



TOWN OF KENNEBUNKPORT, MAINE

STREET ORDINANCE

PURPOSE: The purpose of this ordinance is to provide each street, road and way (hereinafter referred to as street) both public and private, with one official and approved name and all residences and businesses thereon assigned numbers that will enable quick, easy identification and location of same by police, fire, emergency medical personnel and mercantile delivery services, as well as the U. S. Postal Service address. Use of a Post Office Box for mail delivery does not defeat the purpose of this Ordinance.

ARTICLE I - AUTHORITY

This Ordinance is adopted pursuant to, and consistent with, the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A, M.R.S.A. Section 3001. Date of Adoption: January 9, 1997. **Amended:**

ARTICLE II – NAMING SYSTEM

All roads that serve two or more structures shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

1. No two roads shall be given the same name (ex. Pine Road and Pine Lane)
2. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
3. Each road shall have the same name throughout its entire length.

PRIVATELY OWNED STREETS

All privately owned streets serving two or more properties shall be named, either by the developer or abutting property owners. A developer, sub-dividing property owner or abutting property owners shall submit proposed street names with the development or sub-dividing plan, the proposed street names will be reviewed by the public safety committee, in accordance with Article 2 of this ordinance.

ARTICLE II – PUBLIC STREETS

~~All public streets shall be named; duplication and confusing similarities shall be avoided. Use of a different type of way, i.e., Avenue, Lane, Court, etc., with the same name will be considered a duplication. Also, like sounding names with a different spelling will be considered a confusing similarity.~~

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~~ARTICLE III - PRIVATELY OWNED STREETS~~

~~All privately owned streets serving two (2) or more properties shall be named, either by the developer or abutting property owners. A developer, sub-dividing property owner or abutting property owners shall submit proposed street names with the development or sub-dividing plan. Propriety owners on existing un-named streets shall submit name requests to the appropriate official(s) as designated in Article V of this Ordinance within thirty (30) days after enactment of this Ordinance. The proposed names shall be reviewed by said official(s). If the proposed names are unacceptable, the submitter(s) will be requested to choose different names. All private streets remaining un-named after sixty (60) days of enactment of this Ordinance, shall be named by the appropriate official(s) as designated in Article V of this Ordinance.~~

ARTICLE IV III- STREET NUMBERING

The following criteria shall govern the numbering system:

1. Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas. Existing street numbers assigned on the 100' interval may be renumbered for public safety response improvement as determined by the Street Addressing Officer.
2. Streets will be defined as "running from" one street "to" another street, dead end or Town line. The "from" end will be known as the "origin" of the street, the "to" end will be the "terminus". The numbering shall start at the origin of a street, with odd numbers on the right and even numbers on the left, in ascending order to the terminus of the street. Four (4) streets, River Road, Woodlawn Avenue, Arbor Ledge Drive and Poets Lane, have odd numbers on the left and even on the right are grandfathered.
3. The number assigned to each structure shall be that of the numbered interval falling closest to the driveway of said structure if the front door cannot be seen from the main road. For structures situated on a corner of 2 streets, the structure will be numbered based on a site review by the Street Addressing Officer. The Street Addressing Officer has the authority to assign a new address based on the street used for public safety access to a structure.
4. Every structure with more than one principle occupancy shall have a separate number for each occupancy, i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Road, Apt 2.
5. (Existing) Condominium complexes will be numbered from the access point, and assigned unit #'s., such as 272 Mills Road, Unit 1F, regardless of the size of the complex
6. Any new subdivision, approved by the planning board, will have all interior roads named as part of the application/plan process. In the case of the subdivision with condominium units, they will be numbered/addressed on the road as either a single structure or duplex.
7. An "in-home" business will have the same street number as the residence.

