



## MEMO

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**TO:** Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** February 1, 2019

**SUBJECT:** Request from the Alexander Company for a variance to the City of Appleton's Building Addressing Policy for Pelican's Nest.

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Alexander Company is constructing two buildings for a development called Pelican's Nest that will each contain 5 apartments, per the attached plan. The Department of Public Works does not support the request to address each unit with a different building number because we believe that consistent addressing is crucial from an emergency service response perspective. The following attached documents support this consistent approach:

- Appleton Police Department and Fire Department support this consistent approach.
- The City of Appleton's Building Address Policy from 1995 states: *"The department will allow only one official address per parcel. Buildings may use a Unit 1, 2, 3 or A, B, C type designation for distinguishing individual residential or business mailing addresses."*
- The Building Inspections memo from 2003 clarifying addressing states: *"Buildings not divided as condominiums that are multi-family buildings (on multiple-building parcels) are allowed one address per principal building."*
- Outagamie County Ordinance Article III Division 2 Section 50-221(2)(b) states: *"Each principal building shall bear the number assigned to the frontage on which the primary driveway is located. When the principal building is a duplex or similar structure, each shall bear a separate number. Apartment buildings or similar multiunit structures shall have one address assigned to the entire structure with unit numbers assigned to the individual spaces. The County is not responsible for numbering the individual spaces."*
- The Town of Grand Chute's Ordinance Chapter 224-3(A)(3) states: *"Apartment building or other similar multiunit residential structure: each principal structure shall be assigned a separate number; the parcel owner shall be responsible for numbering the individual unit spaces within each principal structure in a manner approved by the Coordinator."*

**In order to remain consistent with addressing within our own community and the surrounding communities, we recommend this variance request be denied.**

Attachments



**PELICAN'S NEST**  
 1950'S E JOHNS ST  
 APPLETON, WI 53111  
**TUKKA PROPERTIES, LLC**  
 801 BEAUMONT WAY SUITE 102  
 WISCONSIN, WI 53117

**A100**  
 Project Number: 201800702  
 Site Plan  
 Scale: 1/8" = 1'-0"

**LOT TABLE POINT**

NO.	DESCRIPTION	AREA (SQ. FT.)
1	ASBESTOS LEVEL AREA	5,347 SF
2	DAMAGE AREA	10,343 SF
3	ASBESTOS	10,343 SF
4	ASBESTOS LEVEL AREA	8,208 SF
5	DAMAGE AREA	16,416 SF
6	ASBESTOS	16,416 SF
7	ASBESTOS LEVEL AREA	12,231 SF
8	DAMAGE AREA	24,462 SF
9	ASBESTOS	24,462 SF
<b>TOTAL</b>	<b>ASBESTOS</b>	<b>100,010</b>
<b>TOTAL</b>	<b>DAMAGE AREA</b>	<b>51,564</b>
<b>TOTAL</b>	<b>ASBESTOS LEVEL AREA</b>	<b>52,498</b>

