

**ORDINANCE #09-05**

**VILLAGE OF PINEHURST ROAD NAME AND ADDRESSING ORDINANCE**

**THAT WHEREAS**, the Village Council of the Village of Pinehurst provides services for the public health, safety, and general welfare of the community; and

**WHEREAS**, North Carolina General Statute 160A-174 gives authority to municipalities to regulate acts that may be detrimental to the health and safety of its citizens; and

**WHEREAS**, North Carolina General Statute 160A-296 gives municipalities the general authority and control over city streets; and

**WHEREAS**, the naming and addressing of roads should be done in a manner that protects the safety of both residents and visitors; and

**WHEREAS**, the Village Council feels it is necessary to establish and adopt a policy regulating the consistency in which the naming and addressing of the roads within the Village of Pinehurst are handled;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina in work session assembled this 24<sup>th</sup> day of February, 2009, as follows:

**SECTION 1.** That the following policy shall be known as the “**VILLAGE OF PINEHURST ROAD NAME AND ADDRESSING POLICY**” and replaced in its entirety:

**CHAPTER XII STREETS AND SANITATION**

**12-3 ROAD NAME AND ADDRESSING POLICY.**

**12-3.1 Existing Roads.**

a. Identifying street markers will be located and maintained at each intersection throughout the municipal limits of the Village of Pinehurst unless otherwise stated in this Chapter of the Municipal Code or in the Pinehurst Development Ordinance.

b. Established road names of private and public streets within the Village corporate limits shall not be changed by any method except those outlined in this Section.

c. The term "road" shall include all other roadway designations ("drive," "court," "street," etc.)

### **12-3.2 New Roads.**

a. All new road names must receive approval from the Village of Pinehurst Planning Director.

b. No new road shall be named in a manner that duplicates or is phonetically similar to the name of an existing road in Moore County. The proposed name(s) will be checked for duplicity and similarity with all existing and approved street names for developments within the County and all other municipalities within the county. Duplicate road names will not be accepted, regardless of the road suffix/type (i.e. Street, Place, Court, etc).

c. New roads in a subdivision shall have the road names and proposed street addresses approved by the Planning Director when created through the minor or major subdivision process as part of the preliminary plat. At least two (2) road names shall be included for each proposed new road.

d. Developers creating new roads will reimburse the Village of Pinehurst for the cost of purchasing and installing the new signs.

e. Developers desiring to use a type of sign on private roads, other than the type used by the Village of Pinehurst for public roads, shall purchase, install and maintain such signs. The style and design of the sign must be approved by the Village Planning Director.

f. Proposed road name and type shall be no longer than eighteen (18) characters, including spaces.

g. Where a new road extends or continues an existing street, the name of the existing street shall be used for the new street.

h. Approved street name(s) shall be included in the final plat submitted for recordation.

### **12-3.3 Renaming of Existing Roads.**

a. Persons desiring to have an existing road renamed must petition the Planning and Inspections Department.

b. A petition containing the signatures of seventy-five (75%) percent of the property owners addressed from or that may potentially be addressed from the road(s) shall be returned to the Planning and Inspections Department. In cases where property is owned by more than one (1) person, all persons in whose name the property is titled must sign the petition. The Village has a petition form that may be used for this purpose.

c. Fees associated with the road name change as indicated on the current Pinehurst Fees and Charges Schedule are required at submittal.

d. After receiving all required forms and fees, the Planning and Inspections Department will forward a recommendation to the Village Manager for consideration by the Village Council.

e. The Village Clerk shall prepare a resolution implementing the requested road name change. The resolution must be approved by the Village Council for the name change to become effective.

f. In the event that the Council denies the name change, the petitioner(s) will receive a refund of the cost of the road sign(s) that was required at the time of filing the petition.

g. There shall be a public hearing if a petition is submitted for a road name change on a public road. If the road is a private road, a public hearing will not be required.

h. If a minor change in a street name is requested with one hundred percent (100%) of the property owners addressed off of the said street or vacant lots potentially to be addressed off the said street in the future is submitted and meets the criteria of 12-3.2, the Village Manager has the authority to approve of this change without a public hearing or approval by Village Council.

i. The Village Council may initiate a road name change without a petition.

#### **12-3.4 Street Addresses; Numbering of Buildings.**

a. All residential and nonresidential buildings shall have a physical address assigned to the property.

b. Properties shall be addressed in a manner of sequence that will enable emergency services to locate the property promptly. For example, properties will be assigned addresses numbered in multiples of five (5), with odd-numbered addresses on one side of a street and even-numbered addresses on the other side of the street. This format will be used in all circumstances when possible, however modifications will be allowed (such as using numbers other than multiples of five (5)) as long as the general sequence remains the same and it is possible for emergency services to locate a property in a prompt manner, in the opinion of the Village Manager, after consultation with the Police Chief and Fire Chief.

c. All residential and commercial properties shall post the address numbers in a conspicuous location as to provide good visibility from the road to which the property address is assigned to. All numbers shall be a contrasting color to the background material in which they are posted and easily readable from the fronting road by a person with normal vision (corrected if necessary).

d. The Village Planning Director or designated representative is authorized to reassign new property numbers to existing structures and empty lots if it can be

demonstrably shown that a different and more effective numbering system would better meet the needs of emergency services.

e. An address change may only be made if the present assigned address is incorrect, creation of new lot(s) necessitate(s) a change, or it could hinder the provision of emergency services.

f. The Village Planning Director or designee will notify Moore County and the US Postal Service of this change.

### **12-3.5 Enforcement.**

a. No certificate of occupancy will be issued until an official address has been assigned to the structure and is properly displayed on the structure.

b. Owners of existing structures, which do not meet the requirements of this Section, will be notified by certified mail of their correct address. If the structure is occupied by someone other than the owner, it is the owner's responsibility to notify the occupant.

c. The property owners will have thirty (30) days from the date of delivery of certified mail to make all corrections to their address. If the owner does not comply with the requirements within thirty (30) days from the date of delivery of certified mail, a warning letter will be sent stating that the Village will not be held liable due to improper addressing or failure to properly display a physical address for any interruptions in emergency services or Village services.

d. It shall be a violation for any person, firm, or other entity to remove, deface or destroy any road name sign. Further, it shall be unlawful for any person, firm or entity to construct a road name sign contrary to the provisions of this Section.

### **12-3.6 Violations and Penalties.**

If a person, firm or entity is found to be responsible for removing, defacing or destroying a road name sign, they will be responsible for the cost of replacing or repairing the lost or damaged road name sign and the Village Attorney is authorized and directed to institute a civil or criminal action to recover such costs if necessary. The decision to either replace or repair a damaged sign shall rest solely with the Public Services Director.

**SECTION 2.** That this ordinance shall be and remain in full force and effect from and after the date of its adoption.

**THIS ORDINANCE** passed and adopted this 24<sup>th</sup> day of February, 2009 to be effective immediately.

(Municipal Seal)



VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By: *George P. Lane*  
George P. Lane, Mayor

Attest:

*Linda S. Brown*  
Linda S. Brown, Village Clerk

Approved as to Form:

*[Signature]*  
Michael J. Newman, Village Attorney