CITY OF MOORE
ORDINANCE 1074.26

AN ORDINANCE AMENDING PART 13 "PUBLIC SAFETY" BY ADDING CHAPTER 7 "ADDRESSING SYSTEM" TO THE MOORE CITY CODE; ESTABLISHING ADDRESSING AUTHORITY; DEFINING KEY TERMS; ESTABLISHING ROAD NAMING PRINCIPLES; ESTABLISHING PROCESS FOR CHANGING STREET NAMES; ESTABLISHING STREET ADDRESSING SYSTEM FOR NG 9-1-1; ESTABLISHING SIZE AND LOCATION REQUIREMENTS FOR BUILDING AND STREET NUMBERS; ESTABLISHING ENFORCEMENT PROCEDURES.

Be it ordained by the Mayor and the Council of the City of Moore, Oklahoma, that Part 13 of the Moore City Code, shall be amended to add Chapter 7 to read as follows:

SECTION 1: **ADOPTION** "CHAPTER 13-7 ADDRESSING AND STREET NAMING" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

CHAPTER 13-7 ADDRESSING AND STREET NAMING*(Added)*

SECTION 2: **ADOPTION** "Sec 13-701 Administration And Enforcement Authority" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-701 Administration And Enforcement Authority*(Added)*

A. The management of addresses and street naming for the City of Moore shall be under the control and administration of the City of Moore Community Development Department. The Community Development Director, or their designee, shall assume the duties of the Addressing Authority. It shall be the duty of the Community Development Department, and the Addressing Authority, to enforce the provisions of this Article.
B. The Community Development Department is authorized to adopt Addressing and Road Naming Rules and Regulations for the purpose of the uniform assignment of new street address numbers, changing of street address numbers, the naming of new road names, and renaming of old road names to all properties within the incorporated

areas of the City of Moore. The Addressing Authority shall be responsible for the administration of these Rules and Regulations and the maintenance of all maps and data related to addressing and road naming. The actions of the Addressing Authority are intended to provide more accurate 9-1-1 call routing, improve emergency services, provide for the safety of the residents, and to enhance the economic development of the City. The Addressing Authority reserves the right to approve or deny road names and assign new street address numbers or change street address numbers in the best interest of public safety.

SECTION 3: **ADOPTION** "Sec 13-702 Purpose" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-702 Purpose*(Added)*

The purpose of this ordiance is to provide for a uniform, city-wide system for providing road names and assigning street address numbers to all dwellings, buildings, and habitable structures in the City, to assist fire and rescue service providers, law enforcement agencies, the United States Postal services, and other organizations in the timely and efficient provision of services to the residents and businesses of the City.

SECTION 4: **ADOPTION** "Sec 13-703 Definitions" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-703 Definitions*(Added)*

The following words, terms, and phrases when used in this article, shall have the meanings attributed to them in this section, except where the context clearly indicates a different meaning:

Driveway: A private travel way for vehicles, which provides access to a public street or road from a parking space, garage, dwelling, structure or use.

Driveway Access: A roadway by which motor vehicles may enter or leave a trafficway and limited to that portion that is entirely within the confines of the trafficway.

Parcel: A specific, distinct, and legally defined piece or tract of real estate, treated as a single unit for ownership, taxation, and development, identified by official boundaries recorded in public records, often using a unique assessor's number.

Parking Lanes: A paved shoulder with a minimum of eight (8) feet designed for use as off-street parking.

Right-of-Way: Land, property, or interest therein; usually in a strip acquired for or devoted to transportation purposes.

Road: That part of a trafficway which includes both the roadway and any shoulder alongside the roadway.

Roadway: That portion of a highway improved, designed, or ordinarily use for vehicular travel, exclusive to the shoulder.

Trafficway: Any right-of-way open to the public as a matter of right or custom for moving person or property from one place to another, including the entire width between property lines or boundaries.

