



## **Horace Planning & Zoning Commission Meeting Agenda**

Tuesday, May 23, 2023 – 6:00 pm

Fire Hall Event Center – 413 Main Street, Horace, North Dakota

1. Declare Quorum
2. Regular Agenda
3. Approve the April 25, 2023, Planning & Zoning Commission Meeting Minutes
4. Planning and Zoning Commissioner Update | Jace Hellman
  - a. Discussion
5. City of Horace Address and Street Naming Policy | Jace Hellman, Community Development Director
  - a. Discussion
6. Adjournment



## **HORACE PLANNING and ZONING COMMISSION MEETING MINUTES**

April 25, 2023 | 6:00 p.m.

Horace Fire Hall Event Center | 413 Main Street, Horace ND 58047

**Present:** Planning and Zoning Commissioners, Amy Beaton, Julie Hochhalter, Russell Sahr and Doug Wendel; Brenton Holper

Vice Chair Hochhalter called the meeting to order at 6:01 p.m.  
(Chair Beaton arrived at 6:08 PM)

### **Agenda Item 1: Declare Quorum**

### **Agenda Item 2: Regular Agenda**

Commissioner Sahr moved to approve the Regular Agenda. Seconded by Commissioner Wendel. All in favor, none opposed. Motion carried 4-0.

### **Agenda Item 3: Approve the March 11, 2023, Planning and Zoning Commission Meeting Minutes**

Commissioner Sahr moved to approve the minutes from April 11, 2023. Seconded by Commissioner Wendel. All in favor, none opposed. Motion carried 4-0.

### **Agenda Item 4: 9870 Industrial Drive – J-Tech Mechanical | Brenton Holper, City Administrator**

Mr. Holper presented the Design Review request for three proposed buildings to be built on the property address 9815 Industrial Drive. Mr. Holper explained that an updated packet of additional information had been provided to the Planning and Zoning Commission, and that the information was reflective of the comments and corrections the Community Development Director, Jace Hellman had provided to the applicant.

Commissioner Wendel moved to approve the design review request for 9870 Industrial Drive with the following modifications:

- Replace trees, specifically Yellow Woods & Regal Prince Oak w/ varieties native to North Dakota such as Red Oak, Prairie Expedition, Green Spire Linden and Harvest Gold Linden.
- Privacy Fence/solid fencing for south elevation. No chain link fence.
- Buffer on back property line w/ natural landscape to provide screening.
- Provide a difference of color of Facia & gutter line/ down spouts.

Seconded by Commissioner Sahr. All in favor, none opposed. Motion carried 4-0.

### **Agenda Item 5: Adjournment at 6:28 p.m.**

City of Horace Address and Street Naming Policy

Draft Date: 5.17.2023

# I. Introduction

The purpose of this Addressing and Roadway Naming Policy is to establish standards for naming roadways, and assigning address numbers to all dwellings, principal buildings, business and industries; and to assist emergency management, first responders, the United States Postal Service and members of the public in the timely and efficient provision of services to the residents and businesses of the City of Horace.

The Community Development Department, in coordination with Cass County, will create, maintain, and assign addresses within its extraterritorial area.

No policy can anticipate every condition or question related to individual circumstances. While the City shall make every effort to ensure compliance of this standard for street names and assigning addresses, the City of Horace reserves the right to permit exceptions to portions of this policy where deemed necessary.

# II. Purpose

The purpose for establishing a standard for street naming and addressing are as follows:

- Establish a consistent and accurate methodology for site identification; AND
- Provide standards and procedures for addressing and readdressing real property within the City of Horace; AND
- Enhance site identification for improved dispatch response, postal delivery, courier delivery and geographic information system (GIS) compatibility; AND
- Prevent duplicated or similar sounding street names; AND
- Provide a standard for continuation of street names based on alignment.

# III. Definitions:

**Site Address:** Set of information relating to the unique identifier for the permanent physical location of a property relative to local roadway name and numbering schemes or other unique identifying characteristics.

