

TOWN OF BARRINGTON, NH
ORDINANCE

Enhanced 911 Emergency Response Ordinance
Naming and Numbering
Of
Public & Private Streets

I. **Purpose and Authority.** This ordinance is entitled "Enhanced 911 Emergency Response Ordinance – Naming and Numbering of Public & Private Streets," and shall be known and cited as: 'Barrington E-911 Ordinance'. The purpose is to name public and private streets, to enhance public safety, and to provide Enhanced 911 emergency response capabilities for the citizens of the Town of Barrington, NH. The authority for this action is derived from RSA 231:133 and RSA 231:133-a.

II. **Definitions.**

Street. A term used by NH RSA's to describe (and be interchangeable with) any highway, road, right-of-way, avenue, lane, private way, or paved/gravel/dirt thoroughfare.

Return. The "return" is the written record of the Board of Selectmen's decisions containing a description of the street and recorded with the Town Clerk.

III. **Administration.** This ordinance shall be administered by the Board of Selectmen. The Board of Selectmen is authorized to and shall assign street names and numbers to all properties, both on existing streets and proposed streets, in accordance with the criteria herein. The Board of Selectmen shall also be responsible for maintaining the following records of this ordinance:

- a. Barrington Official Tax Maps showing street 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 streets with property owners listed in order of their assigned numbers;

IV. **Assignment of Street Names** Every street serving more than 2 separately addressed structures, shall have a name which shall be approved by the Board of Selectmen in accordance with the provisions of RSA 231:133-a. Said names shall be legibly marked in at least two conspicuous places on every street *as provided under RSA 231:133* except for dead-end streets where names shall be legibly marked in at least one place. The Board of Selectmen may change the names of any street at any time, when in the Board's judgment there is cause for doing so. The process for street name assignment is as follows:

- a. The naming of any new street shall form part of the return of the layout of the street or of the acceptance of any dedicated way.
- b. The town shall not be bound by any name previously assigned to the Street;

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- c. No name for a street shall be selected which is already in use, or which is confusingly similar to any other existing name or which otherwise might delay the locating of any street in an emergency.
 - d. No name shall be assigned to a street, which shall duplicate the name of any other proposed or existing street regardless of the use of a suffix such as avenue, boulevard, etc.
 - e. The extension of an existing street shall have the same name as the existing street;
 - f. Whenever a name is assigned to any new street, or a change is made in the name of any street, the Selectmen shall make a return of the same to the Town Clerk in accordance with the requirements of RSA 231:133, who shall make a record of a new name or name change, and shall forward a copy to the Commissioner of Transportation, NH Bureau of Emergency Communications, local phone companies, Chief of Police, Fire Chief, EMS Chief, the Post Office and the Barrington Post Master, and the Strafford County Registry.
 - g. Street names must be acceptable to the State of New Hampshire E-911 Commission.
- V. **Initial Sign Placement, Future Responsibility for Sign Maintenance & Penalty.** In preparation for the implementation of E-911, the Town of Barrington shall provide street name signage at the entrance to any private street and all public streets.
- VI. **E-911 Commission.** The Board of Selectmen shall form the *E-911 Commission* comprised of the *Town Administrator, a Board of Selectman Representative, the Emergency Management Director, Fire Chief, Police Chief, EMS Chief, Code Enforcement Officer, and Road Agent* to review and recommend street names, to act as a liaison between the NH Bureau of Emergency Communications and the Board of Selectmen, to assist in the implementation and oversight of E-911. The E-911 Commission will report to the Board of Selectmen. Non-staff appointments are for a 2-year period and shall expire on the second Tuesday in March.
- VII. **Address Numbers on Streets.** Pursuant to the provisions of RSA 231:133 the Selectmen of the Town of Barrington shall have the authority to assign numbers to all existing residential and/or other structures and/or to vacant lots along any public or private ways. In assigning numbers, the Board of Selectmen shall employ the following criteria:
- a. Streets shall be numbered so that even numbers are located on the right side and odd numbers are located on the left side. The right and left sides shall be determined by the relationship of the right-of-way to a person facing away from the most direct route from the Public Safety Building.
 - b. The numbers shall be assigned in accordance with the specifications and standards developed by the NH Bureau of Communications, as such standards may be amended from time to time, and the specifications and standards adopted by the Board of Selectmen with the advice of the E-911 Commission.

