A UNIFORM ADDRESS SYSTEM FOR WAUKESHA COUNTY

FINAL REPORT

and

MODEL ORDINANCE

Prepared by
The Staff of the Waukesha County Park and Planning Commission
in cooperation with
A Special Committee of the Waukesha County Board of Supervisors
SPECIAL COMMITTEE OF THE WAUKESHA COUNTY BOARD
APPOINTED TO STUDY THE PROBLEM OF DEVELOPING
A UNIFORM ADDRESS SYSTEM FOR WAUKESHA COUNTY

NORMAN A. E. BREITMISCH
CYRIL L. HESCHEL
ARTHUR KARRISCH

(This Committee was originally a sub-committee of the Planning and Development Committee)

Report prepared by

Donald E. Hollister
WAUKESHA COUNTY PARK AND PLANNING COMMISSION
March, 1957
FINAL REPORT ON A UNIFORM ADDRESS SYSTEM FOR WAUKESHA COUNTY

INCLUDING A MODEL ORDINANCE FOR ESTABLISHING SUCH A SYSTEM

IN A TOWN OR MUNICIPALITY

Introduction. This report represents further study on the part of the special committee of the County Board and the Staff of the Park and Planning Commission relative to a uniform address system for the county. Material contained in "Notes on a Uniform Numbering System for Waukesha County", which was presented to the County Board as a preliminary report on September 18, 1956, has been re-evaluated. General findings and recommendations remain essentially the same and, therefore, this Final Report attempts to summarize the purposes and method of application of the system and makes only the one important addition of a model ordinance whereby an address system of the suggested type may be adopted by any town, village or city in the county.

General Application. The Milwaukee County system of street designations has become well established in the eastern portion of Waukesha County and a continuation of the basic characteristics of the Milwaukee system is logical and practical. In Milwaukee County the base line from which "north" and "south" streets begin is a section line and when extended through Waukesha County it is the top line of the lowest row of sections in the Towns of Brookfield, Pewaukee, Delafield and Summit. Although it is not intended that there be any "north" or "south" streets under the proposed uniform address system for Waukesha County, there will be "W" and "S" numbers and the base line, extended west from Milwaukee County, will be the division line between them. In an east-west direction all numbers will be "W" numbers and will continue westward from the east county line.

The Grid Pattern. The division of land into sections, quarter sections and smaller portions of sections provides means of locating property. The invisible boundary lines of the sections and quarter sections form a pattern of rectangles which, when further divided, produce the city blocks as they are generally known in older portions of cities and villages. Such a pattern of "blocks", lying within section lines, is used for the entire county and it becomes an invisible underlying grid from which all properties are numbered in orderly manner and without duplication of addresses.

The number of invisible "blocks" into which a section is divided is dependent upon what has long been established in Milwaukee County and, to a much lesser degree, in the eastern townships of Waukesha County. Away from the older portions of the city of Milwaukee the number of blocks per section is stabilized at eight in a north-south direction and sixteen in an east-west direction. Near the east-west base line, however, there are discrepancies. In the first and second sections north of the base line there are eleven blocks per section; in the third section there are eight blocks, and in the fourth, nine blocks. From and including the fifth section there is a uniform eight blocks to the section. South of the base line the first section contains thirteen blocks and the second section nine blocks. Then follows the uniform eight blocks per section. These irregularities will be perpetuated in Waukesha County so that all streets entering from Milwaukee County will retain the same numerical relationship to the base line.

For purposes of conforming with the existing older development in the eastern townships of Waukesha County, and to maintain certain numerical designations in connection with important north-south streets in those townships, the sixteen block sections used in Milwaukee County are kept through the four eastern town from the county line to the west edge of those town. From this line westward the sections are divided into ten "blocks" each.
Streets Diagonal or curvilinear streets will be considered as north-south or east-west streets depending upon their degree of deviation from true north. A street which is exactly on a 45 degree angle from north or south will be regarded as a north-south, whereas a street changes direction for any considerable distance the direction of the progression of numbers must change, but the name of the street may remain constant.

