

23.000 **STREET AND BUILDING NUMBERING ORDINANCE**
VILLAGE OF SHEPHERD, MICHIGAN
Effective: May 20, 2002

The Shepherd Village Council had determined that the health, safety, and welfare of the residents of the Village would be better served by establishing a village-wide Street and Building Numbering System Ordinance. Uniform street numbering will enable emergency services, public and private entities, to more rapidly identify and locate properties within the village. This ordinance is enacted to uniformly accomplish the goals, purposes and intent stated herein, to uniformly assign and maintain house and building numbers, both private and public, to provide for easy identification of those numbers for the various public purposes, to provide a method for enforcement and administration, and to provide penalties for violations.

THEREFORE, the Village of Shepherd enacts this Street and Building Numbering Ordinance, and the Village ordains:

23.101 **Section 1.0 Title**

There is hereby created, and this Ordinance shall be know and cited as the “Village of Shepherd Street and Building Numbering Ordinance.”

23.102 **Section 1.1 Purpose**

The purpose of this Ordinance, as included in the preamble which is incorporated by reference into this Ordinance, is to establish a village-wide street and building numbering system in a uniform and logical manner; and to provide for a central point to issue and control numbering, and to provide rules and guidelines to facilitate enforcement thereof.

23.103 **Section 1.2 Definitions**

Unless a contrary definition if contained in this Ordinance, all words and phrases used in the Ordinance shall be understood and construed in accordance with their commonly accepted and understood meaning and definition.

- (a) “Premises” shall mean any lot or single parcel of land owned by any person, entity, firm, or corporation, public or private, improved with any building(s) whether occupied or not.

- (b) "Number(s)" House number, assigned premises number, assigned number, number, street number, and/or assigned house number, shall mean the number assigned to consecutive intervals along a street.

23.104 Section 1.3 Assigned Number Map

The Village Street Department, in accordance with the Shepherd Tri-township fire department and the united States Postmaster, shall create and maintain an accurate map(s) of all streets within the Village of Shepherd and shall make assigned numbers available for each interval along the streets. Said map(s) shall be the official repository of said street numbering assignments and shall be available for public inspection at the Village offices during regular business hours.

23.105 Section 1.4 Assigned Number Changes

Existing or previously assigned or displayed street numbers which do not comply with this Ordinance may be changed either (1) at the request of the property owner or his/her agent(s), but only upon approval of the Village, or (2) such change may be initiated by the Village. When a change is initiated by the Village the property owner shall be notified in writing thirty (30) days prior to the time the new number shall become the assigned number for the interval of the property in question.

23.106 Section 1.5 Assignment of Numbers

The record owner of the premises shall be responsible for compliance with all the terms of this Ordinance. The Village shall, upon application by the record owner of any premises, assign a number that complies with the Ordinance, or the Village shall, in accordance with the provisions of this Ordinance, assign and/or cause to be displayed an assigned number for a lot or premises. The Village Enforcement Officer shall have the authority to enter upon any premises for the purpose of affixing a proper number upon any premises.

23.107 Section 1.6 Numbering System

- (a) Numbers shall be affixed to or inscribed on all dwelling houses and other buildings in regular series, now or hereafter erected on any street or way in the Village, in accordance with the map mentioned above. Numbers shall be not less than three (3) inches in height and shall be of a contrasting color to the surface to which

they are attached. Numbers shall be prominently displayed on the house or building in such a manner as to be seen from the street at all times *without difficulty*.

- (b) The primary location for numbers shall be near the door facing the street or way that provides the principal approach to the house or building. On houses or buildings obscured from the street by trees or other obstructions and houses or buildings which have a setback in excess of one hundred fifty (150) feet from the traveled way, numbers shall be securely displayed at a distance not more than twenty (20) feet from the edge of the traveled way. P {property owners shall be notified in writing of their assigned house number in accordance with the map set forth above.

23.108 Section 1.7 Prohibited Actions

It shall be unlawful:

- (a) For any person to knowingly affix or display or to allow to be affixed or displayed on any premises owned by such person, any number other than the number assigned for such premises under Section 1.3 through 1.5
- (b) For any person to remove, deface, or obstruct the view of any number from or on any premises, except for the purpose of painting, cleaning or work upon the structure, in which case the number shall be reaffixed and displayed as soon as reasonably possible.
- (c) For any person to obstruct or interfere with the Enforcement Officer in the performance of his or her official duties.

23.109 Section 1.8 Notice of Violation

Upon finding a violation of this Ordinance the enforcement officer shall first issue a written warning notice directed to the record owner of the real estate. If the building is not property numbered within thirty (30) days, the enforcement officer may file a complaint or issue an appearance ticket pursuant.

23.110 Section 1.9 Enforcement Officer

The Enforcement Officer for this Ordinance shall be the Village Police Chief.

23.111 Section 2.0 Penalty

Any person, firm or corporation which violates any of the provisions of the within ordinance shall be deemed guilty of a misdemeanor, punishable by a fine of up to \$100.00. Each day that a violation continues shall be considered a separate offense.

AYES: Baxter, yes; Burch, yes; Goffnett, yes; Roth, yes; Swenson, yes;
Coughlin, yes

NAYS: None

ABSENT: Foote

23.112 Effective date

This ordinance shall take effect 30 days after its adoption:

Adopted: May 20, 2002
Published: June 12, 2002
Effective: June 19, 2002

CERTIFICATION

I, the undersigned, the duly qualified and Clerk of the Village of Shepherd, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council at a regular meeting held on May 20, 2002 an original of which is on file in my office, and that such meeting was conducted and public notice thereof was given pursuant to and in compliance with Act No. 267, Michigan Public Acts of 1976, as amended, and that minutes of such meeting were kept and are available as required by such Act.

Mary Kay Maas, Village Clerk
Dated: May 20, 2002