**NOTES:**

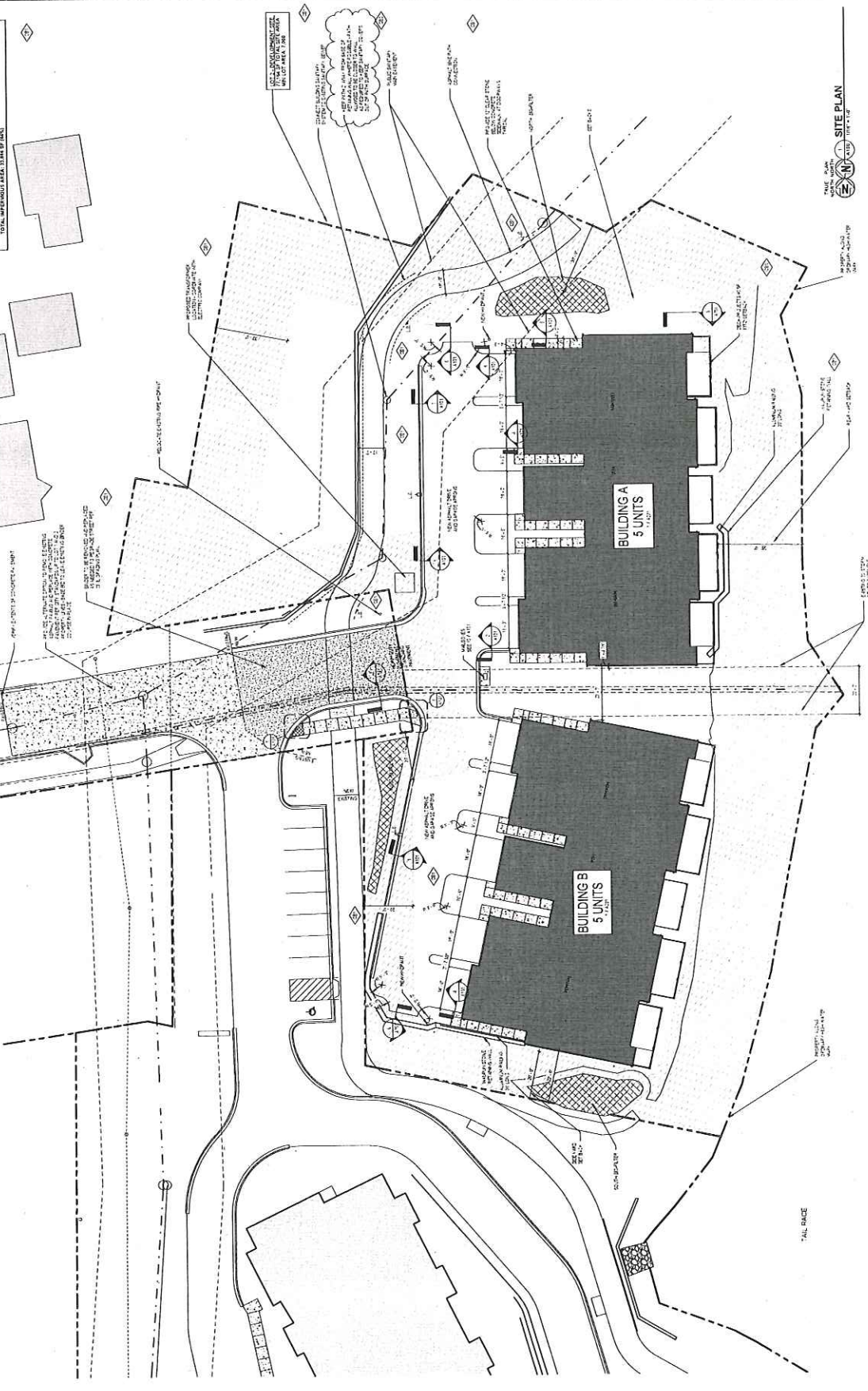
1. ALL ASBESTOS LEVEL AREAS ARE TO BE REMOVED AND REPLACED WITH ASPHALT OR CONCRETE. THE ASBESTOS REMOVAL PROCESS SHALL BE MONITORED BY A LICENSED ASBESTOS CONSULTANT. THE ASBESTOS REMOVAL PROCESS SHALL BE COMPLETED BY DATE OF SUBMITTAL.

2. ALL DAMAGE AREAS ARE TO BE REPAIRED AND MATCH THE SURROUNDING AREA.

3. THE ASBESTOS REMOVAL PROCESS SHALL BE COMPLETED BY DATE OF SUBMITTAL.

**SITE PLAN LEGEND**

- CONCRETE DRIVEWAY
- ASPHALT DRIVEWAY
- PROPERTY LINE
- CONCRETE CURB AND GUTTER
- STANDARD PAVEMENT
- FORMS FOR CONCRETE
- PAVING STRENGTH
- ASPHALT DRIVEWAY
- PROPERTY LINE
- CONCRETE CURB AND GUTTER
- STANDARD PAVEMENT
- FORMS FOR CONCRETE
- PAVING STRENGTH
- ASPHALT DRIVEWAY
- PROPERTY LINE
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- PAVING STRENGTH
- ASPHALT DRIVEWAY
- PROPERTY LINE
- CONCRETE CURB AND GUTTER
- STANDARD PAVEMENT
- FORMS FOR CONCRETE
- PAVING STRENGTH



