

LEWIS COUNTY

ENHANCED

9-1-1

MAPPING AND ADDRESSING

FINAL PLAN

PRESENTED ON Monday, May 22, 2000

PUBLIC MEETING TO BE HELD

DAY: Monday

DATE: June 19, 2000

TIME: 10:00 AM

WHERE: LEWIS COUNTY COURTHOUSE  
COURTROOM

109 CENTER AVE.  
WESTON, WEST VIRGINIA 26452

SUBMITTED BY: WILLIAM F. ROWAN/DIRECTOR  
LEWIS COUNTY E-911

## INTRODUCTION

AN ORDINANCE OF LEWIS COUNTY PROVIDING FOR A PROPOSAL FOR A CITY STREET ADDRESS SYSTEM, FOR THE HOLDING OF A PUBLIC MEETING ON SUCH PROPOSAL, AND FOR PLACEMENT OF AN ADVERTISEMENT NOTIFYING THE PUBLIC OF SUCH MEETING AND OF THE LOCATION AT WHICH A COPY OF SUCH PROPOSAL MAY BE EXAMINED.

While not a new concept, mapping and addressing has been an issue that the vast majority of counties in this state have been reluctant to broach. Reasons for this range from financial to reluctance to “upset the system.” In order to publicize that a 9-1-1 system is “enhanced,” we are required to maintain a database that has no more than 1% non-locatable addresses. The current state of our databases, in many instances, is unacceptable. Therefore, it is the purpose of this document to provide the foundation for a county wide mapping and addressing project that will minimize disruption to the current system and alleviate anxiousness that comes with change.

LEWIS COUNTY  
ADDRESSING AND MAPPING ORDINANCE

SECTION 1. PURPOSE

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

SECTION 2. AUTHORITY

This ordinance is adopted pursuant to and consistent with the Lewis County Commission.

SECTION 3. ADMINISTRATION

This ordinance shall be administered by the Lewis County 911 Center, 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 the criteria in Sections 4, 5 and 6. The Lewis County 911 Center shall also be responsible for maintaining the following official records of this ordinance:

- a. A map for official use showing all road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment 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.

#### SECTION 4. ROAD NAMING

There shall be no duplicated road names within the county. Any roads having the same road name shall be evaluated and the road with the least effected people shall be given a new name. The road naming procedure shall follow a public meeting, with any appeals going to the county commission then proceeding to circuit court if necessary. The county commission shall have final approval on any road names that are not appealed to circuit court. All road names have been compiled into a master road name list. Resources used to compile the master road name list were city maps, county maps and Department of Highway files. The master road name list will be used to determine which roads need changed and the renaming of those roads.

#### 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 appearing on the left side of the road, ascending from the number origin. The following criteria shall govern the numbering system:

- a. All number origins shall begin from one (1) the lowest acceptable number for any address. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. 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.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy.

- d. 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.
- e. All roads will be addressed from Weston City out.
- f. The Lewis County 911 Center will be using and adopting State proposed minimum guidelines. (Nena Resource)

#### 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:

- a. **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.
- b. **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.
- c. **Size and Color of Number.** Numbers shall be a minimum of *four (4)* **three (3)** inches high and be of contrasting color to its Background.
- d. **Every person** whose duty 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.
- e. **Interior Location.** All residents and other occupants are requested to post their assigned number and road name Adjacent to their telephone for emergency reference.

## SECTION 7. NEW DEVELOPMENTS AND SUBDIVISIONS

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

- a. **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 Lewis County 911 Center. This shall be done prior to the issuance of the building permit.
  
- b. **New Subdivisions.** Any prospective subdivide shall show a proposed road name and lot numbering system on the submission of application to the Lewis County 911 Center. Approval by the Lewis County 911 Center shall constitute the assignment of road names and numbers to the lots in 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 10.56 feet (refer to Section 5) so as to aid in the assignment of numbers to structures subsequently constructed.

## SECTION 8. EFFECTIVE DATE

This ordinance shall become effective as of July 1, 2000. It shall be the duty of the Lewis County 911 Center to notify by mail each property owner and the Post Office of their new address at least 60 days prior to the effective date of their use. It shall be the duty of each property owner to post new property number, in accordance with this ordinance, on the stated date of effective use. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

## SECTION 9. ENFORCEMENT

The Lewis County 911 Center will rely mostly upon people's common sense to comply with the ordinance. Lack of compliance could lead to the slower response of emergency vehicles.

SECTION 10. IMPLEMENTATION DATE

Under the terms and conditions as set out herein, the Proposal and Final Plan, the effective date of this ordinance will be July 01, 2000.

This Ordinance and Final Plan adopted this 19 day of June, 2000 at a regular meeting of the Lewis Commission.

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Robert Conley, President  
Lewis County Commission

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Thomas Fealy,  
Commissioner

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Samuel Hicks  
Commissioner

ATTEST:

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Mary Lou Myers  
Clerk of Lewis County

Lewis County 911 Center – replace with Lewis-Gilmer Addressing & Mapping Office.