

**Appendix D**  
**Road Name and Road Location Addressing Ordinance**

This ordinance is ancillary to *Williston Unified Development Bylaws (WDB)* and included as an appendix as a courtesy to the public.

This ordinance is adopted under different statutory authority than the *Williston Unified Development Bylaws*, and therefore not enforced by the Development Review Board or Zoning Administrator.

Please contact the Town Clerk to obtain a copy of the most recent version of this ordinance, as it may have been amended by the Selectboard.

**ROAD NAME AND ROAD LOCATION  
ADDRESSING ORDINANCE**

**TOWN OF WILLISTON, VERMONT**

**Amendment 2006**

The Selectboard of the Town of Williston hereby ordains:

**SECTION I - AUTHORITY**

This ordinance is enacted pursuant to 24 VSA, Chapter 59, Chapter 61, Subchapter 11 and Chapter 117, and 24 VSA, Section 2291 (16). It shall constitute a civil ordinance within the meaning of 24 VSA, Chapter 59.

**SECTION II - PURPOSE**

It is the purpose of this ordinance to promote the public health, safety, welfare and convenience and in order to develop a more uniform road naming, road renaming and road location addressing system throughout the Town of Williston to enable people to locate roads and addresses and to effectively provide emergency services and deliveries to Town citizens.

**SECTION III - DEFINITIONS**

Road: For purposes of this Ordinance, a "road" is (i) a State or Town highway identified on the latest Agency of Transportation General Highway Map for the Town of Williston, or (ii) any non-public road, street, right-of-way, shared driveway, or other way which provides access to three or more ~~dwelling~~ structures.

Structure: For purposes of this Ordinance, a "structure" shall include (i) any dwelling, (ii) any public building, (iii) any place of business, and (iv) any building which the Zoning Administrator determines should have a separate location number in order to effectively provide emergency services.

**SECTION IV - ROAD NAMING AND RENAMING**

- A. Each "road", as defined herein, shall be assigned a name. The Selectboard may determine that other roads, streets, rights-of-way, or other ways providing access to a structure, may require a name if necessary to effectively provide emergency services.
- B. Attached to this Ordinance is a list and map of all current roads and road names in the Town of Williston and the names of such roads are hereby adopted.

Each road not named in Attachment A, or proposed for renaming, shall receive a proposed name. ~~by resolution of the Selectboard at a regularly scheduled meeting of the Board.~~ The proposed road names must be separate and distinct from other designated road names in the Town of Williston and surrounding communities.

- C. The Selectboard shall add names to Attachment A or rename roads by following the procedures for adoption and amendment of enforcement of ordinance as set forth in 24 V.S.A., Chapter 59.

*(Note: Attachment A is the "E-911 Road Map" with road name list.)*

## **SECTION V - FUTURE DEVELOPMENT**

- A. Prior to the approval of a subdivision by the Planning Commission, the subdivider shall furnish a plan for road naming in accordance with this Ordinance to *the E-911 Coordinator, the Planning Commission and the Development Review Board and Selectboard*. The subdivider shall be responsible for installation of road signs, per Town of Williston specifications, prior to the issuance of any permits for construction on any of the subdivided lots.
- B. Following the adoption of this Ordinance, the ~~Selectboard~~ *E-911 Coordinator* shall give written approval for the proposed road name and *the Selectboard* shall add it to Attachment A pursuant to the procedure set forth above.

## **SECTION VI - GENERAL NUMBERING SYSTEM GUIDELINES**

- A. Roads officially named by the Selectboard of the Town of Williston shall be measured in segments of 5.28 feet *where possible*. If practicable, the end of the road nearest the intersection of Route 2 and Route 2A will designate the starting point for numbering purposes. *Roads that are part of a development with an irregular layout may be numbered using a number series rather than a measured increment. Irregular layouts are determined by the E-911 coordinator.* Even numbers shall be assigned to the right side of the road and odd numbers to the left as they proceed from the starting point.
- B. The Town of Williston shall assign each structure, as defined herein, a "location number" based upon its distance (i.e.: the number of 5.28 foot segments) from the starting point of the road to the center of the driveway or entrance from the road to the structure. The Town shall have the authority to assign a location number utilizing other physical information regarding the structure, if appropriate and necessary in order to effectively provide emergency services.
- C. Each of the location numbers for structures must be at least four (4) inches high and two (2) inches wide. Location numbers must be ~~dark~~ *sharply contrasting* in color ~~from the on a light colored~~ background with no other markings or symbols.

Numbers must be clearly visible from the road if the location number signs are affixed to the structure. If the location number affixed to the structure is not clearly visible from the road, the location number shall be affixed on a board or plaque no smaller than 8 inches wide by 4 inches high and such board or plaque is affixed to a post, pole, fence or other structure near the driveway entrance so as to be clearly visible from the road during all seasons.

Numbers may only be affixed to a mailbox if there is a single mailbox located at the entrance to the structure from the road and, in such event, the location number shall be on both sides of the mailbox. If there are multiple mailboxes at a single location or the mailbox is on the opposite side of the road to the entrance to the structure, ~~no location numbers may be placed on the sides of the mailbox and~~ any identifying information shall ~~only~~ be marked on the front of the mailbox facing the road.

The property owner is responsible for the purchase and installation of numbers to be installed.

- D. A multiple dwelling or use structure shall bear one number for each dwelling or use where possible. If each dwelling or use does not have a separate number, then the Town shall determine the appropriate numbering of each dwelling or use so as to effectively provide emergency services.
- E. All location numbers shall be maintained so as to maintain clear visibility of the location number.