\*ALL INCHES

SCALE: 1/8" = 1'-0"  
 DATE: 06/15/2018  
 BY: TUKKA PROPERTIES, LLC  
 CHECKED: TUKKA PROPERTIES, LLC  
 APPROVED: TUKKA PROPERTIES, LLC  
 PROJECT NUMBER: 201800702

## Paula Vandehey

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**From:** Gregory Ryan  
**Sent:** Tuesday, January 29, 2019 11:19 AM  
**To:** Kurt Craanen  
**Subject:** RE: Address issue at Pelican's Nest

In the interest of public safety, APD's position would be the same as AFD and DPW. Address assignments should be consistent with current policy.

Sgt. Greg Ryan #9210  
Community Liaison Officer  
Appleton Police Dept. (920) 832-5544



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**From:** Kurt Craanen  
**Sent:** Tuesday, January 29, 2019 11:12 AM  
**To:** Gregory Ryan <Gregory.Ryan@Appleton.org>  
**Subject:** FW: Address issue at Pelican's Nest

fyi

Kurt W. Craanen  
Inspections Supervisor  
City of Appleton  
Appleton, WI 54911  
(920) 832-6413

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**From:** Steve Patterson  
**Sent:** Tuesday, January 29, 2019 11:11 AM  
**To:** Kurt Craanen <Kurt.Craanen@Appleton.org>  
**Subject:** RE: Address issue at Pelican's Nest

On behalf of the Fire Department, my reply is:  
Our position is the same as DPW; current policy should be followed.

Steve Patterson  
City of Appleton  
Fire Protection Engineer  
Wisc. Id #242541

February 3, 1994  
7-6-94 (Council adopted amended policy)  
9-6-95 (council adopted policy amendment)

CITY OF APPLETON  
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING ADDRESSING POLICY

INTENT AND PURPOSE OF POLICY

The intent of this policy is to document the established procedure within the Department of Community Development, Inspection Division for building addressing.

POLICY STATEMENT

DEFINING THE STREET NUMBERING GRID BASELINES:

The existing street addressing system is based on Appleton's grid street pattern. This grid system uses Oneida Street as the east/west division and College Avenue as the north/south division. In this addressing system, the intersection of Oneida Street and College Avenue is the center point of a grid matrix numbering system which begins with the 100 block and grows progressively in the four (4) primary geographic bearings (Ref. Section 16-36, "Street naming system").

ASSIGNING BUILDING ADDRESSES:

It shall be the policy of the City of Appleton, as administered by the Department of Community Development, to assign all new building addresses in accordance with the grid addressing system established in Sections 4-3 and 16-36 of the Municipal Code. The hundred block grid designation shall be applied to all new platted subdivisions when the final plat or CSM is approved and recorded. Pre-addresses (2 pre-addresses for a corner lot) will be designated on the official address map at this time. The ultimate address will be decided by the location of the principal entryway to the structure and/or based on applicable deed restrictions or covenants.

Addresses will be officially assigned when a building permit is requested for a new home or building. These building numbers will be kept and maintained in the Inspections Division office.

One and two family residences are allowed one or two addresses, respectively. Multi-family and commercial buildings (including condominiums of 3 or more units) are permitted one address per principal building (except as provided in "AMENDMENTS" section below). Unit designations, on multi-family and commercial buildings, such as 1, 2, 3 or A, B, C, are permitted. The city-wide grid numbering system is used whenever possible.

If existing homes or principal buildings exist on lands annexed into the City, a new building address consistent with this City policy will be assigned to those properties when the annexation is adopted and published. In an annexation circumstance where two numbering systems would be in use on the same street and be a concern for public safety, this change may be delayed.

Assigned house numbers shall be displayed in a manner and location as specified in the Municipal Code, Section 4.3 "Building Numbering".

FURTHER ADDRESSING PARAMETERS:

- \* In the case of a corner lot, the individual building address will be assigned to the street which faces the side of the building considered to be the principal access. Only one address will be assigned to a building facing more than one street.
- \* The department will allow only one official address per parcel. Buildings may use a Unit 1, 2, or 3 or A, B, C type designation for distinguishing individual residential or business mailing addresses.
- \* Accessory buildings will not be allowed to have distinct official addresses.
- \* Storage facilities on a separate parcel of land may be given a separate address.
- \* There will be no exceptions to the grid system for establishing the hundred block designation. For example, freestanding numbering systems for addressing buildings such as 1, 2, 3, 4, 5 based on the name of a cul-de-sac or short court will not be allowed, except for unique and unusual conditions determined by the Director of Community Development.