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- c. The numbering of cul-de-sacs shall proceed from the right side of the collector street and continue from right to left around the cul-de-sac, unless the street has the potential of being extended to develop more lots, in which case the numbers shall be assigned according to the normal system.
- d. Mobile Home Parks will be treated as any other subdivision. Those existing with a single street or loop will be given one street name and each home will then be assigned a street number.
- e. Each apartment building shall be given one street number and each apartment unit within the building shall be assigned that street number and a unit number. Unit numbers shall be assigned in a reasonable and logical manner. All such numbers shall be displayed according to the requirements herein. Such number system shall be approved by the E-911 Commission. Said number system shall be the same for all multi-unit applications.
- f. The numbering sequence for a street shall, as far as possible, begin at that end with the most direct route to the Public Safety Building.
- g. Any building or structure for which a number has been assigned shall have that number affixed thereto so as to be plainly visible from the street that abuts the main entrance to the property. All businesses, stores, commercial structures, and other non-residential buildings shall also display the street number in a manner that is clearly visible whether the business is open or closed. Unit numbers in non-residential buildings shall be assigned in a reasonable and logical manner, and shall be displayed according to the requirements herein.
- h. Existing numbering patterns for existing streets, which do not allow sufficient reserve of unused numbers for the assignment of additional numbers for future development or do not follow logical sequence, will be assigned new numbers by the Board of Selectmen.

Such number shall be a minimum of four (4") inches in height, reflective, and of contrasting color to the mounting surface. The alphabet shall not be utilized to represent a number in word form. All numbers shall be represented using block numeric figures and other numbers that may be confused with the assigned number must be removed. (See example Figure 1).

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FIGURE 1

✓ *Correct Representation on structure:*



Incorrect representation on structure:

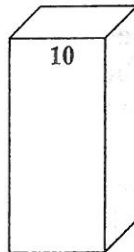


- i. If the structure is not plainly visible from the street, or it is more than 75 feet from the edge of the street, the number shall also be affixed to a four by four (4"x4") post, or equivalent, a minimum of three (3') feet high next to the driveway leading to that house *so that the number is visible from both directions*. The alphabet shall not be utilized to represent a number in word form; all numbers shall be represented using block numeric figures. (See example Figure 2).

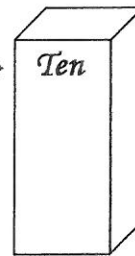
FIGURE 2 [Side view]

✓ *Correct*

Remember that the numeral must be posted on two sides of the post so it is visible from both directions.



Incorrect →



Note: The house or structure shall still display its number even with a post at the street.

VIII. Address Assignment. Pursuant to RSA 231:133-a, a Public Hearing must held by the governing body or planning board with 10 days notice via posting and publication and first class mail to all property owners being numbered or renumbered before assigning or changing street numbers. The Public Hearing requirement does not apply if the property owners all agree to the proposed numbering. It shall be the duty of the Board of Selectmen to notify each property owner and the Post Office of a new address at least thirty days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. In new developments or for new construction, numbering will be installed before a building permit will be issued.

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IX. Effective Date. This ordinance shall become effective as of October 1, 2007.

X. Penalty. Issues of non-compliance with this ordinance will be pursued through the Court system to the fullest extent possible with a minimum fine not to exceed \$500.00.

XI. Enforcement. Upon adoption by the Board of Selectmen, the Ordinance will be enforced by the Town of Barrington Police Department.

XII. Amendments. This ordinance may be amended from time to time. If a court of competent jurisdiction shall find that any portion of this ordinance is invalid, such a finding shall not invalidate the remainder of the ordinance.

BOARD OF SELECTMEN

Vicki Roundy, Chair

Mike Morrison

Ken Grant

David Frase

Jackie Kessler

Adopted this ____ day of _____, 2007.

Effective _____, 2007.

PROPOSED AMENDMENTS TO THE BARRINGTON SOLID WASTE &
MANDATORY RECYCLING ORDINANCE

The Board of Selectmen of the Town of Barrington proposes that the Town adopt the following amendments to the Barrington Solid Waste & Mandatory Recycling Ordinance:

TITLE: It is proposed to delete the word "Mandatory".

