

ST. LOUIS COUNTY ORDINANCE NO. 41
"PRIMARY STRUCTURE ADDRESS ORDINANCE"

Section 1 - Purpose

- 1.01 This ordinance provides a system by which all primary structures located outside of the incorporated limits of municipalities will be assigned an address, and all owners of primary structures are required to post the assigned address in specified locations in accordance with standards set forth in this ordinance. The purpose of this address system is to promote the public's health, safety, and general welfare and is intended to further the implementation of the Emergency Telephone Services Act, Minnesota Statutes Chapter 403. This ordinance is authorized by Minnesota Statutes Chapter 394.

Section 2 - Definitions

- 2.01 Uniform Addressing System: The section of this ordinance which governs the assignment, display, and placement of address numbers by the owners and occupants of every primary structure which is located outside the limits of municipalities.
- 2.02 Uniform Addressing Plan: The section of this ordinance which governs the establishment and assignment of addresses for primary structures located outside the limits of municipalities.
- 2.03 Address: Number for each primary structure as assigned by the County Administrator or the department designated by the Administrator.
- 2.04 Signpost: A post, permanently affixed in the ground, used solely for display of the address.
- 2.05 Primary Structure: A building in which is conducted the principal use of the lot or parcel in which it is located. A primary structure may be used for residential, commercial, industrial, public-semipublic, recreation or other.
- 2.06 Driveway: A private road serving not more than two primary structures.
- 2.07 Road: A public or private way which affords primary means of access by vehicles to adjacent property whether designed as a drive, easement, street, avenue, highway, road, boulevard, cartway, or otherwise designated. A public or private way which is accessible only by foot or off-road vehicle is not a road as defined in this section.

Section 3 - Uniform Address System

- 3.01 Each primary structure located outside the limits of municipalities shall be assigned a sole address number as designated by the Uniform Addressing Plan. The Uniform Addressing Plan shall be kept on file with the County Auditor. The County Administrator or the department designated by the Administrator shall be responsible for assigning the address numbers.
- 3.02 All owners of primary structures shall establish and display their assigned address number in conformity with the following standards.
- a. All owners of primary structures which are located further than 50 feet from the edge of the driving surface of the nearest road or which are not clearly visible year-round from the road because of vegetation, snow conditions, terrain, or other obstacles shall display their address number on a signpost. The signpost shall conform with the following standards:
- (1) The post shall be located within ten feet of the driveway and at a location which is clearly visible year-round from the road. The post must be placed in a location which is at least ten feet from the edge of the road surface for roads with a defined shoulder or at least four feet from the edge of the road surface for roads without a defined shoulder and, in any case, not farther from the road than the end of the right-of-way.
 - (2) On the signpost must be placed a sign which contains the assigned address number horizontally.
 - (3) Existing signs which are placed parallel to the road in conformity with the ordinance prior to the March 1, 2003, amendment may remain in place as long as the sign is in good condition and visible from emergency vehicles.
 - (4) New and replacement signs installed after March 1, 2003, must contain the assigned address number on both sides of the sign. The sign shall be installed on the sign post from one edge and extend perpendicularly away from the road. The sign shall measure six inches in height and not less than fourteen or more than twenty inches in width. The bottom of the sign shall be placed at a height which is no less than four feet above the level of the road surface. The sign shall contain white numbers not less than four inches tall on a red background. The sign shall contain reflective material.
 - (5) When the primary structures are accessed only by waterway, the address signs shall be installed parallel to the shoreline not more than ten feet from the high water mark.

- b. All owners of primary structures which are located less than 50 feet from the nearest road and which are clearly visible year-round from the road or which are located on a driveway containing two or more primary structures must erect and maintain their assigned address numbers on the outside of the primary structure. The address numbers must be located on a primary structure surface facing the nearest road if the primary structure is less than 50 feet from the edge of the road surface, or a primary structure surface facing the nearest driveway if the primary structure is located on a driveway containing two or more primary structures.
 - (1) The address numbers shall be no smaller than four inches tall and shall be coated with reflective materials. The address numbers shall present a strong contrast with the background color.
- c. The occupant of the primary structure shall be responsible for keeping its address numbers clear of snow, dirt, debris or other obstruction.

