

CHAPTER 50
E-911, ROAD NAMES, AND LOCATION IDENTIFICATION SIGNAGE

100. Purpose.

The purpose of this Ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the City of Brewer. This is a life safety issue and is of utmost importance to the City of Brewer.

101. Authority.

This Ordinance is adopted pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII, Part 2, § 1, of the Constitution of the State of Maine, Title 30-A M.R.S.A. § 3001, and the Brewer City Charter.

102. Addressing Officer.

The Addressing Officer shall be appointed by the City Council. This appointment shall continue until a replacement officer is required.

The Addressing Officer is authorized to and shall assign road names and numbers to all properties, both on existing and proposed streets, roads, and ways, in accordance with the criteria in this Ordinance. The Addressing Officer shall also assign numbers to apartments, units, suites, and other purposes per E911 guidelines with input from the Brewer Public Safety Department.

The Addressing Officer shall also be responsible for maintaining the following official records of this Ordinance:

- a) A City map for official use showing street, road, and way 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, roads, and ways with property owners listed in order of their assigned numbers.

103. Compliance and Responsibility.

Unless otherwise noted herein, the installation, cost, and maintenance of all required signage is the responsibility of the property owner.

Every person whose duty is to display the assigned number shall remove any different number, which might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.

The Code Enforcement Office shall not issue a Certificate of Occupancy for any structure or use until all E911 addressing signage is in place and in compliance with this Ordinance.

104. Appeal.

Any person or entity aggrieved by the decision of the Addressing Officer may appeal to the Brewer City Council. The decision of a simple majority of the City Councilors present and voting at the meeting at which the grievance is considered shall be binding on the Addressing Officer and the aggrieved party.

105. Enforcement and Penalties.

This Ordinance shall be enforced by the Code Enforcement Officer. Any person who shall affix or suffer to be affixed to, or shall allow to remain upon any building, a different number from the number designated by the Addressing Officer shall be subject to a civil penalty as set forth in this section.

A civil penalty of up to Fifty (\$50.00) Dollars per day, with each day being a separate violation, may be assessed by the Maine District Court against any person or entity violating this Ordinance. The City of Brewer shall also be entitled to its reasonable attorney fees and costs from the person or entity found to have violated this Ordinance.

106. New Developments and Subdivisions.

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this Ordinance and as follows:

- a) New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Addressing Officer. This shall be done prior to the Code Enforcement Officer issuing a Certificate of Occupancy.
- b) All new commercial construction and alterations to existing commercial construction shall submit to the Addressing Officer, a floor plan of the building(s) showing the layout of the building and/or leased space.
- c) The Code Enforcement Officer shall not issue a Certificate of Occupancy for any structure or use until all the E911 addressing signage is in place and plans have been submitted in compliance with these standards.
- d) New Subdivisions. Any prospective developer shall request a road name(s) as part of the submission to the Planning Board and will be reviewed as part of the technical review as defined in Article 7 of Chapter 24 Brewer Land Use Code of the City of Brewer Charter, Codes, and Ordinances. The review by the Addressing Officer will comply with this ordinance.

107. Streets, Roads, and Ways.

107.1 Naming of Streets, Roads, and Ways.

All streets, roads, and ways that serve more than one property shall be named regardless of whether the ownership is public or private. A “street, road, or way” as used in this Ordinance refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. “Property” refers to any property on which a more or less permanent structure or use has been erected or could be placed. A name assigned to a street, road, or way by the Addressing Officer shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a) No two streets, roads, or ways shall be given the same name (e.g., no Pine Road and Pine Lane). No unauthorized street signs shall be installed on any public or private street or way.
- b) Any person violating this section will be subject to a civil penalty as described in Section II a.
- c) No two streets, roads, or ways should have similar-sounding names (e.g., Beech Street and Peach Street).
- d) Each street, road, or way shall have the same name throughout its entire length.
- e) The Addressing Officer, Public Works Director, and Public Safety Director have the right to decline any proposed name by a majority vote of the three based on these criteria and common dispatching verbiage.

107.2. Street Signs.

The street signs for new public roads shall be purchased and installed by the landowner and/or developer. Replacement and maintenance of these signs are the responsibility of the landowner and/or developer until such time as the City takes ownership of the new road right-of-way.

The City will obtain and complete the initial installation of street signs for private ways at the locations where they intersect with public ways at no cost to the property owner(s), all future repairs after the initial installation shall be the responsibility of the property owner. The City will assist the property owner to acquire a replacement sign and the property owner may request the City do the repairs with the understanding they, the property owner, will be responsible for all cost, materials, and labor associated with said repair. This cost shall be added to the property owner’s tax bill as a special assessment if not

paid within 120 days from the date due.