- \* If a street layout follows a gentle meandering pattern, the building addressing designation shall correspond to the principal axis orientation of the majority of the street. The same principle will apply to establishing a north/south or east/west designation for street names.
- \* This policy is not intended to retroactively change any established street names or addresses.

RELEVANT STREET NAMING PARAMETERS:

- \* If a street layout changes direction by 90 degrees more or less, it shall be given a name designation distinct from the original name designation.
- \* If a new street in a proposed subdivision is aligned with an established street or shares a common intersection opposite that street, the new street shall carry on the same street name designation.

ENFORCEMENT:

Upon complaint or Department referral, specific cases will be investigated and a determination made.

AMENDMENTS:

(1) HOUSE NUMBERS FOR CONDOMINIUMS - The "policy regarding the assignment of separate house numbers be expanded to include properties which fall into the following parameters:

- a. A condominium-type ownership situation exists.
- b. There are no more than eight (8) condominium units in the building.
- c. The units are arranged in a townhouse style or are single story attached units.
- d. Each unit has a separate entrance and a joint or separate driveway which faces a publicly dedicated street.
- e. All units have separate tax key numbers."

"In addition, all such units on any public street must be numbered, or renumbered, in the same way, and in the case of renumbering, the City must have agreement in writing from at least 75% of the residences affected."


"In cases where the use of the City grid numbering system is not practical, numbering or renumbering of these types of units will be at the discretion of the Director of Community Development."

(2) ADDRESSING OFF OF PRIVATE STREETS - The policy is changed "to acknowledge the existence of private streets when such streets are identified on a CSM or plat, enter private street names on all City maps, and have the option of addressing future structures utilizing these private streets."

#### INTERPRETATION OR APPEALS OF THIS POLICY

Any questions regarding the application and interpretation of this policy shall be referred to the Director of Community Development for determinations.

# Memo

**To:** Building Inspectors  
**From:** Jim Dallman   
**Date:** 06/03/03  
**Re:** Number of addresses that can be assigned to a parcel.

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References: City Ordinance Sections 4-3 and 16-36

Building Addressing Policy Adopted by Council 7/6/94, Amended 9/6/95

The purpose of this memo is to clarify the above referenced policy as to the number of addresses that can be assigned to a parcel.

**NUMBER OF ADDRESSES:** Except as permitted below, the department will assign only one official address per parcel. Buildings may use a Unit 1, 2, 3 or A, B, C designation to distinguish individual units. Such unit designations will be assigned and maintained by the building owner or designee.

## **1. Buildings not divided as condominiums**

- 1.1. A two family residence is allowed *two separate addresses*.
- 1.2. Multi-family buildings [on multiple-building parcels] are allowed one address per *principal building*
- 1.3. Commercial buildings [on multiple-building parcels] are allowed one address per *principal building*.

