

ORDINANCE NO 84

A STREET ADDRESSING ORDINANCE ESTABLISHING AN ORDERLY
SYSTEM FOR NAMING STREETS, ADDRESSING PROPERTY AND
INSURING CONTINUITY FOR FUTURE GROWTH

The City of Tontitown, Arkansas orders as follows:

SECTION 1. PURPOSE

1.1 This ordinance establishes a system for assigning street names and address numbers which will assist the public and private sector in locating individual streets, buildings and places in an easy and logical manner and for the protection of public health and safety of all persons living, working or visiting in the City of Tontitown.

SECTION 2. STREET ADDRESS MAP

2.1 The official street Address Map is a part of this ordinance and shall contain the ordinance numbered and certifications which appear upon this document. The map shall identify all named streets, numbering centerlines and block numbering grids which specify address number ranges. A typical section of land shall be divided into 10 blocks, or grids, North/South and East/West. Each grid interval shall be 528 feet except in non-standard areas identified on the map.

2.2 The official Street Address Map shall be automatically updated upon final plat approval of any plat or large scale development. The map shall include a revision block which lists the date and ordinance number of the latest change.

SECTION 3. CENTERLINES

3.1 Henri De Tonti Boulevard and it's extension to City of Tontitown's East and West planning area boundary shall be the centerline street for North and South address numbers. Barrington Road and its intersection with Henri De Tonti Boulevard will be the centerpoint for East and West address numbers. The South sector will be divided as follows: S. Barrington Road South to E. Fletcher, then East 528 feet, then due South to planning area boundary. The North sector will be divided as follows: N. Barrington Road North to Liberty Avenue then West 420 feet, then due North to E. Baker Avenue, then West to Sabatini Road. Follow Sabatini Road to planning area boundary.

SECTION 4. STREET NAMES

4.1 For the purpose of this ordinance the word "Street" shall mean all roadways, public and private, open for general public travel. Access drives to apartment and commercial complexes shall not be considered as streets and shall not be named as such.

4.2 Streets running East and West shall be identified with the suffix "Avenue" or "Boulevard". Streets running North and South shall be identified with the suffix "Road" or "Street".

4.3 Streets which are also state and federal highways will be identified by their local street name followed by their state or federal designation in parenthesis on the official Street Address Map. For example, Henri De Tonti Boulevard (AR 68).

4.4 Cul-de-sac streets which have only one entrance/exit shall not be called "Avenue" or "Road" but shall have a suffix name such as "Cove, Lane, Place, or Terrace to indicate their dead end nature.

4.5 Loop streets are circular or rectangular plan streets which begin at one point and end at another point along a common street and do not connect to any other streets. The street name suffixes on these streets must not be "Road" or "Avenue" but shall be "Loop, Circle, Court" or other name indicating a closed street layout.

SECTION 5. ADDRESS NUMBERS

5.1 Address numbers shall be even on the North and East sides of the street and odd on the South and West sides of the street. 100 numbers shall be assigned to each identified grid block with the lowest number beginning at the point nearest the grid centerline. Address numbers shall be determined by the number grid in which the property is located.

5.2 In new residential subdivisions each standard sized lot shall be given a pre-assigned street number by the CITY CLERK upon final plat approval. Address numbers will be assigned to large lots relative to their capacity to be divided into two or more minimum sized lots for the minimum width allowed by the zoning district. Address numbers shall be assigned to lots in the appropriate odd or even numerical sequence relative to their location, such as 201, 203, 205 etc.

5.3 Address numbers for unplatted residential and all other non-residential buildings shall be determined by calculation. The distance from the center of the driveway to the last corner or grid shall be measured to get a location number. The location number is then divided by 5.28 to get the address. If the block number is 1200 and the location number divided by 5.28 is 43, the address is 1243 or 1244 depending upon which side of the street the building is located.

5.4 When street intersections are within 120 feet of a grid line the number series change shall be made at the intersection to be more logical to the public. When a long block faces two blocks divided by a street, the number series on the long block shall change at the intersecting street so that houses facing each other will have compatible addresses.

5.5 Diagonal streets which run 45 degrees or less from a North/South line will be numbered by the North/South grid and those more than 45 degrees from the North/South line will be numbered by the East/West grid. Curving streets will be assigned numbers based upon the grid of their greatest length. For instance, if the beginning is more South than East of the end then the North/South grid will be used.

5.6 On loop streets and cul-de-sac streets address numbering shall begin at the entrance nearest the grid centerline. Address numbers shall increase or decrease relative to their initial movement from the grid centerline and continue to the opposite end as if the street were in a straight line. Block number changes will be made every 528 feet with odd and even numbers remaining on the same side of the street as they began.

5.7a Apartment buildings on public streets shall be assigned individual addresses. Apartments clustered about a central parking area immediately facing a public street shall also be assigned separate street addresses.

5.7b When apartments are arranged along a private street a sign showing the apartment complex name, with public street address below it, must be posted at the entrance. In these instances each building is lettered A, B, C etc. but a central postal facility for all apartments must be located so it is readily accessible to a mail carrier for the public street serving the complex.

5.7c Each apartment must be identified on the exterior entrance by number or building letter and number for multiple buildings. The numbers shall be in sequence 1, 2, 3 etc. Apartments in lettered buildings shall have the building letter as part of each apartment number, such as B-210. When units are on multiple floors, ground floor numbers shall be in the 100 series (101, 102, 103 ...), second floor in the 200 series (201, 202, 203 ...) etc. If a common hallway is used for several apartments, the external hallway entrance to each apartment shall contain a list of the apartments served. When addressing townhouses and other buildings containing units separately owned, each address shall be placed upon the principal external entryway to the unit.