**Building Address:** Set of information relating to the unique identifier for individual buildings.

**Block Addressing:** An addressing scheme that is best suited for incorporated areas and subdivisions. Each block increments by 100 at every cross street, with odd and even numbers on opposite sides of the street and address numbers increase by a minimum four (4) integers for every lot.

**Address Number:** The numeric identifier for a land parcel, house, building, or other location along a thoroughfare or within a community.

**Address Number Suffix:** The address number designator which may further describe or denote a specific site (1/2, ¼, A. B, etc.)

**Secondary Type Designator:** A room, suite, unit or building identifier. Standard Abbreviations shall be required for all secondary unit designators.

**Secondary Type Number:** The number or letter associated with a secondary type (i.e. unit 101, suite B, Room 315, etc.)

**Zip Code:** A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address.

**Roadway Name:** A name assigned to a street or road.

**Roadway Name Suffix:** The roadway name designator, or qualifier (Street, Avenue, Drive, etc.)

**Alias Street/Road Name:** An additional name an official Street or Road may be referred to due to historical issues, roadway renaming, or common local nomenclature.

**Pre-directional Suffix:** A word preceding the street or road name that indicates the direction taken by the thoroughfare from an arbitrary starting point, or the sector where is located.

**Post-directional Suffix:** A word following the street or road name that indicates the direction taken by the thoroughfare from an arbitrary starting point, or the sector where is located.

**Private Street/road:** A roadway or street which affords the principle means of access to abutting properties, but which is not dedicated for acceptance by the City and intended to remain privately owned and maintained.

**Public Street/road:** A roadway or street which affords the principle means of access to abutting properties, or a proposed roadway intended to be accepted by the City as a public street in accordance with the City's standards.

## IV. Addressing Standards and Components

A complete address is a set of precise and complete data elements that describe the physical location of a building and/or parcel of land. The following address elements will be included in the standard for addresses for the City of Horace.

### A. Primary Address Number

The primary address number is the address number assigned to a building or parcel of land along a roadway to identify location.

#### 1) Block Addressing

- a. Primary Address numbers will be addressed based on a Block Addressing Scheme. Each block increments by 100 at every cross street. Addresses shall increase by a minimum of four integers.

## 2) Odd/Even Rule

- a. As a general rule, for roadways running east and west, address numbers on the north side of the road are odd and address numbers on the south side of the road are even. For roadways running north and south, address numbers on the west side of the road are odd and address numbers on the east side of the road are even.
- b. Exceptions to the Odd/Even Rule
  - i. There may be instances where the odd/even rule does not apply (e.g. circular streets, cul-de-sacs, blisters/mouse ears, etc.) A circular street connects back to the same roadway from where it originates. One of the two intersections must be selected as the starting point for addresses around the circle. This is done by noting the directions of increasing address numbers along the street of origin. Addresses are then assigned along the circular street in continuous fashion.
  - ii. Cul-de sacs are streets which begin at an intersection and run to a dead end. The cul-de-sac will be an extension off the roadway from which the intersection begins, and all properties will be addressed off said roadway according to the odd and even rule.
  - iii. Blisters, or mouse ears, are roadways that are bumps or extensions off a roadway and are not true cul-de-sacs. Blisters, or mouse ears, are part of the original roadway and should be addressed accordingly.
  - iv. The Addressing Standards should be followed as closely as possible when addressing those types of roadways where the odd/even rule may not apply.

## **B. Primary Address Number Suffix**

The Primary Address Number Suffix is the additional descriptor along with the primary address number that may further describe the site location (1/2, ¼, A, B, etc.) The use of primary address number suffixes is prohibited.

## **C. Pre-directional symbol**

Directional symbols shall not be used before a roadway name unless such roadway was specifically named using a directional designator. In these cases, the directional designator is considered part of the Roadway name and will be spelled out in its entirety and not abbreviated. (1234 West River Rd).