SECTION 5: **ADOPTION** "Sec 13-704 General Road Naming Principles" of the Moore Municipal Code is hereby *added* as follows:

ADOPTION

Sec 13-704 General Road Naming Principles*(Added)*

A. Any right-of-way serving two (2) or more parcels shall have a road name with a street sign meeting all requirements of the adopted street sign standards. Increased subdivision and development along a private right-of-way shall require the assignment of a road name when the number of addressable parcels reaches two (2) or more.
B. Any master development plan, subdivision plan, or site plan submitted for review shall be submitted to the Addressing Authority to review proposed road names and road name requirements.
C. The city shall be divided into four quarters as created by Main Street and Broadway, and all numbered streets in the northeast quarter as thus divided shall be addressed with "NE" prefixed to the name; all numbered streets in the southeast quarter shall be addressed with "SE" prefixed to the name; all numbered streets in the southwest quarter shall be addressed with "SW" prefixed to the name; and numbered streets in the northwest quarter shall be addressed with "NW" prefixed to the name.
D. All road names shall have a road name suffix and shall have the meanings ascribed in this section:

Alley: A narrow road between or behind city buildings (abbreviation ALY)

Avenue: A wide public suburban road that is heavily traveled or tree-lined

(abbreviation AVE)

Boulevard: A broad road divided by an island, tree-lined or landscaped (abbreviation BLVD)

Circle: A suburban road that circles back upon itself or curves into a dead-end, such as a cul-de-sac (abbreviation CIR)

Court: A single short suburban cul-de-sac or dead-end road (abbreviation CT)

Drive: A major suburban road with connector roads or a rural dead-end road (abbreviation DR)

Highway: A primary state road connecting towns or cities (abbreviation HWY)

Interstate: A primary road existing between or connecting two or more states (abbreviation INT)

Lane: A rural dead-end road with no other connecting roads (abbreviation LN)

Parkway: A broad landscaped road (abbreviation PKWY)

Place: A public square or suburban cul-de-sac (abbreviation PL)

Plaza: A commercial multiple building parking lot access (abbreviation PLZ)

Road: A secondary state-maintained through-County connector between pikes (abbreviation RD)

Square: An open area at the intersection of two or more roads, a parking lot (abbreviation SQ)

Street: A suburban through road (abbreviation ST) **Terrace**: An open cul-de-sac/parking lot around a landscaped island (abbreviation TER) **Trail**: A rural road primarily in a recreational community (abbreviation TRL)

Turnpike: A wide and modern rural road traversing large sections of land (abbreviation TPKE)

Way: A through road that connects two separate roads.

SECTION 6: **ADOPTION** "Sec 13-705 Requesting Approval For Street Name Change" of the Moore Municipal Code is hereby *added* as follows:

ADOPTION

Sec 13-705 Requesting Approval For Street Name Change*(Added)*

A. Any individual landowner shall submit the following to the Addressing Authority:
    1. A letter from the individual landowner with absolute control over the road right-of-way or a petition signed by at least 75% of the land owners who are in agreement with the road name request and who's property have direct access to said road.
    2. A detailed map and/or plat(s) showing the location of the roadway from its origin to its terminus, with locations of existing and proposed driveways, structures, and adjoining properties with structures addressed from said road.
B. The following restrictions shall apply:
    1. Road names shall not be abbreviated.
    2. Directional names, such as north, south, east, or west, shall not be accepted.
    3. Road names containing punctuation shall not be accepted.
    4. Road names which contain the same first word or road names spelled similarly or phonetically as a road name already in use shall not be permitted.
    5. Road names may change only at major four-way intersections and/or disjointed segments.
    6. Road names and road name street signs that have not been approved and added to the Official City of Moore Road Name List shall be removed to avoid conflict and confusion.
    7. Any road name that is determined by the Addressing Authority to be duplicative or confusing shall not be allowed.

SECTION 7: **ADOPTION** "Sec 13-706 Street Addressing for the NG 9-1-1" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-706 Street Addressing for the NG 9-1-1*(Added)*

This ordinance shall establish a uniform, City-wide address numbering system for numbering all structures, whether residential, educational, religious, business, agricultural, or commercial in use that is occupied full-or part-time by humans. The address shall consist of a number and road name assigned to each structure. The Addressing Authority will assign a street address to non-structure locations as necessary (open space, parks, et.).

