

Planning and Development Committee
May 1, 2013
6:00 PM
Council Chambers
AGENDA

1. Approval of April 17, 2013 Minutes
2. Committee Applications
3. Updates
4. Old Business
5. New Business:
 - A. Communities of Distinction
 - B. E911 Addressing Ordinance
 - C. Secure Access to Waterfront
6. Comprehensive Plan Implementation
 - A. Zoning Amendment Discussion
7. Citizens Initiatives:
8. Public Comments:
9. Committee Member Comments:
10. Adjourn

Planning and Development Committee
April 17, 2013
6:00 PM
Council Chambers
MINUTES

Attendees:	<u>Committee</u>	<u>Staff</u>
	Tom Brann	Dean Bennett
	William Shakespeare	Bob Osborne
	Jean Lawlis	

1. **Approval of April 3, 2013 Minutes** – Approved
2. **Committee Applications** – There were no committee applications under review.
3. **Updates**
4. **Old Business**

A. Tim Lo - KaBang

Mr. Lo indicated interest in the use of the Business Park for the KaBang campsite if acceptable to the community. He indicated it is not likely to be this year, however, as a potential location in the future, he would appreciate any consideration the Council could give his organization.

Mr. Lo is going to talk with various business owners in the community to measure support for KaBang's use of the Park.

5. **New Business:**
6. **Comprehensive Plan Implementation**

A. Zoning Amendment Discussion

The Committee continued their discussions on the various zoning amendments that have been prioritized by staff and identified as problematic or internally inconsistent. A greater need emerged from the discussions resulting in the following action:

Committee Action:

To request of the Council a directive to revisit Village Commercial I and Village Commercial II Districts along Route 1-A and Western Avenue. Motion by Jean/Second by Bill: **Vote 3-0**

7. **Citizens Initiatives:** - none.
8. **Public Comments:** - none.
9. **Committee Member Comments:** - none.
10. **Adjourn**

The meeting was adjourned at 8:30 PM.

**TOWN OF HAMPDEN, MAINE
E911 ADDRESSING ORDINANCE**

ENACTED DATE: MONTH, XX, 2013
EFFECTIVE DATE: MONTH, XX, 2013

CERTIFIED BY: _____
Name

Title Affix Seal

**TOWN OF HAMPDEN, MAINE
E911 ADDRESSING ORDINANCE
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**ARTICLE 1.
TITLE**

1.1 Title. This ordinance will henceforth be known as the "Addressing Ordinance."

**ARTICLE 2.
PURPOSE**

2.1 Purpose. The purpose of this ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the municipality of Hampden.

**ARTICLE 3.
AUTHORITY**

3.1 Authority. This ordinance is adopted pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

**ARTICLE 4.
ADMINISTRATION**

4.1 Administration. This ordinance shall be administered by the designated e911 Addressing Officer who is authorized to and shall assign and/or approve road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Articles 5 and 6. The Addressing Officer shall be responsible for maintaining the following official records of this ordinance:

- a) A municipal map(s) for official use showing road names and numbers.
- b) An alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
- c) An alphabetical list of all roads with property owners listed in order of their assigned numbers.

The Town Manager shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

**ARTICLE 5.
ROAD NAMING SYSTEM**

5.1 Road Naming System. All roads that serve three or more structures shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- a) No two roads shall be given the same name (ex. Pine Road and Pine Lane).
- b) No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c) Each road shall have the same name throughout its entire length located within the boundaries of Hampden. Roads that continue through into an adjacent town may change names at the town border.

**ARTICLE 6.
NUMBERING APPLICATION PROCESS AND NUMBERING SYSTEM**

6.1 Numbering Criteria. The following criteria shall govern the numbering system:

6.1.1 Numbers shall be assigned to structures only. This includes but is not limited to: single or multi-family dwellings, camps, businesses, apartments, mobile homes, construction site office trailers.

6.1.2 Numbers shall be assigned every 50 (fifty) feet along both sides of the road regardless of zone or location in town, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend.

6.1.3 All number origins shall begin from the intersection of Route 9 (Western Avenue) and Route 1A (Main Road North) or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

6.1.4 The number assigned to each structure shall be that of the numbered interval falling closest to the driveway of said structure.

6.1.5 Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Road, Apt 2.

6.1.6 Parcels with more than one structure, such as a mobile home park or group development, shall be assigned unique addresses that make the most logical sense to each situation. Each structure shall be identified by a unique number. For example, 235 Maple Road, Lot 1 or 235 Maple Road, Unit 1.

6.2 Numbering Application Process. Numbers will be assigned when an applicant fills out and submits a “Driveway Entrance/e911 Address” application available at the town office. Applicants must adhere to all terms of the application, including staking and flagging the proposed or existing driveway entrance. The Addressing Officer will then GPS the staked/flagged location, process the GPS data, and scale out and assign an appropriate number.

**ARTICLE 7.
COMPLIANCE**

7.1 Compliance. All owners of structures shall display and maintain in a conspicuous place, assigned numbers in the following manner:

- a) Number at the Road Line. The assigned number shall be displayed on a post, fence, wall, mail box, or on some structure adjacent to the walk or access drive to the residence or structure.
- b) Size, Color, and Location of Number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road at all times of the year.
- c) Proper number. Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- d) Interior location. All residents and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.

**ARTICLE 8.
NEW CONSTRUCTION, NEW SUBDIVISIONS, AND NEW ROADS**

8.1 New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Addressing Officer. This shall be done at the time of the issuance of the building permit.

8.2 New Subdivisions. Any prospective subdivider shall show a proposed road name system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 feet so as to aid in the assignment of numbers to structures subsequently constructed.

8.3 New Roads. Any prospective new roads not serving a new subdivision shall show a proposed road name on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 feet so as to aid in the assignment of numbers to structures subsequently constructed.

**ARTICLE 9.
EFFECTIVE DATE**

9.1 Effective Date. This ordinance is not retro-active. This ordinance shall become effective as of MONTH, DAY, YEAR. It shall be the duty of the Addressing Officer to notify each property

owner and the U.S. Postal Service of any new addresses assigned after the effective date of this ordinance.

**ARTICLE 10.
ENFORCEMENT**

10.1 Enforcement. The Addressing Officer has the authority to enforce the provisions of this ordinance, as well as any ranking officer of the Public Safety Department.

DRAFT