108. Property Address.

108.1. Address number.

In the residential part of the City, every lot with a forty (40) foot front shall be designated with a separate number, and in the business portion, every lot with a ten (10) foot front shall be designated with a separate number.

The business part of the City is embraced in the following limits; State Street to North Main Street, North Main Street from State Street and South Main Street to Brimmer Street including all streets on the northerly side of North Main and South Main Streets from State Street to Brimmer Street, Center Street to Howard Street, Howard Street, Parker Street to Howard Street, Church Street, Union Street to a point two hundred (200) feet southeasterly from its junction with North Main Street, Wilson Street to a point two hundred (200) feet southeasterly from its junction with North and South Main Street. On all streets the odd numbers shall be on the right-hand side, and the even numbers on the left-hand side, in the progressive order of numbering, commencing with the lowest number and proceeding there from with increasing numbers from their point of origin.

The following criteria shall govern the numbering system:

- a) The numbering upon North and South Main Streets shall commence at their junction at said Wilson Street. The numbering upon the streets leading from the Penobscot River and streets parallel, shall commence at the end nearest the river. The numbering on all cross streets shall commence at the end nearest to said Wilson Street. All lots shall be numbered in the progressive order of numbering in accordance with the unit designated.
- b) For dead-end streets, roads, and ways, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- c) The number assigned to each structure shall be that of the numbered interval falling closest to the building entry or the driveway of said structure as determined by the Addressing Officer.
- d) Every structure shall have one principal number and each use or occupancy shall receive a suite or unit number.

108.2 Sign design and location.

The signage design and location of the assigned numbers shall be in the following manner:

- a) Number on the Structure. Where the structure is within fifty (50) feet of the edge of the street, road, or way right-of-way, the assigned number shall be displayed on the front of the structure within six (6) inches of the front door or entry, or alternate location recommended by the Fire Chief or designee.

- b) Number at the Street, Road, or Way Line. Where the structure is over fifty (50) feet from the edge of the street, road, or way right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the numbered structure. If the number is displayed on a mailbox mounted on a fence or post, it shall be so displayed that it can be read by drivers or occupants of any vehicle passing it on either a right hand or left hand side of the road such as a double-sided sign.

- c) Size, Style, and Color of Number. Numbers and letters shall be white reflective with black reflective background and a white reflective trim. Font shall not be cursive. Sizes are as follows:
 - 1. Single family residential: Street number shall be four (4) inches on six (6) inch background. Background width shall be no less than eight (8) inches.

 - 2. Multi-unit residential: Street number shall be six (6) inches on eight (8) inch background. Background width shall be no less than ten (10) inches. Individual units shall have a three (3) inch letter on a five (5) inch background. Background width shall be no less than seven (7) inches.

 - 3. Single Commercial: Street number shall be nine (9) inches on eleven (11) inch background. Background width shall be no less than twelve (12) inches. Smaller size may be approved by Fire Chief or designee.

 - 4. Multi-Unit Commercial: Street number shall be nine (9) inches on eleven (11) inch background. Background width shall be no less than twelve (12) inches. Individual units shall have six (6) inch unit number on eight (8) inch background. Background width shall be no less than eight (8) inches.

 - 5. Any structure referenced in Chapter 9, Article 3A, Section 201 of the City of Brewer’s Charter, Codes, and Ordinances will be subject to review by the Fire Chief or designee for proper numbering size.

109. Apartments and Units.

All multi-unit structures shall be identified in the following manner:

- a) Multi-unit residential buildings shall have one property number followed by a unit number, such as 235 Maple Street, Apt. A. Property owners shall be responsible for the placement of letters on each external and internal door leading to each apartment such as Apt. A, B, C.
- b) Multi-unit commercial buildings shall number units, 1,2,3, etc on both front and back entrances. The back entrance must be marked with an eight (8) inch reflective back and white sign.
- c) Commercial properties with interior suites/units must clearly identify each suite/unit on the wall immediately to the right of the door and outside the swing of said door, in compliance with the 2019 Americans with Disabilities Act.
- d) Any multi-unit residential property or commercial property with an installed elevator shall display a suite or unit number directory in plain sight in area directly outside of the elevator.

110. Door Numbering.

Occupancies with a gross area in excess of 3,000 square feet shall have all exterior doors numbered, sequentially in a clockwise manner from the main entrance on both the exterior and interior of the doors. Each number shall also be accompanied by the letter A, B, C, or D based on geographical location. The numbers shall be a minimum of six (6) inches in height with an eight (8) inch background so as to be readily visible. Background width shall be no less than ten (10) inches. Signs shall have white reflective numbers on a black reflective background with white trim. One and two-family dwellings are exempt from the requirement of door numbering. The Fire Chief or designee shall assign door numbers and letters.

END OF CHAPTER NOTATIONS

- (1) Created and enacted May 10, 2022 Effective May 15, 2022 (2022-C005)