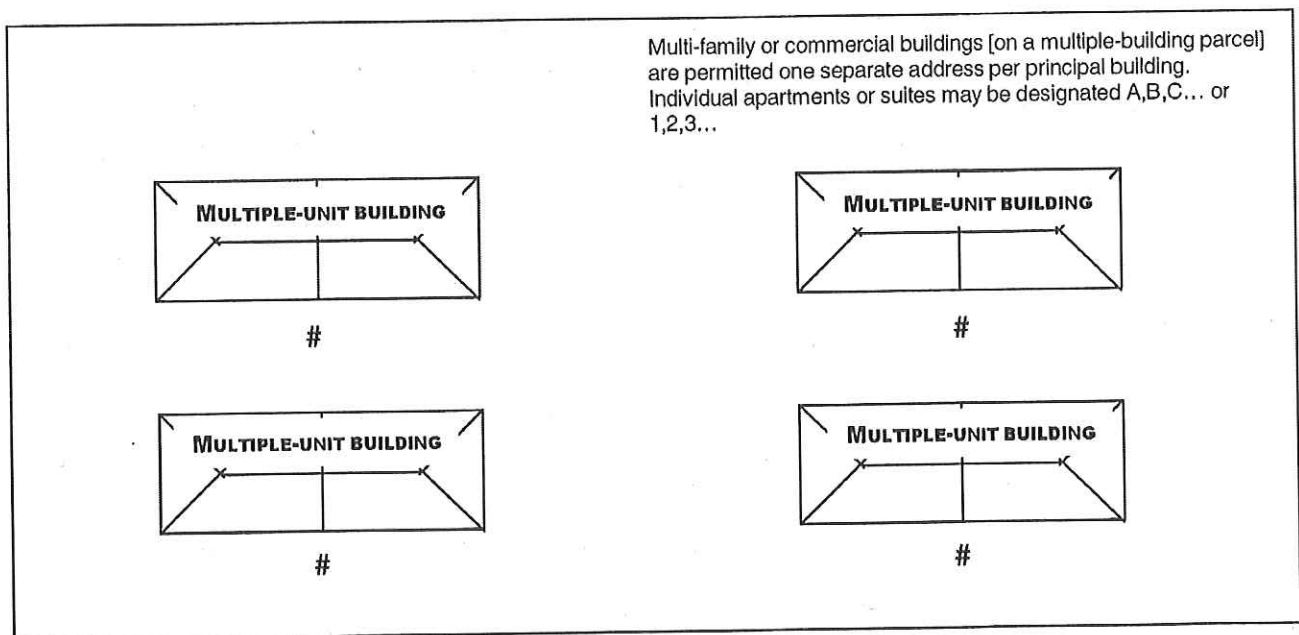
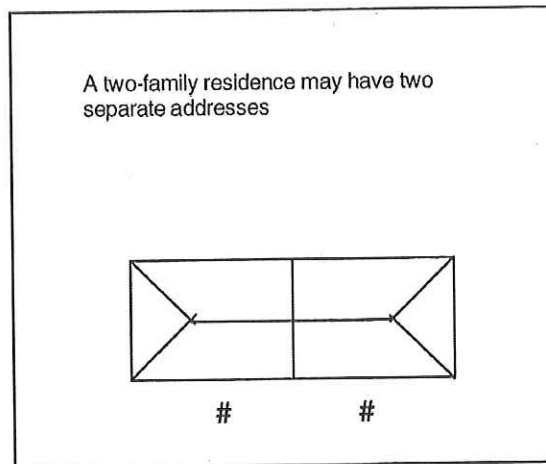
## **2. Buildings divided as condominiums.** Separate official addresses may be issued to individual condominium units if ALL the following conditions are met:

- 2.1. Condominium ownership is confirmed by the City Assessor
- 2.2. There are no more than eight (8) units in the building
- 2.3. Each unit has a separate building entrance that faces a public or private street. (No common entrances)
- 2.4. All units have separate tax key numbers.



### 3. Interpretations and appeals

- 3.1. All parcels shall be numbered according to this policy. No numbering scheme varying from this policy shall be accepted or confirmed unless a written variation is granted by the inspection supervisor according to para.3.2 below
- 3.2. If a property owner wishes a variation from the policy, he/she may appeal in writing to the Inspection Supervisor. The appeal shall contain sufficient drawings, photos or other materials to describe what is proposed. If the variation is granted, a change of address letter or written variation will be issued.



- **ARTICLE III. - STREETS, HIGHWAYS AND RIGHTS-OF-WAY**

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- **DIVISION 1. - GENERALLY**

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- **Secs. 50-190—50-216. - Reserved.**

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- **DIVISION 2. - UNIFORM PROPERTY NUMBERING SYSTEM**

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- **Sec. 50-217. - Purpose and intent.**

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This article is adopted to provide for a uniform countywide addressing system that will serve the following purposes:

(1)  
To aid in the timely location of citizens in need of emergency services and efficient delivery of civil defense, fire protection, and other emergency services to the citizens of the county via the E911 system.

(2)  
To eliminate road naming and addressing duplication which causes confusion for the public and private sector, citizens of the county, and persons traveling on county roadways.