Half-circle or U-shaped streets present no particular difficulties although each situation must be considered separately and no general rules can be set down. The position of the diameter of a half-circle street will generally determine whether it is a north-south or an east-west street. A U-shaped street will always have two, and sometimes three progressions of numbers, just as would three of the streets bounding a rectangular city block, and it may have one, two or three names in its length. These factors are dependent upon the shape of the U and the position it has relative to the underlying grid pattern.

Duplication of street names is to be avoided as far as possible. Where streets extend into the county from Milwaukee County the established name should be maintained excepting that any "west" prefix should be dropped.

All numerical street names should be eliminated.

Where a street is continuous from one town or municipality to another town or municipality one name should be used throughout the entire length of the street. An interrupted street - one which does not "cut through" - normally should have one name for its segments.

Since there can be no centralized county control over street names it is urged that towns and municipalities cooperate in establishing uniformity of names in the case of continuous streets or interrupted streets. As a partial guide it is suggested that where a continuous street has two or more names the name in use over the greatest length be adopted for the entire street, or that the name which has been in use for the longest time be so adopted.

It should be stated finally in regard to street names, that with the coordinate numbering system as proposed, the importance of a street name in any address becomes secondary, excepting in certain infrequent instances which would always be of a strictly local occurrence. In general, the number alone literally points the location of the property.

All street intersections should be marked with double faced signs. Above the street name should be affixed a letter and number showing the direction and distance of the street from the base line.

Numbers Each property number consists of two parts separated by a hyphen. The first part, composed of a directional letter and not more than three digits, locates the street. The second part has a directional letter and not more than five digits, and locates the block on the street and the relative position of the property in the block.

It is essential that some point be established on each property from which can be determined the correct number. Generally, in the case of lots of record which are three acres or less in size, the center point of the frontage should be the point of determination. Farm residences, or country residences on large parcels, may be numbered from the point of intersection of the driveway with the street or highway right-of-way. In some instances variations may be most practicable, but in any case, final determination of the number should be in the hands of a competent committee, commission, or individual where strict adherence to the basic system will insure that every piece of property has its own distinctive address, either presently applied or reserved for future application at such time when the property will contain a residence or other building.
Properties on the north and east sides of streets should be given even numbers and those on the south and west sides should be given odd numbers.

Regardless of the length of any individual "block", 100 numbers should be assigned to it. The length of the "block" divided by 50 will give the number of feet of frontage covered by one number and each property should be given the number appropriate for its position in the "block".

Adoption. When a town or municipality wishes to adopt this uniform address system, a major map will be necessary upon which are indicated the established section and quarter section lines and the existing development and street names. Much of the process of renumbering can be accomplished from the maps but some actual field work will be necessary. It is proposed that the local plan examiner be authorized to prepare, or have prepared, the necessary maps and work with the building inspector, engineer, clock or any other local official in establishing the system and adopting an efficient procedure for its continuation.

The following pages contain a model ordinance for the purpose of adopting the system in any town or municipality in the county. Although it is possible to alter those provisions having to do with the administration of the system to suit the particular conditions or the desires of the town or municipality, it is essential that no alteration be made in the application of the system. The entire motive has been to perfect a system which is readily applicable to any part of the county and which will result in a uniform, orderly, and logical method of establishing permanent addresses.
AN ORDINANCE ESTABLISHING A UNIFORM ADDRESS SYSTEM

FOR PROPERTIES IN THE (town)(village)(city) OF

WASHINGTON COUNTY, WISCONSIN

The (board)(council) of the (town)(village)(city) of

does ordain as follows:

SECTION 1. The uniform address system of the (town)(village)(city) of
shall be based on and becomes a part of a uniform address system for
Washington County, as recommended by the County Board on ________, 1957. All
provisions herein relating to the establishment of a uniform address system
for the county are hereby approved, and such provisions as are applicable to
the (town)(village)(city) of
as more specifically set forth in
the following sections, are hereby adopted by the (board)(council) of the (town)
(village)(city) of

SECTION 2. There is hereby established a uniform system of numbering
properties fronting on all streets, highways and rights-of-way in the (town)
(village)(city) of
and all existing residences and places of business
and all residences and places of business which are hereafter constructed shall
be numbered in accordance with the provisions of this ordinance.