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1. All residences and businesses shall have a number assigned by the official(s) designated in Article V of this Ordinance. Numbers shall be assigned in anticipation of future growth and increase in density in order to avoid numbers with alphabetical or other suffixes such as, 31A or 31B, or 31 Front and 31 Rear. The rule of thumb will be one number (each side) for each one hundred (100) feet of street. Two (2) adjacent residences/businesses fronting on the same street, may share a common driveway. However, the driveway will be assigned a sequential (odd or even) street number.
2. An "in-home" business will have the same street number as the residence.
3. Streets will be defined as "running from" one street "to" another street, dead end or Town line. The "from" end will be known as the "origin" of the street, the "to" end will be the "terminus". The numbering shall start at the origin of a street, with odd numbers on the right and even numbers on the left, in ascending order to the terminus of the street. Two (2) Three (3) streets, River Road Woodlawn Avenue and Poets Lane, have odd numbers on the left and even on the right and are grandfathered.
4. Multiple Two (2) family residences shall have a number for each unit. Apartment houses shall have a number for each front entryway with apartment numbers for each apartment accessed from that entryway.
5. Each business unit shall have a unique number even if housed within the same building.
6. All residences, businesses and other properties assigned a street number shall exhibit that number on or near the main front entrance of the building. If that entrance does not face the street to which the number is assigned, it shall be exhibited on the corner of the building nearest the main entrance and facing the street to which it applies. The number shall be a minimum of four (4) inches in height if placed within fifty (50) feet from the street and six (6) inches high if over fifty (50) feet from the street. If the building is over one hundred (100) feet from the street, or not readily visible from the street, the number shall be displayed on a post, monument or other structure next to the driveway where it enters the street. For residences/businesses receiving mail by means of a rural delivery box, the number on the box or support post will suffice provided it: 1) is located on the street to which the number is assigned; 2) is adjacent to, or directly opposite from, the driveway or front walkway to that residence/business; 3) has numbers a minimum of two (2) inches high; 4) is placed on (A) both sides of the box; or, (B) on the front of the box; or, (C) on the post, above the box and facing the street. All numbers shall be of a contrasting color to their background so as to be easily recognizable. All buildings shall have their assigned number(s) affixed as delineated above no later than six (6) months after adoption of this Ordinance.

ARTICLE IV – COMPLIANCE

All owners of structures shall display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

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1. **Number on the Structure or Residence.** Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
2. **Number at the Road Line.** Where the residence or structure is over 50 (fifty) feet from the edge of the road 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 residence or structure.
3. **Size, Color, and Location of Number.** Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road at all times of the year.
4. **Proper number.** Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
5. **The Code Enforcement Officer of the Town of Kennebunkport shall be responsible for administering and enforcing this article.** Owners of properties failing to exhibit their assigned number(s) in accordance with ~~section 6~~ of this Article shall be notified by certified mail, ~~using the current address to which the real-estate tax assessment is mailed.~~ Such notice shall include a copy of this Ordinance, ~~without Appendices,~~ and advise that the owner is in default of this Ordinance and that a fine of twenty-five (\$25.00) dollars will be assessed to the property if compliance is not accomplished within forty-five (45) days of the date of the mailing of the certified letter. Additionally, a fine of one (1) dollar will be assessed for each day after the forty-fifth (45th) day that the owner remains in non-compliance. It shall be the owner's responsibility to have compliance verified by the appropriate official(s) after notification of default. Any person who, after being notified of a violation of this article by the Code Enforcement Officer and ordered to correct the violation, fails to comply with any of the provisions of this article within 15 days of written notice shall be liable for civil penalties in the amount of \$100.
6. All monies, if any, collected in accordance with Section ~~7~~ **5** above will be used to administer this Ordinance. At the Annual Town Meeting, the balance, if any, at the end of the fiscal year shall either be re-appropriated to this account or designated as un-appropriated surplus.