5.7d The official address for each apartment on a public street shall be the building address followed by the apartment number, such as "329 Fernway Avenue, Apt 8". Addresses for units in apartment buildings not on a public street shall include the public street address and the building number with the apartment designation. The official address for each apartment will be the public street address followed by the building letter, a dash, and the apartment number - such as "329 Fernway Avenue, Apt C-104".

SECTION 6. SIGNS, NUMBERS AND SYSTEM MAINTENANCE

6.1 Public and private street signs shall be installed at the expense of the original developer and thereafter maintained by the Tontitown STREET DEPARTMENT.

6.2 Private street signs shall be required. They shall conform to the public street sign standards except shall have a blue background with white letters.

6.2a Only street name signs which are authorized by the City Council shall be installed within the Planning Area Boundary of the City of Tontitown. All street name signs, public or private, found not to conform with this ordinance shall be removed by the Street Department. Non-conforming, damaged or deteriorated public street signs shall be replaced as soon as possible by the Street Department.

6.2b Requests for private street signs on existing streets shall be submitted to the CITY CLERK. The CITY CLERK shall forward authorization to the STREET DEPARTMENT immediately upon completion after which the STREET DEPARTMENT shall have the sign prepared and installed as soon as possible.

6.3 Address numbers shall be assigned by the city and shall be installed by the builder before final inspection and shall be the owners responsibility thereafter.

6.4 Replacement of address numbers is required within 15 days after written notice to the owner by the CITY CLERK. New and replacement numbers must be placed so that they will be clearly visible from the street of primary access to the building.

6.5 Address numbers shall be a minimum of 3 inches high with black block letters on a white background and shall be visible from the street. Other colors which have sufficient contrast to be read from the street under normal nighttime conditions may be approved by the BUILDING INSPECTOR. The numbers shall be placed as near as possible to the primary entrance of the building and preferably above the entrance doorway. The location, style, size and color of the required numbers shall be approved by the BUILDING INSPECTOR. Appeals concerning numbers shall be made to the CITY COUNCIL.

SECTION 7. NUMBER ASSIGNMENT, REVIEW AND APPROVAL

7.1 Official records of address numbers shall be maintained by the CITY CLERK. If the BUILDING INSPECTOR'S office is the first point of contact regarding new buildings that office shall coordinate with the CITY CLERK to obtain an official address assignment. The CITY COUNCIL shall have the final authority to change any assignment upon an appeal by any affected party.

7.2 All proposed street names and name changes shall be reviewed for continuity with this ordinance by the CITY CLERK who shall recommend alternative names when a proposed name duplicates or is so similar to an existing name that confusion could hamper prompt delivery of emergency services. The PLANNING COMMISSION shall hold a public hearing on street name changes and shall make a recommendation to the CITY COUNCIL. Appeals of street name assignment can be made to the PLANNING COMMISSION. The CITY COUNCIL shall have the final authority to change any assignment upon an appeal by any affected party. On street name changes the PLANNING COMMISSION shall hold a public hearing and make a

recommendation to the CITY COUNCIL who shall have final authority. In the case of street name changes outside the City Limits but within the planning area boundary the CITY COUNCIL shall forward their decision to the Washington County Judge for his approval.

SECTION 8. AMENDMENTS

8.1 On any proposed amendments to these regulations or to the Street Address Map the PLANNING COMMISSION shall hold a public hearing, a notice of which shall be published in a local newspaper of general distribution at least fifteen (15) days prior to the date of the hearing. Following the public hearing, the CITY COUNCIL may adopt the amendment or amendments as recommended by the PLANNING COMMISSION or as determined by a majority vote of the CITY COUNCIL.

SECTION 9. COORDINATION WITH 9-1-1 EMERGENCY SERVICE DATA CENTER

9.1 Following the naming of a new street, the renaming of an existing street, a change of an existing street number or the assignment of a new street number, the CITY CLERK shall notify the 9-1-1 Emergency Service Data Center on a form provided by the center.

9.2 The 9-1-1 Data Center shall not accept any street name or number change or number assignment which is not on the form provided and signed by the CITY CLERK.

SECTION 10. PENALTY

10.1 Any person failing to comply with the provisions of this ordinance shall, upon conviction thereof, be fined not less than \$10.00 nor more than \$25.00 plus prosecution costs for each offense.

SECTION 11. REPEALING CLAUSE

11.1 All ordinances or parts of ordinances conflicting with this ordinance are hereby rescinded.

SECTION 12. SEPARABILITY CLAUSE

12.1 If any part of this ordinance is declared by the courts to be invalid or unconstitutional that decision shall not effect the validity of the remaining parts.

SECTION 13. EFFECTIVE DATE

13.1 The CITY COUNCIL of the City of Tontitown, Arkansas, assembled in regular session, hereby declares that this ordinance is required immediately to establish a more consistent addressing system that will insure more efficient and expeditious delivery of public and private services and to protect the public health, safety, and welfare.

13.2 Therefore, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from the date of it's approval.

PASSED AND APPROVED THIS 6th DAY OF July, 1988.

Frankie B. Saldo
MAYOR

ATTEST: Frances Franco
CITY CLERK & RECORDER