(3)  
To assist public and private enterprise in the timely and efficient delivery of goods and services to the citizens of the county; for example, mail delivery, home services and repair businesses.

(Ord. No. J-2003-2004, § 8.08(1), 4-23-2004)

- **Sec. 50-218. - Applicability.**

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This article shall be applicable as follows:

(1)  
Addressing of all unincorporated areas of the county, except for the Town of Grand Chute. This article also applies in the villages of Shiocton and Nichols.

(2)  
Street naming in all municipalities in the county.  
(Ord. No. J-2003-2004, § 8.08(2), 4-23-2004)

- **Sec. 50-219. - Abrogation and greater restrictions.**

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Hereinafter where this article imposes greater restrictions than any local ordinances, the provisions of this article shall apply.

(Ord. No. J-2003-2004, § 8.08(3), 4-23-2004)

- **Sec. 50-220. - Background.**

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In 1990, the county implemented a countywide enhanced emergency telephone system (E-911) to better serve residents. This more sophisticated E-911 system required the county to change from the former system of rural routes to a more logical grid system that is currently in use.

(Ord. No. J-2003-2004, § 8.08(5)(a), 4-23-2004)

- **Sec. 50-221. - Address provisions.**

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(a)  
All properties east and north of a roadway shall be even, and all properties west and south of a roadway shall be odd. All addresses shall contain a prefix of either N (on roads running north/south) or W (on roads running east/west).

(1)

A street does not have to be perfectly straight to fit this standard; only a general but clear pattern should be visible.

(2)

One road name shall not switch between addresses containing N and addresses containing W, even when the road changes direction.

(b)

Each principal building shall bear the number assigned to the frontage on which the primary driveway is located. When the principal building is a duplex or similar structure, each shall bear a separate number. Apartment buildings or other similar multiunit structures shall have one address assigned to the entire structure with unit numbers assigned to the individual spaces. The county is not responsible for numbering the individual unit spaces.

(c)

Numerals indicating the official numbers for each principal building or each driveway entrance to the building shall be posted in a manner so as to be visible from the road on which the property is located. Those buildings more than 60 feet from the roadway shall have numbers mounted on a post visible from the roadway and to the left of the driveway when facing the front of the principal building.

(d)

Address posting material shall be of a consistent color and size among each municipality that participates in the county addressing. Posting shall be of a reflective finish and be visible from the road way at all times of the year. It is the responsibility of the municipality to acquire posting materials in a timely manner upon assignment of an address by the county.

(Ord. No. J-2003-2004, § 8.08(5)(a)1—3, 4-23-2004; Ord. No. N-2013-14, 2-25-2014)

- **Sec. 50-222. - Street name guidelines.**

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[PRINT SECTION](#)  
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[EMAIL SECTION](#)

(a)

Street names shall only change at intersections whenever possible.

(b)

The only time a street name shall change between intersections is if the adherence to these standards becomes difficult or impossible and a change in street name would alleviate the problem.

(c)

Street names shall only change at intersections whenever possible.

(d)

Curvilinear roads may be exempt from these standards for short stretches provided the addresses are in compliance with respect to the primary direction of the street throughout its length. When compliance with this standard is difficult or impossible, it shall warrant a change in the street name at the point where its direction changes.

(e)

# Chapter 224 Buildings, Numbering of

[HISTORY: Adopted by the Town Board of the Town of Grand Chute 9-21-2010 by Ord. No. 2010-15 (§ 7.27 of the 1997 Code). Amendments noted where applicable.]

## GENERAL REFERENCES

Building construction — See Ch. 220.

Streets and sidewalks — See Ch. 468.

### § 224-1 Purpose and intent.

This chapter is established to ensure clarity and consistency in the assignment and display of address numbers within the Town in order to provide for:

- A. The effective and efficient delivery of police, fire, and other emergency services;
- B. The coordination of addresses with Outagamie County and adjacent local jurisdictions; and
- C. Clear navigation for citizens, visitors, and organizations engaged in the delivery of goods and services.

### § 224-2 Town Address Coordinator.

The Town Address Coordinator, hereafter referred to as "Coordinator," shall be the GIS Technician in the Department of Community Development.

