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DEPARTMENT OF PUBLIC WORKS

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TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor
Paula Vandehey, Director of Public Works

SUBJECT: Address Request for Garage at 2013 S. Jefferson St.

DATE: August 2, 2016

The owner of the residential property at 2013 S. Jefferson St. is requesting that his newly constructed garage be given a separate address from the principal building, 370 E. Coolidge Ave.

The owner built a new detached garage that was completed in May of 2016. On May 23, 2016 the owner was granted a permit to run a home occupation (bicycle repair) from this garage.

The owner's original request to staff to add this address was denied because of the Council adopted Building Address Policy (9-6-95). This policy states that accessory buildings will not be allowed to have distinct official addresses. (Attached).

The owner states that the policy is 20 years old and written before home-based occupancies were allowed and that, as a fire fighter, corner lots can be very confusing with addresses. Having the correct address dispatched (370 East Coolidge Ave vs. 2013 s. Jefferson St) makes a huge safety and time issue when sizing up a fire scene and rig placement in relation to the hydrant location.

The Department of Public Works recommends denial of the proposed address addition because it is inconsistent with the current policy.

cc: Emily Truman

Kurt Craanen

From: Tim Lutz
Sent: Friday, July 08, 2016 12:32 PM
To: Kurt Craanen
Subject: RE: Follow up on building address request/inquiry

Sure, if that is the next step of discussion

Thx

Tim

From: Kurt Craanen
Sent: Friday, July 08, 2016 11:53 AM
To: Tim Lutz <Tim.Lutz@Appleton.org>
Subject: Re: Follow up on building address request/inquiry

Tim:

Do you want me to place your request on the next muni services committee?

Sent from my iPhone

On Jul 8, 2016, at 10:37 AM, Tim Lutz <Tim.Lutz@Appleton.org> wrote:

Kurt, Thanks for meeting with me on short notice yesterday. I am following up with this note so you can discuss this further with Municipal Services and get it on the agenda for discussion. Some thoughts are:

- Code sec 4-3 says all buildings should have a building number.
- I think my building could be considered more of a stand alone building versus an accessory building.... Hopefully
- With more Home-Based Occupancy businesses occurring due to the poor economy and other factors.... More people will be making this request with their small business.
- As a Fire Fighter, corner lots can be very confusing with addresses. Having the correct address dispatched (370 East Coolidge Ave vs. 2013 s. Jefferson St) makes a huge safety and time issue when sizing up a fire scene and rig placement in relation to the hydrant location.
- The old code is 20 years old and written before Home-based occupancies were allowed.

Thanks Kurt, hopefully my request isn't too crazy, it will certainly make my life a little easier.

Tim Lutz
2013 S Jefferson St
Appleton Wi 54915
920-428-7824

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.