

## **Enhanced 911 Ordinance Amendment #2**

An ordinance establishing and regulating the naming and numbering of streets and addresses in Hubbard County.

The County Board of Hubbard County ordains:

### **I. General Provisions**

- A. **Title.** This Ordinance from the date of its passing shall be known as the Enhanced 911 Ordinance.
- B. **Scope.** This Ordinance shall be applicable to all property located in Hubbard County.
- C. **Legal Authority.** This Ordinance is enacted pursuant to Minnesota Statutes § 145A.05, Subd. 1; 145A.10, Subd. 7; and 403.07.
- D. **Purpose.** The purpose of this Ordinance is to assure that every locatable structure in Hubbard County is assigned an address that reflects a known location, and that public and private roads, when appropriate, are assigned names according to the standard road naming convention, in order to assist the provision of public safety and emergency services to all persons in Hubbard County, regardless of place of residence or location.

### **II. Definitions**

**Approach.** Approximately the first 24 feet of traveled surface from the edge of a named road (i.e. over a culvert in some cases.)

**Driveway.** The traveled surface between an approach and locatable structure.

**E911 Address.** A unique identifier issued by Hubbard County which meets Enhanced 911 and United States Postal requirements.

**E911 Road Signs.** A unique road name which meets the Enhanced 911 road naming convention.

**Emergency Services.** Activities including, but not limited to, fire, ambulance, and law enforcement services.

**Enhanced 911 Service.** The use of selective routing, automatic location identification or local location identification as part of local 911 emergency telephone service.

**Environmental Services Department.** The Hubbard County Environmental Services Department.

**Automatic Location Identification (ALI).** The process of locating the origin of calls to an E911 system by means of a periodically updated database located and maintained by a designated ALI service provider.

**Highway Department.** The Hubbard County Highway Department.

**Locatable Structure.** All structures that serve as a residence, whether permanent or seasonal, a commercial building, or any other structure that requires an address for emergency services.

**Location.** A point on a map that reflects the current Hubbard County E911 addressing scheme.

**Public Agency.** Any unit of local government or special purpose district located in whole or in part within this state which provides or has authority to provide fire fighting, police, ambulance, medical or other emergency services.

**Public Safety Agency.** A functional division of a public agency that provides fire fighting, police, medical or other emergency services, or a private entity that provides emergency medical or ambulance services.

**Public Safety Answering Point.** A communications facility operated on a 24 hour basis that first receives E911 calls from persons in an E911 service area and that may, as appropriate, directly dispatch public safety services or extend, transfer or relay E911 calls to appropriate public safety agencies.

### III. Addressing Requirements

A. **Owner Responsibility.** Following adoption by Hubbard County of an E911 Addressing System, every owner of real property in Hubbard County shall assure that each locatable structure on the property be assigned an E911 address by the County and that the public safety answering point shall be provided with all appropriate attribute data for that E911 address. The primary approach leading to a locatable structure must be installed prior to submitting an E911 address application or additional fees may be charged.

1. Every owner of real property containing a locatable structure that has been assigned an E911 address shall display the number in a location and manner in accordance with the requirements of the Hubbard County E911 Addressing System.
2. Hubbard County shall provide public notice of recommended size and posting location for the E911 address numbers as well as direct notice to each property owner along with written notification of a new E911 address number. Hubbard County shall provide and place the initial address number signs at each E911 address. The property owner at each E911 address will be charged for the cost of the sign and installation. Once installed, the sign becomes the property and responsibility of the landowner and shall be properly maintained

per County E911 sign policy at the initial location such that the structure may be located easily by emergency personnel.

3. Any locatable structure found to be lacking an E911 address will be assigned an address by the County and the landowner will be invoiced for the applicable fee. Failure to pay the fee by the end of the current tax year will result in additional fees and all fees will then be certified to a landowner's property taxes for assurance of payment.

**B. Notice of New Construction.** Every owner of real property in Hubbard County on which a locatable structure is erected or placed after the effective date of this Ordinance shall notify the Hubbard County Environmental Services Department and shall obtain an E911 address to be displayed as required herein.

**C. Developer Responsibility.** The Hubbard County Board of Commissioners as advised by the Hubbard County Planning Commission may promulgate reasonable rules to require all plats, planned unit developments (PUDs), and administrative subdivisions requiring a new road, and conditional use permit applications to conform to the E911 addressing requirements and road naming conventions.

**D. Telephone Utility Data.** Following implementation of the County E911 System, each public utility providing telephone service shall provide current customer names, service addresses, and telephone numbers to each Public Safety Answering Point or designated ALI service provider within the E911 system and shall update the information periodically as required by Minnesota Statute § 403.07, Subd.3.

Each telephone utility providing telephone service in Hubbard County shall require each owner of a locatable structure in Hubbard County who applies for new telephone service installation to provide an E911 address to said telephone utility provider.

**E. Electric Utility Data.** Following implementation of the County E911 System, each public utility providing electrical service in Hubbard County shall require each owner of a locatable structure in Hubbard County who applies for new electric service installation to provide an E911 address to said electrical utility provider.

**F. Fees.** The Hubbard County Board of Commissioners is hereby authorized to assess reasonable fees for new address signs and posts, sign replacement, and other items related to the administration of this Ordinance.

#### **IV. Administration**

This Enhanced 911 Ordinance shall be administered by the Hubbard County Environmental Services Department with field assistance provided by the Hubbard County Highway Department.

**V. Miscellaneous**

No person may alter, deface, or remove any sign placed in accordance with this ordinance. All road signs and associated hardware are the property of Hubbard County. Any repair or replacement shall be coordinated by Hubbard County. Missing or damaged signs shall be reported to the Hubbard County Highway Department or Environmental Services Department immediately upon any person noticing such.

**VI. Violation**

In the event of violation or threatened violation of this Ordinance, the County Board of Commissioners, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violations or threatened violations, and it shall be the duty of the Hubbard County Attorney to institute such action.

**VII. Severability**

This Ordinance and the various parts, sentences, paragraphs, sections, and clauses thereof are hereby declared to be severable. If any part, sentence, paragraph, section or clause is judged to be unconstitutional or otherwise invalid for any reason by a court of competent jurisdiction, such finding shall not affect the remaining portions of this Ordinance.

**VIII. Repeal of Existing Ordinance**

Hubbard County Enhanced 911 Ordinance No. 30 as adopted April 1, 2000 and amended on August 16, 2006 is hereby amended and replaced by this ordinance.

**IX. Effective Date**

This Ordinance shall be effective upon passage by the County Board and publication according to law.

Enacted 6<sup>th</sup> day of June, 2012.

Dated: 06/06/12

ATTEST:

Debbie Thompson  
Debbie Thompson,  
Hubbard County Coordinator

**HUBBARD COUNTY**

Richard Devine  
Richard Devine, Chairman  
Hubbard County  
Board of Commissioners