

**COUNTY OF SWIFT  
STATE OF  
MINNESOTA**

**ORDINANCE No.:2023-01**

**ORDINANCE REGULATING RURAL ENHANCED 911 (E911) ADDRESSING**

The Swift County, Minnesota, Board of County Commissioners ordains:

**SECTION 1. GENERAL PROVISIONS**

**1.0 TITLE:**

This Ordinance, from the date of its passage, shall be known as the RURAL E911 ADDRESSING ORDINANCE, Swift County, Minnesota.

**1.1 PURPOSE:**

The purpose of this Ordinance is to assure that every addressable structure and recreational land in Swift County is assigned an address that reflects a known location, in order to provide emergency services to all persons in Swift County, regardless of place of residence or location. Comply with the following addressing guidelines: National Emergency Number Association (NENA), MN NG911 Addressing Standards, "Recommended Abbreviations" and U.S. Postal Service Publication, 28. Addressing. E. Jurisdiction (example: 12345 My Street/Avenue, Town, State, and ZIP Code). The regulations shall apply to the naming of all roads and the addressing of all structures and parcels within Swift County.

**1.2 LEGAL AUTHORITY:**

This Ordinance is enacted pursuant to Minnesota Statutes §145A.05, Subd. 1; 145A.10, Subd. 7; and 403.07.

**1.3 DEFINITIONS:**

**Address.** A unique identifier issued by Swift County which meets Next Generation and Enhanced 911 and United States Postal requirements.

**Addressable Structure.** All structures which serve as a residence, whether permanent, temporary, or seasonal, a commercial building, standalone agricultural buildings, or any other

structure which requires an address for the delivery of mail by the United States Postal Service.

**Attribute Data.** Additional information specific to a location which would be helpful for rendering service in the event of an emergency. Examples include: medical diagnosis of occupants, living will declarations, need for availability of special medical equipment such as respirators, and information for responders' protection.

**Emergency Medical Care.** Activities intended to protect the health of persons suffering a medical emergency and to ensure a rapid and effective emergency medical treatment. These activities include the coordination of provisions of training, cooperation with public safety agencies, communications, life-support transportation as defined by Minnesota law, public information and involvement and system management.

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

**Local Location Identification.** The process of locating the origin of calls to a 911 system by means of periodically updated database located and maintained at the public safety answering point.

**Location.** A point on a map which reflects the current Swift County E911 addressing scheme.

**Next Generation 9-1-1 (NG9-1-1).** An evolution of 9-1-1 systems and services that will support advanced communication technology through seamless interconnectivity between citizens, Public Safety Answering Points (PSAP) and First Responders.

**Primary Structure.** A structure in which is conducted the principal use of the parcel on which it is located. A primary structure may be used for residential, commercial, agricultural, industrial, public/semipublic, recreation or other use. The address for the primary structure will serve as the address for any accessory structures added to that location. A second dwelling site will require an additional address to be generated. Primary structure does apply to cellular towers, and campers that are used as permanent or temporary living quarters.

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

**Public Safety Agency.** A functional division of a public agency which provides firefighting, police, medical or other emergency medical or ambulance services.

**Public Safety Answering Point.** A communications facility operated on a 24-hour basis which first receives 911 calls from persons in a 911 service area and which may, as appropriate, directly dispatch public safety services or extend, transfer or relay 911 calls to appropriate public safety agencies.

#### **1.4 COMPLIANCE:**

- A. When any new road is proposed by submission of a subdivision plan, or otherwise proposed by any person, governmental body, or department the proposal shall be referred to Swift County Rural Addressing (SCRA) to have road numbers and delineators assigned for conformity with this Ordinance.
- B. When a final subdivision plat is under review, or when a new road is to be established by other means; it shall be the responsibility of the sub divider or person petitioning the road to provide Swift County Rural Addressing with a copy of the subdivision map depicting the proposed road and placement to ensure the proposed road meets the 911 addressing requirements and the road can be placed on the official County E911/NG911 Map accurately.
- C. Any person constructing or relocating a structure, whose addressing is maintained by the County, shall obtain a Rural Addressing Form from SCRA or from the SCRA's web site. The completed form and payment in full must be submitted to the SCRA before a valid address is issued.
- D. Owners of existing or new manufactured home parks, condominiums, apartments, planned unit development, public housing developments and travel trailer parks, shall submit a legible numbered map or approved plat of their development, the location, and name of each roadway to the Swift County E911 Addressing Department. Each lot or building within the development must also be identified with the following schematic:
  - 1. Apartments and similar complexes assigned a single building number shall display at minimum one E911 sign at the entrance, address numbers on each assigned structure using reflective numbers having a minimum height of four (4) inches.
  - 2. Trailer parks and similar complexes assigned a single building number shall display at minimum one E911 sign at the entrance, address numbers on each assigned structure using reflective numbers having a minimum height of four (4) inches. The park or campground owner shall provide the SCRA with an annual detailed drawing of the complex and assign a unique sequential number to each site. (Example number only 1, 2, 3... or letter number combination A1, A2, A3 . . . B1 B2, B3). After being notified by the owner the SCRA shall GPS or review against aerial imagery each structure and /or site for location purposes for the official County E911 mapping system. It shall be the park or campground owner's responsibility to visibly mark each structure or site in a uniformed manner with the correct site number; and, for emergency purposes, inform occupants of their location addresses on an on-going basis. No two lots can have the same location number.
  - 3. Numbers or letters for individual apartments, trailers or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment, trailer or unit, and shall be at least four (4) inches in height and shall be made of durable and visible material.

