

## RESOLUTION 37-2013

### AMENDING RESOLUTION 15-2010 A RESOLUTION ESTABLISHING POLICY FOR NAMING AND RENAMING ROADS IN MADISON COUNTY

**WHEREAS**, The Madison County Planning Department and/or the Geographic Information Systems/Information Technology Department is the County Office responsible for assigning individual addresses to new construction in Madison County, naming and renaming roads where necessary, and readdressing noncompliant structures to State of Montana standards and National Emergency Numbering Association (NENA) guidelines;

**WHEREAS**, the purpose of this resolution is to enhance the easy and rapid location of properties by law enforcement, fire protection services, search and rescue and emergency medical services to protect public health and safety of all persons living, working or visiting in Madison County;

**WHEREAS**, standardization will allow citizens of Madison County the opportunity to rename roads through Petition;

**WHEREAS**, unique naming of roads and renaming of duplicate road names by either the Planning Department, GIS/IT Department or the citizens of Madison County shall be done in consultation with fire and law enforcement;

**NOW THEREFORE BE IT RESOLVED** that, in accordance with 7-5-2101, 7-5-2102 and 7-14-2102, MCA, the following policy is set by the Board of Commissioners of Madison County for naming and renaming roads in Madison County.

#### **I. Administration**

This policy shall be administered by the Madison County Planning Department and/or the GIS/IT Department.

A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. "Affected Landowner(s)" refers to the Landowner(s) of record in the Clerk and Records Office having access off, address assignment on, or property along the road in question. A road name assigned by the Madison County Planning Department and/or the GIS/IT Department shall not constitute or imply jurisdiction, ownership or right of use of any road. Every effort will be made to keep existing road names and solicit input from Affected Landowner(s) in naming local roads.

#### **II. Road Naming or Renaming Procedures – County Initiated**

The Madison County Planning Department and/or the GIS/IT Department will, over time, establish new road names for unnamed roads where there exists three or more structures along the said road. The Madison County Planning Department and/or the GIS/IT Department will rename existing roads that are duplicated within the boundaries of Madison County. Similar sounding road names will also be eliminated for clarity to emergency service personnel.

The following procedures will be followed in generating new road names:

1. Local fire and law enforcement officials will be asked for input on whether the road in question has a locally accepted name. This would be a name unofficially adopted by local Landowners or perhaps containing historic significance.

2. The Planning Department and/or the GIS/IT Department will research to determine whether the proposed road name already exists in either the county, incorporated cities, towns or communities.
3. The Planning Department will determine if the road name has been reserved for a future development.
4. A Notice of Intent to Name or Rename a Road will be mailed to each Affected Landowner informing them of the proposed naming or renaming.
  - A. If 100% of the Affected Landowners express, in writing, their agreement to the proposed road naming or renaming, a public hearing is not required and the published notice under II.5. is waived. The naming or renaming will be an agenda item on a regularly scheduled public meeting of the Board of Commissioners.
  - B. If less than 100% of the Affected Landowners respond in writing, a public hearing will be held.
  - C. A Notice of Intent will be mailed to each Affected Landowner informing of the date for the County Commission public meeting when the Resolution of Road Naming or Road Name Change will be presented.
5. A Notice of Hearing will be published by the Planning Department and/or the GIS/IT Department in the County public newspaper as an item for discussion during the weekly County Commission public meeting.
6. It will be the responsibility of the Planning Department and/or the GIS/IT Department to bring the Resolution to the weekly public meeting and present it to the County Commission. Public comment will be heard. The County Commission will make a decision on the Resolution. If approved, the Resolution will be passed and delivered to the Clerk and Recorder.
7. Notification will be sent to all Affected Landowners(s). An effective date of road name or road name change will be listed in the Resolution.

In addition to the change of a road name, an address change may also simultaneously take place with the same effective date.

### **III. Road Name Change Procedures – Affected Landowner(s) Initiated**

Madison County Affected Landowner(s) have the opportunity to petition for a Road Name Change to the Madison County Planning Department and/or the GIS/IT Department.

The following procedure will be followed by Affected Landowner(s) in changing existing road names:

1. Meet with a representative of the Madison County Planning Department and/or the GIS/IT Department to obtain paperwork necessary to begin the Road Name Change Policy.
2. Designate an authorized contact person for the Petition.
3. Complete the Petition with the appropriate information and present it to the Planning Department and/or the GIS/IT Department.
4. It will be the responsibility of the Affected Landowner(s) to sign the Petition and obtain at least 51% of the signatures of Landowners along or accessed by the road. Verification of these names will take place with the Clerk and Recorder.
  - A. If 100% of the Affected Landowners express, by signing the petition or in writing, their agreement to the proposed road naming or renaming, a public hearing is not required and the published notice under III.6. is waived. The road naming or renaming will be an agenda item on a regularly scheduled public meeting of the Board of Commissioners.
  - B. If less than 100% of the affected landowners respond in writing, a public hearing will be held in accordance with Resolution 34-2004. A Notice of Hearing will be

published by the Planning Department and/or the GIS/IT Department in the County public newspaper as an item for discussion during the weekly County Commission public meeting.

5. It will be the responsibility of the Planning Department and/or the GIS/IT Department to bring the Resolution to the weekly public meeting and present it to the County Commission. Public comment will be heard. The County Commission will make a decision on the Resolution. If approved, the Resolution will be passed and delivered to the Clerk and Recorder.
6. Notification will be sent to all Affected Landowner(s). An effective date of road name change will be listed in the Resolution.

#### **IV. Effective Date and Notification**

This policy shall become effective when adopted by the County Commission.

Once the E911 system takes effect, it shall be the duty of the Planning Department and/or the GIS/IT Department to notify by mail, each Affected Landowner and the United States Postal Service of a new address. It shall be the duty of each property owner to post new property numbers, within 60 days following notification from the Planning Department and/or the GIS/IT Department.

Approved this 17th day of September, 2013.

\_\_\_\_\_  
JAMES P. HART, CHAIRMAN

\_\_\_\_\_  
DAVID SCHULZ

\_\_\_\_\_  
DAN HAPPEL

ATTEST: \_\_\_\_\_  
Peggy Kaatz  
Clerk and Recorder  
Madison County