#### **SECTION VII - ROAD NAME SIGNS**

- A. The Public Works Department, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of municipal and private road name signs in accordance with this Ordinance. All private roads shall also be properly signed. The cost of initial installation (purchase and installing post and sign) shall be by the Town on existing Town roads listed on Attachment A. The owners/users of roads which are not State or Town highways shall be responsible for the acquisition, installation and maintenance, repair and replacement of such road signs for the private roads. The Town shall be responsible for the maintenance, repair and replacement of road signs on public highways.
- B. All road signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways.
- C. All signs shall be maintained so as to maintain clear visibility of the name of the road.

#### **SECTION VIII - NUMBERING**

All property owners of structures shall install their location numbers within sixty (60) days after the adoption of the road name upon which the structure is located and numbers have been assigned by the Town.

#### **SECTION IX - SEVERABILITY**

If any portion of this Ordinance and any Amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments made hereto shall not be affected and shall remain in full force and effect. If any statute referred to in this Ordinance shall be amended, this ordinance shall be deemed to refer to such statute amended.

#### **SECTION X - ENFORCEMENT**

- A. The designated enforcement officer is the Town Manager or his or her assign.
- B. This Ordinance is designated as a Civil Ordinance pursuant to 24 V.S.A. Section 1971 (b). This Ordinance shall be enforced throughout the Traffic and Municipal Ordinance Bureau pursuant to 23 V.S.A. Chapter 24 and 24 V.S.A. Chapter 59, as may be amended from time to time.

C. The following civil penalties are hereby imposed for violation of the Ordinance, following an initial warning:

First violation of the Ordinance:	\$ 50.00
Second violation of the Ordinance:	\$100.00
Third violation of the Ordinance:	\$200.00
Fourth and subsequent violation of the Ordinance:	\$400.00

Each day a violation continues shall constitute a separate violation.

In cases where the violations of the Ordinance are brought in the Traffic and Municipal Ordinance Bureau, and where the violation is admitted or not contested, in lieu of the above, the following waiver penalties are imposed:

First violation of the Ordinance:	\$ 25.00
Second violation of the Ordinance:	\$ 50.00
Third violation of the Ordinance:	\$100.00
Fourth and subsequent violation of the Ordinance:	\$200.00

Each day a violation continues shall constitute a separate violation.

D. In addition to any other remedy provided in this Ordinance or available at law or in equity, the Town of Williston may institute a suit for an injunction to prevent, restrain or abate violations of this Ordinance.

Adopted this 24th day of April, 1997:  
Amended this ----- day of -----, 2006

**Williston Selectboard:**

_____	_____
_____	_____
_____	

Received and Recorded this \_\_\_\_ day of \_\_\_\_\_, 2006

\_\_\_\_\_  
**Deborah Beckett, Town Clerk**

Amendments to Schedule "A"

**TO BE DELETED**

Bartlett Lane  
Beartown Road  
Carey Lane  
Carlyss Court  
Emerald Lane  
Great Woods Lane  
Hinesburg Road  
Karma Court  
O'Neill Lane  
Short Street  
Wood Lily Road

**NEW ROADS TO ADD TO ORDINANCE**

Avenue D Extension

Balsam Circle  
Barrett Lane (changed from Bartlett)  
Beartown Lane (changed from Road)  
Benoit Lane  
Bishop Avenue (changed from Short St)  
Blair Park Road (road added back into name)  
Blue Heron Drive  
Boulder Drive  
Boxwood Street  
Boxwood Walkway  
Breezy Meadow  
Brennan Woods Drive

Caboose Lane  
Callaway Drive  
Casey Lane (changed from Carey)  
Central School Drive  
Cherrywood Lane  
Chip Alley  
Churchview Drive  
Connor Way  
Corena Court  
Cornerstone Drive  
Coyote Lane  
Cypress Street

Deer Run (changed from Emerald Lane)  
Demag Drive  
Desarno Drive  
Dimick Road (located in Richmond but is only access for one Williston property)  
Douglas Road

Eagle Crest  
Earnhardt Drive

Falcon Manor  
Fiddlehead Lane

Gallop Drive (changed from Karma Ct)  
Germaine Court  
Greenwood Lane  
Gun Club Road

Hanon Drive  
Hawthorne Street  
Holly Court  
Honeysuckle Lane

Ian Place  
IBM Road  
Interstate Corporate Center

Juniper Lane

Katie Lane (changed from Wood Lily Rd)

Laclair Lane  
Lawes Drive  
Lawrence Place  
Library Lane  
Lois Lane

Maple Tree Place  
Michael Lane  
Miller Lane  
Moss Ledge

Nora Pete Drive

Oneil Lane (to correct spelling)  
Omega Drive

Paul Street  
Pebble Lane  
Penny Lane  
Pioneer Drive  
Primrose Lane  
Prushko Lane

Raven Circle  
Retail Way  
Ricky Vista  
Rosewood Drive

Route 116

Sadler Lane  
Simons Plaza  
Slate Barn Road  
Snowdrift Lane  
Sycamore Street

Taft Corners Shopping Center  
Trader Lane  
Trinity Drive  
Tyler Way

Unity Lane

Vine Street

Walnut Street  
Walnut Walk  
Wellness Drive  
Whitney Hill Homestead  
Wright Avenue

Zephyr Road