SECTION 3. (a) Base lines, as recommended for a uniform county address
system, shall be used for determining the numbering in the (town)(village)(city)
of
The east-west base line, as recommended, shall be used for
numbering along all streets running north and south. This base line shall be a
continuation of the east-west base line used in Milwaukee County and shall be
the north or top line of sections 31 to 36 inclusive in the Towns of Brookfield,
Pewaukee, Delafield, and Summit. Its numerical designation shall be "1L". A
north-south base line, as recommended, shall be used for numbering along all
streets running in a westerly direction. This base line shall be the eastern
boundary of Washington County, and its numerical designation shall be "12h".
(b) Each property north of the east-west base line and facing a street running
in a northwesterly direction shall carry an address indicating its position west
of the north-south base line and the position north of the east-west base line.
(c) Each property south of the east-west base line and facing a street running
in a southerly direction shall carry an address indicating its position west
of the north-south base line and its position south of the east-west base line.
(d) Each property west of the north-south base line and facing a street running
in a westerly direction shall carry an address indicating its position either
north or south of the east-west base line and its position west of the north-
south base line.
(e) Properties on diagonal or curvilinear streets shall be numbered the same
as or similarly to properties on northerly or southerly streets if the
diagonal or curvilinear streets run more from the north to the south. The
same shall hold for diagonal or curvilinear streets which run more from the
east to the west in that properties on such streets shall be numbered the same
as or similarly to, properties on westerly streets.
(f) Where the general direction of a diagonal or curvilinear street has a
deviation from 45 degrees the direction of the street shall be considered
as being northerly or southerly.
SECTION 4. A system of invisible rectangular blocks shall be established as a control grid in the following manner in conformity with the recommended uniform county address system.

(a) The established section lines shall form a basis for the block system and in a westerly direction from the eastern boundary of the county the first six sections, extending through the Towns ofmonocone, Brookfield, New Berlin and Muskego, shall be divided into sixteen blocks each. These invisible block lines shall have numerical designations of from "12th", at the county line, to "220th" at the western town lines of Muskego, New Berlin, Brookfield and Mononocone. W eastward through the remaining town sections shall be divided into ten blocks each and the block lines shall have numerical designations of from "220th" to "3,000th", the latter being at the west edge of the county.

(b) In a northerly direction from the east-west base line the first and second rows of sections shall be divided into eleven blocks each, the third row into eight blocks, and the fourth row into nine blocks. From and including the fifth row northward to the north county line the sections shall be divided into eight blocks each. These invisible block lines shall have numerical designations of from "13th", the base line, to "56th" at the north county line.

(c) In a southerly direction from the east-west base line the first row of sections shall be divided into thirteen blocks and the second row into nine blocks. From and including the third row southward to the south county line the sections shall be divided into eight blocks each. These invisible block lines shall have the numerical designations of from "111th", the base line, to "333th" at the south county line.

SECTION 5. (a) One hundred numbers shall be assigned to each invisible block, regardless of discrepancies in block sizes. Properties on the north and east sides of streets shall bear even numbers and properties on the south and west sides of streets shall bear odd numbers.

(b) The number assigned to each property shall be composed of two parts. The first part, or section designation, shall be composed of a directional letter, "E", "W", or "N", followed by the number of the appropriate block line.

(c) The second part of the property number, the block and house designation, shall be composed of a directional letter followed by the number of the appropriate block line plus two additional digits indicating the relative position of the property in the block.

(d) For a block which lies south of the east-west base line, the designation of the block shall be by the block line number of its north and its east boundaries. For a block which lies north of the east-west base line, the designation of the block shall be by the block line number of its south and its east boundaries.