ARTICLE V – RESPONSIBILITY

1. The Board of Selectmen, hereinafter referred to as "The Board", shall be responsible for approving the naming and numbering of streets. The Board may assign or delegate the approval process to ~~another Town Official or committee such as the Fire Administrator, Chief of Police or an appointed committee of no more than three (3) members.~~ **the Addressing Office, who will utilize the Public Safety Committee to review new requests for naming streets prior to notification of requesting Individuals.**

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2. If the Board delegates the responsibility to another official or committee, the Town Manager will rule on the first appeal and, if not resolved, the Board shall hear a final appeal. All appeals shall be filed within thirty (30) days of the denial and ruled upon within thirty (30) days of filing the appeal.

ARTICLE VI - ADDITIONAL REQUIREMENTS

1. All named streets shall have a signpost erected at each end thereof, except that a dead end street will not require one on the dead end. A cul-de-sac or other turn around will be considered a dead end. All signs shall be of a uniform size, lettering and color as designated by the Town Manager.
2. Costs for erecting signs for all streets within a private development will be borne by the developer.
3. Appendix I of this Ordinance shall be a complete list of all streets in the Town of Kennebunkport as of the date of enactment of this Ordinance. Said list will contain a brief description, locating the street by reference to the origin and terminus of the street, list all intersecting streets and the point of intersection. Appendix I will also be maintained current with a record of changes/additions thereto and the date of the change/addition. ~~Appendix I will also be maintained on the Fire Computer located in the Police/Fire/EMS dispatching center.~~
- ~~4. A street will not be designated as an extension of another street. Any extension of an existing street on the highest numbered end will have the name of the street being extended and assigned sequential numbers, otherwise it will be given a new name.~~
- ~~5. There shall be no numerical names such as First Street, or alphabetical names such as "A" street. A street name shall not be preceded or appended by a compass direction.~~
4. Any circumstance, situation or question determined to not be covered in this Ordinance, shall be resolved by the Board and that resolution made part of this Ordinance.

ARTICLE VII - NAME CHANGES

1. Except for the purpose of removing existing duplications and similarities, it is the intent of this Ordinance that a street not have its name changed. However, if a two-thirds majority of the residents and property owners on that street provide a compelling reason and petition the Board for a name change, the Board shall deliberate the request and render their decision no later than two (2) months after the first meeting held after receipt of the request. The Board's decision may be to grant or deny the request, or, if the change has Town-wide significance, to present the request to the voters of the Town of Kennebunkport at a Town Meeting, either annual or special.
2. Existing duplications and similarities will be reviewed by the Board, if the Board decided that a name should be changed, the procedure for naming streets outlined in Article III shall be used as a guide.
3. If a name change is approved, the local postmaster or office will be advised and requested to provide a change-over period which will recognize both the old and the new address.

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GLOSSARY

ABBREVIATIONS

Ave.	Avenue	P.	Private
Blvd.	Boulevard	Rd.	Road
Btw.	Between	St.	Street
Ext.	Extension	T.	Town

DEFINITIONS

CUL-DE-SAC: A loop on the dead end of a street to provide a convenient turn around without encroaching upon private driveways.

DRIVEWAY: A vehicular access from a street to a residence or business.

SQUARE: A center of activity, usually business and usually the intersection of several streets. It also can be a memorial or historical plot. Residences and businesses located in a Square may be numbered as on the Square or on a street forming the Square.

STREET: Any way that provides vehicular access to two (2) or more residences, businesses or properties (existing or planned) or has the potential for same, whether public or private. It may be called an Alley, Avenue, Boulevard, Circle, Court, Drive, Lane, Parkway, Place, Road, Way, or other such descriptive title.

STRUCTURE: Anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind together with anything constructed or erected with a fixed location.

TURN-AROUND: A bulbous end of a dead end street to facilitate a reversal of direction with a minimum of backing and filling usually made to accommodate automobiles not larger trucks.

APPENDICES

APPENDIX I: A list of all Kennebunkport streets, public and private (click to view).

APPENDIX II: Maps of Kennebunkport streets and index thereof.

APPENDIX III: Record of changes.