## **D. Roadway Names**

### 1) Roadway naming standard

- i. The developer shall propose the naming of all streets within a new subdivision at the time of filing the plat application. The Community Development Director will review all proposed roadways for conformance with this policy.
- ii. All streets and avenues will be numbered in proper ascending order. Names for streets and avenues may be applied where necessary to prevent duplicate numbers, or future roadway alignment issues.
- iii. Where the name of the roadway is descriptive or text based, the entire name will be spelled out and no punctuation or abbreviation will be used.
- iv. Where the name of a roadway is numeric, the numeric digits will be used (1<sup>st</sup> not first).

- v. Private drives or roadways that provide access to 2 or more properties shall be assigned a roadway name and platted as a lot when possible.
  - a. Where determined necessary to name private streets, the Roadway name suffix shall be "Way".
- vi. The following standards will be used to select roadway names:
  - a. Roadways in new subdivisions will be named as an extension of the existing street grid of progressing numerical streets and avenues.
  - b. Roadways will be named as an extension of an existing roadway, or in alignment with an existing roadway.
  - c. When naming roadways, the name will not include two roadway name suffixes (St Circle, Ave Lane, etc.)
  - d. Street names should be appropriate and easy to read and pronounce.
  - e. Duplicate names where two streets have the same name, but different suffixes are not permitted.
  - f. Names which may be offensive (slang, double meanings, etc.) shall not be permitted.
  - g. Unless considered historically significant to the community, common first and last names of people/relatives shall be avoided.
  - h. Names that sound alike shall be avoided.
  - i. Special characters in road names such as hyphens, apostrophes, dashes, etc, are prohibited.

2) Roadway name suffix

- i. Abbreviations for roadway name suffixes are listed in the table below:

Suffix Name	Abbreviation	Suffix Name	Abbreviation
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Place	PL
Circle	CIR	Plaza	PLZ
Court	CT	Road	RD
Cove	CV	Street	ST
Drive	DR	Square	SQ
Lane	LN	Way	WAY

- ii. Other suffixes not listed below may be considered at the discretion of the City.

3) Post directional Suffix

- i. Except for the following, The City of Horace utilizes the post directional suffix of South for its roadways:
  - a. The post directional suffix of Southeast is utilized west of 81<sup>st</sup> St S and south of 124<sup>th</sup> Ave S
  - b. The post directional suffix of East utilized east of Main Street, south of 88<sup>th</sup> Avenue (Wall), north of 100<sup>th</sup> Avenue and west of 57<sup>th</sup> St S.

## E. Secondary Type Identifier

In addition to the complete physical address described above, Unit Type Designators and Unit Type Numbers are required when addressing individual establishments located within a building with more than one establishment.

- 1) Unit Type Identifier
  - i. The Unit Type Identifier will describe a specific establishment within a building with more than one establishment, with such designations as apartment, room, suite or unit. Standard abbreviations shall be required for the Unit Type Identifier.

Unit Type Identifiers	
Identifier Name	Abbreviation
Apartment	APT
Building	BLDG
Room	RM
Suite	STE
Unit	UNIT

- 2) Unit Type Number
  - i. The Unit Type Number is the number that is assigned to individual establishments within a building.
    - a. If the correct Unit Type Identifier is known, such as Unit or STE, the pound (#) sign is not used in the Unit Type Identifier (1234 ABC ST S Unit 101)

## V. ASSIGNING ADDRESSES

### A. General Guidelines for Assigning Primary Address Numbers

Primary address numbers must be assigned in numerical sequence, and addresses along a roadway should increase consistently in one direction. Existing addresses on or near the property to be addressed will be reviewed to eliminate duplication.

Addresses across the roadway from one another should be similar. While some variation may occur, this standard should be followed as closely as possible.

Further, addresses must take into account both current and future developments. When assigning addressing in new additions, a sufficient interval should be left between address numbers (especially on large lots) to allow for future growth.

New addresses must be assigned before the approved plat is recorded for any subdivision. Addresses that have been issued on vacant lots at the time the addition was platted may need to be reviewed at the time a building permit is issued to ensure compliance with the standard.

- 1) Single Family and Two-Family residential properties
  - i. Primary addresses for residential properties should be determined by the roadway which the structure faces. The facing of a structure is determined by the location of its front or main



entrance. There may be situations where an address must be assigned based on ease of access for emergency services.