SECTION 1: DEFINITIONS.

It is proposed that a new definition be added in this section as follows:

- B. "Designated bag" means a bag or container designated by the Board of Selectmen as a Barrington pay-per-bag disposal container and properly marked as such. The term may also include, where appropriate, items marked with a disposal sticker issued by the Town of Barrington. Such designated bags, containers or disposal stickers shall be sold or made available by the Town through designated marketing agents, at a reasonable cost as the Board of Selectmen may from time to time determine.

It is proposed that the remaining definitions, beginning with the definition of "disposed", be relettered.

SECTION 2: PERMIT REQUIRED.

It is proposed that the final paragraph of this section, dealing with haulers, be deleted.

SECTION 4: PROPER DISPOSAL REQUIRED.

It is proposed that the final three sentences of this section, beginning with the words "All persons", be deleted and that the following language be added in place of the deleted sentences:

To avoid additional expense and protect the environment, all persons are encouraged to dispose of recyclable materials at the designated area of the facility. Apart from recyclables, prohibited materials and the waste types regulated under Section 7 of this ordinance, all solid waste shall be disposed of at the facility only in designated bags. Haulers must either comply with these proper disposal requirements or dispose of solid waste at some other lawful facility, at the hauler's expense.

SECTION 10: PENALTIES:

It is proposed that a new paragraph be added to the end of this section, as follows:

The penalties provided herein are intended to supplement any other applicable provisions of state law and such other provisions of state law, including, without limitation, provisions dealing with theft, theft of services, trespassing and the like, may be utilized instead of or in addition to the penalty provisions of this ordinance, as appropriate.

Memorandum

To: Board of Selectmen
CC: Department Heads; Planning Board
From: Carol Reilly
Date: 8/14/2007
Re: E-911 Final Draft Ordinance

I have attached a copy of the final draft E-911 Ordinance on Naming and Numbering of Public and Private Streets for your review. This final draft is the result of a legal review by Town Counsel with changes highlighted in red. I recommend that the Board of Selectmen hold a Public Hearing to formally adopt this ordinance. This will allow the Town to proceed with the renaming and numbering of properties in compliance with E-911 requirements.

Please contact me with any questions you may have.

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- Return.** The "return" is the written record of the Board of Selectmen's decisions containing a description of the street and recorded with the Town Clerk.
- III. Administration.** This ordinance shall be administered by the Board of Selectmen. The Board of Selectmen is authorized to and shall assign street names and numbers to all properties, both on existing streets and proposed streets, in accordance with the criteria herein. The Board of Selectmen shall also be responsible for maintaining the following records of this ordinance:
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- c. No name for a street shall be selected which is already in use, or which is confusingly similar to any other existing name or which otherwise might delay the locating of any street in an emergency.
 - d. No name shall be assigned to a street, which shall duplicate the name of any other proposed or existing street regardless of the use of a suffix such as avenue, boulevard, etc.
 - e. The extension of an existing street shall have the same name as the existing street;
 - f. Whenever a name is assigned to any new street, or a change is made in the name of any street, the Selectmen shall make a return of the same to the Town Clerk in accordance with the requirements of RSA 231:133, who shall make a record of a new name or name change, and shall forward a copy to the Commissioner of Transportation, NH Bureau of Emergency Communications, local phone companies, Chief of Police, Fire Chief, EMS Chief, the Post Office and the Barrington Post Master, and the Strafford County Registry.
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 - b. The numbers shall be assigned in accordance with the specifications and standards developed by the NH Bureau of Communications, as such standards may be amended from time to time, and the specifications and standards adopted by the Board of Selectmen with the advice of the E-911 Commission.