SECTION 8: **ADOPTION** "Sec 13-707 Administration" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-707 Administration*(Added)*

A. The Community Development Director, or their designee, is the agent responsible for the administration, implementation, and enforcement of this ordinance.
B. No certificate of occupancy shall be issued until an assigned address number has been posted as specified herein

SECTION 9: **ADOPTION** "Sec 13-708 Assignment of Numbers" of the Moore Municipal Code is hereby *added* as follows:

ADOPTION

Sec 13-708 Assignment of Numbers*(Added)*

A. The applicant shall provide to the Community Development Department measurements in relation to other properties or such landmarks by plat as deemed necessary for the assignment of a valid address. The following shall apply:
    1. Parcel Addresses shall be assigned with odd numbers when located on the north side or west side of the street, and even numbers when located on the south side or east side of the street.
    2. Properties with multiple structures, such as mobile home parks, apartment complexes, or campuses shall be assigned one parcel number, a secondary number for each structure, with a tertiary number assigned where applicable with the appropriate apartment, unit, or suite (e.g., 123 William St, Apt. 1062)
    3. Single structures with multiple occupants shall be assigned one parcel number with each occupancy assigned a secondary address (e.g. APT, STE, UNIT, etc).
    4. Subdivisions shall have consecutive numbers assigned to each structure by increments of four (4), unless the Addressing Authority determines otherwise. During the design phase, a preliminary number shall be assigned; however, the official address shall not be assigned until the structure is erected.
    5. Corner lots, in subdivisions, with two or more possible named road frontages shall be assigned preliminary numbers for each street facing. Following the construction of the structure, a permanent number shall be assigned from the road on which the front of the structure faces.
    6. Alphabetical extensions shall not be used in the numbering of structures, except as specifically allowed in the Addressing and Road Naming Rules and Regulations.
    7. Structure numbers that have not been assigned by the Community Development Department shall be removed.

SECTION 10: **ADOPTION** "Sec 13-709 Requesting an Address" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-709 Requesting an Address*(Added)*

A. A property owner may request an address if one has not been assigned. The following information is required:
    1. New Address Request Form including the following information:
        a. Building or Property Owner's full name;
        b. Current mailing address
        c. Cleveland County Assessor's Office parcel identification number
        d. A plat or map showing the parcel boundaries, proposed structure location, setbacks, primary access to the structure and roadway, and any existing structures.
B. Following receipt and approval of the request, the applicant will receive written notification from the Community Development Department instructing the property owner how the numbers shall be displayed.

SECTION 11: **ADOPTION** "Sec 13-710 Size and Location Of Numbers" of the Moore Municipal Code is hereby *added* as follows:

A D O P T I O N

Sec 13-710 Size and Location Of Numbers*(Added)*

A. Whenever any house, building or structure is erected or located, it shall be the duty of the property owner or developer to procure the correct number placards for said property and affix said numbers to all occupied structures.
B. Address number for residential structures shall not be less than four (4) inches in height and shall be made of durable and clearly visible material. The number shall be conspicuously placed on, above, or at the side of the main entrance so that the number is readily discernible from the street. Whenever a building is more than 50 feet from the street or when the entrance is not visible from the street, the number shall also be

placed along a walk, driveway, or another suitable location so that the address number is readily discernible from the street. Where mailboxes are not attached to the building, street address numbers shall be shown thereon in accordance with postal regulations.

C. Address numbers or letters shall be of a contrasting color to the background on which they are mounted. Script or written numbers are prohibited.
D. All commercial and industrial structures shall display street address numbers of not less than twelve (12) inches in height as follows:
    1. Address, including structure number when applicable, shall be posted on the building. When possible, the number shall be displayed over the main entrance to the structure.
    2. There shall be no other wording or numbers within two feet of the building number.
E. Structure complexes where only one number is assigned shall display such a number at the main entranceway. Said address numbers shall have a minimum height of twelve (12) inches. Individual apartments, suites or units within the complex shall have unit numbers displayed on the main entrance to the apartment, suite or unit using six (6) inch numbers.

SECTION 12: **ADOPTION** "Sec 13-711 Enforcement" of the Moore Municipal Code is hereby *added* as follows:

ADOPTION

Sec 13-711 Enforcement*(Added)*

A. Whenever the Addressing Authority has reason to believe there has been a violation of any provision of this ordinance, notice shall be given of such violation to the person failing to comply and order said property owner to take corrective measures within 30-days from the date of notification.
B. If the property owner fails to comply with the duly issued order, the agent shall initiate necessary actions to terminate the violation through a citation as authorized in Section 1-108 of the Moore City Code.

SECTION 13: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 14: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

PASSED AND ADOPTED BY THE CITY OF MOORE COUNCIL
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Presiding Officer

Attest

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Mark Hamm, Mayor, City of Moore

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Vanessa Kemp, City Clerk, City of Moore

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Brian K. Miller, City Attorney,
Approved as to Form, City of Moore