- 2) Multiple Buildings and Suite Properties (Multi-family, office suites, flex space buildings, Shop Condos etc.)
  - i. Multiple buildings or suites exist on a parcel, each building will be assigned a separate address.
    - a. Parcels with stacked buildings (create diagram), will be addressed with the smaller address number beginning at the street from which they are accessed.
    - b. Buildings with multiple units or leased spaces will be assigned one primary address and each unit in the building will be assigned a separate Unit (residential properties) or Suite (Commercial Properties) number. Addresses will be assigned based on the nearest street in which the building is accessed from (Use Lakeview Heights Apartments for exhibit)
  - ii. In buildings with multiple floors, the first digit of a unit or suite number shall be consistent with the floor level.
  - iii. Section 505 of the International Fire Code states, "New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property." Therefore, parcels with multiple buildings shall have a display sign at the parcel entrance off of the fronting roadway or roadways showing the direction of all building numbers. Providing a range of addresses and their directions is considered acceptable.
- 3) Individual Commercial or Industrial Property
  - i. Primary addresses for commercial and industrial property should, where possible, be determined by the roadway which the structure faces. However, when addressing commercial and industrial developments, it may be necessary to address the building off the access route, the section of roadway used to reach a structure from a public or private right-of-way.
- 4) Manufactured Home Properties
  - i. Mobile home lots that have direct access to a public right-of-way for each unit will be addressed the same as single family residential homes.
  - ii. Mobile home developments that have a single access point off a public or private roadway and are set up with units on the inside and outside of a circular or rectangular drive will be addressed off of the street of access and will be numbered starting with 1, increasing in consecutive numbers around the outside in a clockwise direction. The inside units will be numbered starting with the unit across the drive from unit 1 and will begin with the number following the final outside unit
  - iii. Mobile home developments that have a single access point off of a public right of way that have named private roadways (with no through streets) will be addressed the same as single family residential with an establishment number.
  - iv. Mobile home developments that have multiple entrances to clusters of mobile home units will be addressed off of the public right of way from which it is accessed. Such developments will be assigned consecutive addresses, starting with the entrance that would have the lowest number on the grid, and assigning establishment numbers in a clockwise direction to all units accessed by this entrance. All other entrances will use the same standards.

5) Placement of addresses

- i. Each person, or persons, owning, leasing or controlling any structure or building with the City limits of the City of Horace for which a physical address number is assigned shall attach or affix, to the structure or building, the street number assigned.
- ii. Addresses placed on residential structures with normal setbacks shall be a minimum of four inches high and in a contrasting color to the structure's surface and visible from the fronting roadway.
- iii. Addresses placed on commercial structures shall be four inches high if less than 50 feet from the fronting street curb, a minimum of six inches high if more than 50 feet from the fronting street curb, and in a contrasting color to the structure's surface.
- iv. Structures shall have addresses posted on or adjacent to the front entrance.
- v. Structures not having street frontage or located on a private drive shall have all addresses posted at the entrance to the road or driveway serving the site(s) in addition to having the physical address number attached or affixed to the individual structures or buildings.
- vi. Commercial and industrial parks, multifamily developments and mobile home parks shall post addresses on each site. Buildings with multiple addresses shall have the address range identified by on or off building signs.

## VI. Renaming of existing streets

### A. Guidelines for changing and existing and/or recorded roadway name

- 1) A request to change an existing and or recorded roadway name shall adhere to the following process:
  - i. A Request for Roadway name change shall be submitted to the Community Development Director.
  - ii. If any property owner's addresses are affected by the requested change, City staff will provide notice of the requested change a minimum of fifteen (15) days before the request is presented to the City Council.
  - iii. City staff will add the proposed roadway name change to the agenda.
  - iv. The City Council will consider adoption of the resolution of roadway name change.
  - v. If the resolution of roadway name change is approved, the resolution and certificate will be recorded with the County.
  - vi. Following an approval and recordation, staff will correct all addressing effected in accordance with this policy.