BALDWIN TOWNSHIP
COUNTY OF SHERBURNE
STATE OF MINNESOTA

ORDINANCE No. 301 – 09/10/2012 R1

TO ESTABLISH EMERGENCY ADDRESS IDENTIFICATION

THE TOWN BOARD OF SUPERVISORS OF THE TOWN OF BALDWIN ORDAIN AS FOLLOWS:

Whereas, in order to provide proper protection of public and private property in the Town of Baldwin, and to readily identify each property in the Town to best provide law enforcement, medical emergency, and fire protection the Town Board of Supervisors have deemed that it is necessary to require visible Property Identification Numbers at each separate residential, commercial, and industrial building and do hereby adopt the following ordinance.

Section 1. A. Specifications of Identification. All residential, commercial and industrial property shall be identified at the edge of the street or road by a sign with assigned Property Identification Numbers. The property identification number is a property address number assigned by the county. The signs should be overall blue in color with white lettering approximately eight-inches in height and 16-inches in length, reflective, displaying Township name at the top and street name at the bottom and visible by approach from both directions on the street or road. The numbers on these signs need to be a minimum of 4-inches in height. The Township and street names need to be a minimum of 1-inch in height. Such signs will be placed unobstructed at the driveway or entrance way to such building or dwelling not less than three feet nor more than eight feet from the road edge, on the same side of the road as the dwelling or building. As standard practice the sign height will be not less than four feet nor more than five feet above road grade however certain circumstances or situations may require deviations in sign height, post length and or placement. The address sign shall face the dwelling on the same side of the road as the dwelling. Fire number signs will be installed within the township's right-of-way.

1. B. Private Roads. Where private roads are encountered during installation there will be a post placed in accordance with Section 1-A at the entrance to the roads within the road right-of-way containing multiple signs not to exceed 3- 4 signs per post. If there are more than 3-4 parcels on the private road enough posts shall be utilized to accommodate the necessary signs. To ensure adequate clearance for snow storage the minimum and maximum heights may vary as necessary. The township will not enter upon any private property to do installations. Should a resident or residents on private roads want an EMS sign at their driveway they may purchase the signs, posts and hardware from the township at the then current cost for replacement signs. It then is the property owner's responsibility to install the sign in accordance to rules and regulations that may apply by association covenants or other restrictions. The Township signs will remain at the entrance to the private roads.

1. C. The Sherburne Country Mobile Home Park. This facility is seen as an exception to normal installation procedures. Whereas the mobile home sites are such that the proximity between them and the private nature of the situation, the Sherburne Country maintenance person will affix the address signs to each dwelling individually. The installed location shall be so they are clearly visible from the passing street. Replacement signs or future signs will be paid for by the property owner in accordance with Section 3 replacement signs.

1. D. Post Covers. Whereas there has been interest in post covers they are not mandatory nor will they be provided by the township. Post covers may be purchased and installed by the property owner but the covers shall not cover any numbers or letters on the sign or impede in any way the intent of the purpose of the sign.

Section 2. Obtaining Signs Fees. To bring existing homes (those constructed prior to the effective date of the Ordinance) into compliance with this new ordinance, and to effectively save property owners on the cost of the minimum signage necessary to comply with this ordinance, the sign, post, bolts, and installation will be funded from the safety monies generated from traffic citations. If any structure remains unnumbered, the owners must contact the Town Hall within 30 days after the Township completes the installation to request a sign. Once the initial installation is deemed complete by the Township Board there will be a 120 day period given to comply with sign installation under the safety monies. Thereafter all costs will be incurred by the property owner at the then current replacement cost for replacement signs.

With new developments, when a plat, lot split or other subdivision of land is submitted to the County for addressing, the County would then forward the address information on to the Township to place an order for the signs. The developer or builder for new developments would be responsible for the current cost of the sign, post, bolts, and installation as specified in the Developer's Agreement. Any individual, builder, or developers building a new structure will be responsible for these costs. The installation shall be completed by the Township.

Section 3. Replacement Signs. If a sign becomes damaged or lost and needs to be replaced, the affected property owner shall contact the Town Clerk and make application for a new sign. The owner shall pay the then current costs for a replacement sign, post, bolts and installation. If full payment is not made at time of application, no replacement sign will be ordered or installed until the owner has signed a written agreement to pay the current costs within thirty days of billing by the Township, and agreeing to have any unpaid amount assessed, with interest and costs, against the property and waiving all right of hearing and rights of appeal. In the event of nonpayment, the Township will certify the unpaid amount plus interest and any costs incurred by the Township as a special assessment against the property. The property owner shall notify the Township of any sign damage or loss within 30 days after it has occurred.

Section 4. Compliance. All structures within the Township shall have their Property Identification Number posted at all times and in the proper position.

Section 5. Owner Responsibilities.
Property owners shall be responsible for the following:

- **Maintaining the area around the fire number sign so that shrubbery, trees, brush, weeds, or other items do not obscure the visibility of the sign.**
- **Ensuring signs remain free of dirt or snow.**
- **Ensuring that nothing is attached to the fire signpost other than the fire sign.**
- **Notifying a Town official when a sign is missing or damaged beyond repair. Such notification shall be within 48 hours of the occurrence.**

Section 6. Notification of Non-Compliance. Once recognized by the Township as being in non-compliance the Town Clerk or designated staff will notify in writing any property owner not in compliance with this ordinance, and require compliance within 30 days.

Section 7. Enforcement. Any person, firm, or corporation or other entity that violates any of the provision hereof, or who fails to comply with any of the provisions hereof, shall be guilty of a misdemeanor and, upon conviction, shall be punished pursuant to the State Statues for a misdemeanor existing at the time of conviction, plus costs of prosecution. The Township may, at its discretion, pursue any other legal remedy available to it, including injunctive relief.

Section 8. Provisions Severable. Should any section or provision of this ordinance be declared invalid, such decisions shall not affect the validity of the remaining portions of this ordinance.

Section 9. Effective Date. This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED by the Town Board of Baldwin Township this 10th day of September, 2012.

IN FAVOR: Swanson, Atwood, Good, Handshoe, Rush

OPPOSED: None.

BALDWIN TOWNSHIP

Jay Swanson, Chair

Cathy Stevens

Cathy Stevens, Clerk/Treasurer