### § 224-3 Assigning address numbers.

- A. The Coordinator shall issue address numbers to all principal structures within the Town, following these provisions:
  - (1) Single-family residential structure: each principal structure shall be assigned a separate number.
  - (2) Duplex or similar residential structure: each dwelling unit shall be assigned a separate number.
  - (3) Apartment building or other similar multiunit residential structure: each principal structure shall be assigned a separate number; the parcel owner shall be responsible for numbering the individual unit spaces within each principal structure in a manner approved by the Coordinator.
  - (4) Nonresidential structure: each principal structure shall be assigned a separate number. For structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall be assigned a separate number; numbers shall generally increase at a rate of one odd or even number per 20 feet of frontage.
- B. Address numbers shall be consistent with the Outagamie County grid system. All properties east and north of a roadway shall be even numbers, while properties west and south of a roadway shall be odd numbers.
  - (1) For streets that are not perfectly straight, a general but clear pattern of address numbers shall be visible.
  - (2) A cul-de-sac shall be numbered as other roads, except that an even and an odd number shall abut at a point along the turning circle.
  - (3) Roads that loop or circle shall be numbered in a manner that keeps even numbers on one side and odd numbers on the other to avoid a mid-block change.
- C. In unique situations where numbering will not conform, in practicality, with the specifications of this chapter, the Coordinator shall coordinate the addressing in a manner that maintains the intent and purpose of this chapter.

### § 224-4 Changing address numbers.

- A. The Coordinator shall have the authority to change an address number of a structure if it is out of sequence, does not run consecutively with adjacent structures, or otherwise conflicts with the Outagamie County grid system.
- B. The Coordinator shall have the authority to change an address number of a structure adjoining a public right-of-way where a new road is constructed or an existing easement is named and the most appropriate address number is on the newly named road.
- C. The Coordinator shall notify, in writing, the resident or property owner of a structure that must change its address number.
- D. After a resident or property owner has changed the address number of a structure, the Coordinator shall inform the appropriate parties of the new address number.

### § 224-5 Displaying address numbers.

- A. Each principal building shall display its assigned number along the street frontage on which the address is assigned.
  - (1) When a duplex or similar residential structure is located on a corner lot, each dwelling unit shall display its assigned number along the frontage on which the primary driveway or entrance is located.
  - (2) For nonresidential structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall also display its address numbers on at least one rear or accessory service entrance.
- B. All address numbers shall be designed and posted in a manner so as to be clearly legible from the street to which the address is assigned. All numbers shall be:
  - (1) Arabic numerals no less than four inches in height.
  - (2) Composed of a permanent and conspicuous color that contrasts to the background color of the structure to which they are attached.
- C. When a structure with an assigned address number is located more than 100 feet from the center line of the road on which it is located, or if the view of the structure is obstructed by trees, shrubs, fences, or other structures, the address number shall be displayed on a freestanding post, mailbox, or other structure on the property as close as possible to the public right-of-way.

### § 224-6 Administration and enforcement.

- A. Should any resident or property owner violate the provisions of this chapter, the Coordinator shall notify said resident or property owner in writing, either by certified mail or hand delivery to a competent adult currently residing on the property. The notice shall indicate the nature of the violation and the action necessary to correct it.
- B. A resident or property owner notified of a violation shall have 90 days from receipt of written notice to correct such violation.
- C. A resident or property owner notified of a violation may submit an appeal, in writing, of such violation solely to the Town Board.
- D. Any person who shall violate any provision of this chapter shall, upon due conviction thereof, forfeit an amount as prescribed in the Uniform Forfeiture and Bond Schedules for each such offense, together with the costs of prosecution, and in default of the payment of such forfeiture and costs shall be imprisoned in the county jail until said forfeiture and costs of prosecution are paid, but not to exceed 30 days.<sup>[1]</sup>
  - [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- E. In addition to imposition of a fee for services constituting a special charge against the real estate imposed under this chapter, the Town may pursue injunctive relief against the owner in the Circuit Court for Outagamie County. All legal costs and attorney fees incurred by the Town for enforcement of this chapter, pursuant to any remedy available, shall be payable to the Town by the owner of the premises. Judgment for such obligations may be obtained by the Town in either the Small Claims Court or Circuit Court for Outagamie County.