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- c. The numbering of cul-de-sacs shall proceed from the right side of the collector street and continue from right to left around the cul-de-sac, unless the street has the potential of being extended to develop more lots, in which case the numbers shall be assigned according to the normal system.
- d. Mobile Home Parks will be treated as any other subdivision. Those existing with a single street or loop will be given one street name and each home will then be assigned a street number.
- e. Each apartment building shall be given one street number and each apartment unit within the building shall be assigned that street number and a unit number. Unit numbers shall be assigned in a reasonable and logical manner. All such numbers shall be displayed according to the requirements herein. Such number system shall be approved by the E-911 Commission. Said number system shall be the same for all multi-unit applications.
- f. The numbering sequence for a street shall, as far as possible, begin at that end with the most direct route to the Public Safety Building.
- g. Any building or structure for which a number has been assigned shall have that number affixed thereto so as to be plainly visible from the street that abuts the main entrance to the property. All businesses, stores, commercial structures, and other non-residential buildings shall also display the street number in a manner that is clearly visible whether the business is open or closed. Unit numbers in non-residential buildings shall be assigned in a reasonable and logical manner, and shall be displayed according to the requirements herein.
- h. Existing numbering patterns for existing streets, which do not allow sufficient reserve of unused numbers for the assignment of additional numbers for future development or do not follow logical sequence, will be assigned new numbers by the Board of Selectmen.

Such number shall be a minimum of four (4") inches in height, reflective, and of contrasting color to the mounting surface. The alphabet shall not be utilized to represent a number in word form. All numbers shall be represented using block numeric figures and other numbers that may be confused with the assigned number must be removed. (See example Figure 1).

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FIGURE 1

✓ *Correct Representation on structure:*



Incorrect representation on structure:

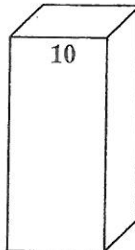


- i. If the structure is not plainly visible from the street, or it is more than 75 feet from the edge of the street, the number shall also be affixed to a four by four (4"x4") post, or equivalent, a minimum of three (3') feet high next to the driveway leading to that house *so that the number is visible from both directions*. The alphabet shall not be utilized to represent a number in word form; all numbers shall be represented using block numeric figures. (See example Figure 2).

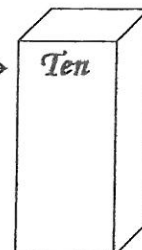
FIGURE 2 [Side view]

✓ *Correct*

Remember that the numeral must be posted on two sides of the post so it is visible from both directions.



Incorrect →



Note: The house or structure shall still display its number even with a post at the street.

VIII. **Address Assignment.** Pursuant to RSA 231:133-a, a Public Hearing must held by the governing body or planning board with 10 days notice via posting and publication and first class mail to all property owners being numbered or renumbered before assigning or changing street numbers. The Public Hearing requirement does not apply if the property owners all agree to the proposed numbering. It shall be the duty of the Board of Selectmen to notify each property owner and the Post Office of a new address at least thirty days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. In new developments or for new construction, numbering will be installed before a building permit will be issued.

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IX. Effective Date. This ordinance shall become effective as of October 1, 2007.

X. Penalty. Issues of non-compliance with this ordinance will be pursued through the Court system to the fullest extent possible with a minimum fine not to exceed \$500.00.

XI. Enforcement. Upon adoption by the Board of Selectmen, the Ordinance will be enforced by the Town of Barrington Police Department.

XII. Amendments. This ordinance may be amended from time to time. If a court of competent jurisdiction shall find that any portion of this ordinance is invalid, such a finding shall not invalidate the remainder of the ordinance.

BOARD OF SELECTMEN

Vicki Roundy, Chair

Mike Morrison

Ken Grant

David Frase

Jackie Kessler

Adopted this 23rd day of April, 2007.

Effective October 1, 2007.

TOWN OF BARRINGTON, NEW HAMPSHIRE

STREET NUMBERING ORDINANCE

1.0 PREAMBLE

Acting upon the authority granted by any and all applicable chapters of the Revised Statutes Annotated of New Hampshire, the Town of Barrington Board of Selectmen, hereinafter referred to as the Board, adopts the following ordinance, establishing a procedure for administration and enforcement of a uniform addressing system for residential and commercial structures within the town.

2.0 PURPOSE

The standards set forth in this ordinance are made for the purpose of promoting the public health, safety and general welfare by providing the means for permanent identification of residential and commercial structures within the town.

3.0 OBJECTIVES

a. To provide a means for expedient emergency response by fire, police, rescue and other emergency services.

b. To establish a property location that will serve as a mail delivery address.

c. To assist in the proper delivery of utility and other delivery services.

d. To provide property owners with a convenient and systematic means of identifying their property.