Section 4 - Uniform Addressing System Implementation

- 4.01 All owners of primary structures which are located within St. Louis County and outside of incorporated cities shall comply with this ordinance by January 1, 1989.
- 4.02 Each primary structure owner shall be responsible for posting, replacing and maintaining in good repair the addresses, address signs, and signposts as required by this ordinance.

Section 5 - Administration

- 5.01 Interpretation of the provisions contained in this ordinance shall be directed to and made by the County Communications Director.
- 5.02 All St. Louis County licenses, applications, and permits may be withheld from the owners and occupants of primary structures if the address is not placed or maintained in conformance with this ordinance.

Section 6 - Amendment

- 6.01 Amendments to this ordinance may be initiated by the County Planning Commission, County Board of Adjustment, County Administrator, or the County Communications Director.
- 6.02 The St. Louis County Planning Commission shall hold at least one public hearing on the amendment, and then shall make a recommendation to the County Board.

- 6.03 The County Board shall hold at least one public hearing and follow adoption procedures set forth in Minn. Stat. Sec. 375.51 and 394.26 which govern the procedures for enactment and amendment of County ordinances.

Section 7 - Variances

- 7.01 Variances to the official controls set forth in this ordinance shall be governed by Minn. Stat. Sec. 394.27, subs. 7-9, as amended, and the terms of this section.
- 7.02 The Board of Adjustment shall have the exclusive power to order the issuance of variances from the terms of this ordinance, including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of this ordinance in cases when there are practical difficulties or particular hardship in the way of carrying out the strict letter of this ordinance, and when the terms of the variance are consistent with the purposes of this ordinance.
- 7.03 A certified copy of any order issued by the Board of Adjustment acting upon an appeal from an order, requirement, decision or determination by an administrative official, or a request for a variance, shall be filed with the County Recorder or Registrar of Titles for record. The order issued by the Board of Adjustment shall include the legal description of the property involved. The County Administrator is responsible for meeting the requirements of this section and is authorized to delegate such responsibility.
- 7.04 All decisions by the Board of Adjustment in granting variances or in hearing appeals from any administrative order, requirement, decision or determination shall be final except that any aggrieved person or persons, or any department, board of commission of the jurisdiction or of the state shall have the right to appeal within 30 days, after receipt of notice of the decision, to the St. Louis County district court.

Section 8 - Severability

- 8.01 Should any section or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 9 - Enforcement

- 9.01 Failure to comply with any section of this ordinance shall constitute a petty misdemeanor which is punishable, upon conviction, of a fine only not to exceed \$100.00.

Section 10 - Effectuation

EFFECTUATION

The amended Ordinance No. 41 shall take effect and be in full force on the 1st day of March, 2003, and shall be published in the official newspaper(s) of St. Louis County as provided by Minnesota Statutes.

Amendments pertain to Section 3 - Uniform Address System of Ordinance No. 41
- Primary Structure Address Ordinance

Public hearings were held by the St. Louis County Planning Commission on November 21, 2002, and by the St. Louis County Board of Commissioners on January 14, 2003.

Amendments were recommended by the Planning Commission to the County Board for adoption on the 21st day of November, 2002.

Commissioner Forsman moved the adoption of this amended Ordinance No. 41, and Commissioner Fay, duly seconded the motion, and it was adopted on the following vote:

Yeas: Commissioners Fay, Kron, Forsman, Sweeney, Nelson, Raukar, and Chair Fink - 7

Nays: None

Absent: None

Chair of the County Board

Certified as a complete and accurate copy
of Ordinance No. 41 - St. Louis County
Primary Structure Address Ordinance

Gordon D. McFaul, County Auditor

ATTEST:

Paul Tynjala, Deputy Auditor
Clerk of County Board