law enforcement, fire, rescue and emergency medical service personnel in the County" it is necessary that each road within Pocahontas County be identifiable by a visibly obvious road sign. It is the intent of the County Commission that all roads within the County shall have identifiable road signs located at conspicuous places thereon, on or before the 31st day of December, 2022. As used herein "road sign" shall mean an outdoor sign located at any intersection of the road which properly identifies the name of said road. Such sign shall be located at a conspicuous location at the intersection of any two roads within the County and shall be located in proximity to the right of way in such a manner as to readily identify the road, but in such a manner as the same shall not obstruct, in any way, the view of any vehicle operator at such intersection.
2. Such road signs shall be constructed of a metal or steel alloy with a flat face with a green in color backing and containing the name of the road in letters and/or numerals which shall be of a minimum height of three inches and of a white reflective color. Such signs shall be placed on a metallic pole at a height of no less than seven feet from the ground. Such poles shall be cemented or otherwise firmly planted in the ground to maintain such pole's integrity.
3. The provisions of this subsection shall not apply to incorporated municipalities or residential subdivisions which are governed by a home owners association. In those cases, the municipality or the subdivision shall be responsible for its own signage.

## **Section 5: Numbering System**

Numbers shall be assigned every 10.56 feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers on the left side of the road, ascending from the number origin.

The following criteria shall govern the numbering system:

1. All number origins shall begin with one (1) the lowest acceptable number for any address. For dead-end roads, number shall **originate** at the intersection of the adjacent road and terminate at the dead end.
2. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure, if the front door cannot be seen from the main road.
3. Every structure with more than one principal use or occupancy shall have an assigned number.
4. Apartments will have one property number followed by an apartment number. Commercial businesses in the same complex will have one property number followed by a suite number.

5. The Pocahontas County Commission will be using and adopting State proposed minimum guidelines (NENA or National Emergency Number Association Standard Guidelines) as used by the United States Postal Service.

**Section 6: Compliance**

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

1. Number on the structure. Where the structure is within 50 feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry.
2. Number at the street line. Where the structure is over 50 feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mailbox, or on some structure at the property line adjacent to the walk or access drive to the numbered structure.
3. Size and color of number. Numbers shall be a minimum of three (3) inches high and be of contrasting color to its background.
4. Every person whose duty it is to display the assigned number shall remove any different number, which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

**Section 7: New Development**

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

1. New construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Pocahontas County 911 Director.
2. New subdivisions. Any prospective subdivision shall show a proposed road name and lot numbering system to the Pocahontas County 911 Director. Approval by the Pocahontas County 911 Director shall constitute an assignment of road names and numbers to the lots in the subdivision. On the plan showing proposed roads and lots, the developer shall mark on the plan, lines or dots in the center of the streets every 10.56 feet so as to aid in the assignment of numbers to structures subsequently constructed.

**Section 8: Appeals, Amendments, Conflicts and Validity**

After implementation of this ordinance, any concerns, problems, or complaints regarding the naming and numbering system are to be handled on a case-by-case basis by the Pocahontas County Commission.

By lawful procedure, the Pocahontas County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.

Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provision of this ordinance shall be controlling. Where the provision of any statute or other regulation imposes greater restriction, that statute or regulation shall be controlling.

If any section, paragraph, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of this Ordinance as a whole or any other part thereof.

**Section 9:      Enforcement**

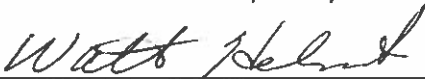
The Pocahontas County Commission encourages the people to voluntarily comply with this Ordinance. Any lack of compliance could lead to a slower response of emergency vehicles. However, the Pocahontas County Commission has the authority to initiate necessary actions to enforce compliance. Actions may include enforcement through Magistrate or Circuit Court. The Pocahontas County Commission shall give a written notice via certified mail of such violations to the person failing to comply. After 30 days of non-compliance from the time of written notification, the willful violation of this ordinance shall be deemed a misdemeanor punishable by a fine of not less than 5 dollars nor more than 500 dollars. Each day a violation continues shall constitute a separate offense.

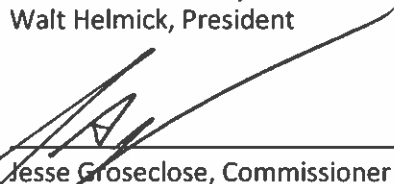
**Section 10:      Effective Date**

This ordinance shall become effective immediately upon signing by the Pocahontas County Commission. It shall be the duty of the Pocahontas County Commission or its designee to notify each property owner of their new address. It shall be the duty of each property owner to post the assigned number in accordance with this Ordinance. On new structures, numbering shall be installed prior to its first use or occupation.

Date of the first reading    February 15, 2022 at the Pocahontas County Courthouse during the regular County Commission meeting.

This Ordinance was adopted by the Pocahontas County Commission this 15<sup>th</sup> day of March, 2022.

  
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Walt Helmick, President

  
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Jesse Groseclose, Commissioner

  
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John Rebinski, Commissioner