4.0 DEFINITION "STREET NUMBER"

A number assigned by the Board to provide a means of locating structures. For the purposes of assignment "Street Number" shall include the incremental number, street name and unit numbers, i.e., 123 Main Street Unit 4. For the purposes of display, "Street Number" shall include the incremental number and unit number, i.e., 123 Unit 4. Display of numbers may include the street name.

5.0 NUMBER ASSIGNMENTS

The Board or its designee shall, under the provisions of RSA 231:133-a, assign all residential and commercial structures

existing as of the time of adoption of this ordinance a street number and furthermore, shall assign to vacant properties numbers to be held in reserve for future use. Lots on streets approved subsequent to the adoption of this ordinance will be assigned numbers by the Board at the time of approval by the Planning Board.

Owners of multi-family residential units or commercial buildings with more than one unit being served by a single outside door shall have their unit numbers approved by the Board.

6.0 ADMINISTRATION AND ENFORCEMENT

The Board shall be named as the administrator of this ordinance and shall be responsible for establishing the use of reserve numbers and shall have full authority to enforce the provisions herein.

Owners of residential and commercial structures built or expanded subsequent to this ordinance shall procure their number assignment from the Board. Number assignment is required prior to the issuance of a building permit and shall be displayed during construction. Numbers shall be displayed prior to the issuance of a Certificate of Occupancy.

7.0 NUMBERING REQUIREMENTS

7.1 Parties Affected. All structures, both residential and commercial shall be required to display the assigned street number in the manner described in this section.

7.2 Visibility. Street numbers shall be displayed so as to be conspicuously visible from the street on which the number is assigned. Numbers shall be visible year-round and be contrasting in color to the surface on which they are mounted.

7.3 Number Type. All numbers shall be displayed in Arabic form (0,1,2,3,4,5,6,7,8,9).

7.4 Number Location.

a. Structures Visible from the Street - Where the structure is visible from the road and at such a distance that numbers are legible from the road, the number shall be affixed to the structure. Numbers shall be a minimum of three (3) inches high and may be mounted either horizontally or vertically.

b. Structures Not Visible from the Street -Where a structure is not visible from the street or is otherwise situated to make number display on the building ineffective, the number shall be displayed at the access entrance. Numbers may be combined with property or business identification signs. Where signs are perpendicular to the street, numbers shall be displayed

on both sides of the sign. Numbers shall be a minimum of three (3) inches high and may be mounted either horizontally or vertically.

7.5 Mailboxes - Numbers a minimum of 3" in height shall be affixed to both sides of the mailbox serving the structure except when:

a. The mailbox is on the opposite side of the street from the structure; or

b. The mailbox is clustered with other mailboxes.

Mailboxes as described in a. and b. above shall meet the mail delivery requirements of the US Post Office.

7.6 Unauthorized Building Numbers Prohibited - No person shall affix or allow to remain upon any building in the Town of Barrington, any different number from the one designated by this ordinance, with the exception of dates affixed for historical purposes.

8.0 PENALTY

The owner of any structure existing as of the date of this ordinance who shall fail to procure and affix street numbers as assigned by the Board within ninety days from the effective date of this ordinance or who shall display an unauthorized number after ninety (90) days from the effective date shall be subject to a fine of not more than one hundred dollars (\$100.00) for each day of non-compliance. Fines shall begin to accrue upon the issuance of a written notice of violation to the owner and end at such time as the violation ceases.

9.0 APPEALS

Any person aggrieved by this ordinance shall have the right to file a written petition within twenty (20) days of the receipt of a number assignment. Petitions shall be filed with the Board and a hearing shall be held within thirty (30) days of the receipt of such petition.

10.0 EFFECTIVE DATE

This ordinance shall take effect upon passage.

11.0 AMENDMENTS

This ordinance may be amended as provided under any and all

applicable chapters of the Revised Statutes Annotated of New Hampshire.

12.0 SEPARABILITY

If any section of this ordinance shall be declared invalid, the remaining sections shall not be affected thereby.

Approved as to Form
Town Attorney

Selectman Date

Selectman Date

Selectman Date