(e) Properties and street intersections contained within any block shall bear numbers and directional letters related to the point of intersection of the block boundary lines stipulated in the paragraph next above.

SECTION 6. The point from which any property shall be assigned its proper number shall be determined as follows:

(a) Where land has been subdivided or platted into lots the center point of the frontage line of each parcel shall be the point of determination.

(b) In cases of farm residences or other residences or business places situated on large acreage or away from other development, the point of determination shall be the intersection of the center line of the principle driveway with the street or highway right-of-way line.
(a) The proper number shall be determined and assigned by the (clerk)(building inspector)(plan commission).

SECTION 7. (a) Streets which are extensions of streets in Milwaukee county shall bear the name by which they are known in that county excepting that directional prefixes, if any, shall be dropped. No directional prefix shall be used on any local street.

(b) All numerical street names shall be abandoned and other names substituted.

(c) A list shall be compiled by the (clerk)(building inspector) of all existing street names in the (town)(village)(city) of _______ and no future street shall be given a name which duplicates or approximates an existing name. Cooperation shall be sought with all towns and municipalities in the county to the end that duplication of street names shall be minimized.

(d) The (town)(village)(city) of _______ shall cooperate with neighboring towns, villages and cities to the end that streets which are continuous from one municipality to town to another municipality or town may have but one name when such single name would be desirable.

(e) The (board)(council) of the (town)(village)(city) of _______ shall have authority to accept or reject proposed names of new streets and, where there is clearly a conflict or duplication in existing names, may direct the changing of one or more such names so that conflict or duplication may be eliminated. Such (board)(council), if it sees fit, may hold public hearings at which interested property owners may express their views concerning the naming or renaming of a street or streets.

SECTION 8. (a) For the purpose of facilitating the establishment and continuing workability of a uniform address system in the (town)(village)(city) of _______ there shall be prepared and kept on file in the office of the clerk a plat book showing the proper addresses of all residences and places of business within the (town)(village)(city). It shall be the duty of the clerk to inform any person applying therefor of the numbers or numbers and approved street names belonging to a lot or property. In case of doubt as to the proper address belonging to any property the (clerk)(building inspector)(plan commission) shall make the final determination.

(b) Within 30 days after the final approval of any new subdivision or other division of land the (clerk)(building inspector)(plan commission) shall assign addresses to each new building site. Record shall be kept of the assignments and a copy shall be provided for the developer at his request.

SECTION 9. (a) When the necessary survey has been completed and each residence and place of business has been assigned its respective number, the owner, occupant, or agent shall install or cause to be installed on a conspicuous place upon the premises occupied by each house or place of business controlled by him the number or numbers assigned under the uniform address system provided for by this ordinance.

(b) Numbers shall be installed within thirty days from date of assignment or from the date of initial occupancy.

(c) Numbers shall be supplied by the (clerk)(building inspector) and the owner shall pay the actual cost thereof.

SECTION 10. Whenever any residence or place of business shall be occupied in the (town)(village)(city) of _______ after the work of establishing a uniform address system has been completed, it shall be the duty of the owner at the time of obtaining a building permit to procure the correct number and
street name from the (clerk) (building inspector) and within thirty days there-
after to install the name on the building or premises as provided in Section
9 above.

SECTION 11. If the owner or occupant of any residence or place of business
shall neglect for the period of thirty days to duly attach and maintain the
proper name on such premises, the building inspector shall serve upon him
a notice requiring such owner or occupant to properly number the premises.
If the owner or occupant neglects to do so after service of such notice and a
period of ten days elapses, he shall be deemed to have violated this ordinance.
Upon conviction he shall forfeit not less than $2.00 nor more than $5.00 to-
gather with the costs of the prosecution and in default of payment of such
forfeiture and costs shall be imprisoned in the county jail until such for-
teriture and costs are paid, but not to exceed ten days for each violation.
Each day that a violation continues to exist shall constitute a separate offense.

SECTION 12. The ordinance shall take effect