4. All address numbers shall be of a reflective contrasting color to the background and shall be at least four (4) inches in height. They shall be made of durable and visible material on which they must face and be visible from roadway and free of obstruction.
- E. No utility or contractor operating in the County shall furnish its service to any newly built or relocated structure or parcel whose addressing is maintained by the County, until a valid address has been issued by the SCRA.
- F. The resident or caretaker of any structure or parcel shall be responsible for keeping the E911 sign clear of snow, dirt, vegetation, debris or any other obstruction.
- G. No person may alter, deface, change or remove any E911 sign or road sign erected in accordance with this Ordinance.
- H. No person may erect or install a street name or E911 sign as this would be a direct violation of the E911 addressing ordinance.

## **SECTION 2. RULES OF INTERPRETATION**

### **2.1 IMPLEMENTATION AND RESPONSIBILITIES**

- A. SCRA shall have the responsibility of enforcing, and maintaining an addressing and road naming standard as defined by this Ordinance.
- B. At Swift County's discretion, certain long-standing addresses that do not match the county addressing scheme, will be grandfathered in and maintained in the county systems. However, these addresses may also be updated to fit the county addressing scheme at a later date if the property owner requests this or if it is deemed to be in the best interest of emergency services. Other reasons for re-addressing include, but are not limited to, driveway access location changes, structure additions or changes, and property use changes.
- C. Swift County Highway Department is responsible for the initial installation of E911 signs. Address numbers for individual structures shall be determined and assigned using the Swift County addressing system and global positioning system (GPS) coordinates of the main driveway access.
- D. SCRA shall designate the placement of signs, which must comply with the following:
  1. Signs shall be placed on the right side of the driveway, as appearing when facing the driveway from the centerline of the road.
  2. The sign location shall be free of sight obstructions for motorists and emergency responders travelling upon the road in either direction.
  3. The sign may only be located by one of the following methods:
    - a. If a mailbox for the associated address is located on the same side of the road as the associated property and is also located on the right side

- of the driveway when facing the driveway from the road, the sign may be placed directly behind the mailbox perpendicular to the roadway.
- b. The sign may be placed 15 to 30 feet to the right of the driveway's edge, and either (1) within one to one and a half feet of the right of way line, or if that is not practical, (2) no closer than 15 feet from the edge of the shoulder of the road.
  - c. The sign's post must be driven into the ground such that the sign face is at least three feet above the shoulder of the road.
4. In the instance of two or more addressable structures with separate owners sharing a driveway, the structures shall share a sign, which shall follow all of the above provisions for signage placement
    - a. For long shared driveways
    - b. For short shared driveways
- E. If the sign is in the way where large equipment may constantly damage it, the Swift County Engineer and/or the Sheriff or designee may allow a different placement.
- F. For the purposes of addressing, Swift County will hold and maintain all official databases.

## **2.2 ADDRESSING REQUIREMENTS**

- A. Every owner of property in Swift County shall assure that every structure is assigned an E911 address that reflects a known location by the County.
  1. Every owner of property containing a structure, which has been assigned an E911 address, shall display the number in a location and manner in accordance with the requirements of the Swift County E911 Addressing System. The displayed sign must remain in the original location and shall not be altered or moved.
  2. SCRA shall provide and place address number signs at each E911 address. Ownership and subsequent maintenance of the E911 sign will revert to the individual property owner after the initial installation. It is the responsibility of the property owner to replace any missing or damaged signs.
  3. Should a sign be damaged or otherwise missing, at the owner's request, the Swift County Highway Department can reinstall under the cost outline, see Swift County fee schedule.
- B. Notice of New Construction. Every owner of real property in Swift County on which a structure is erected or placed after the effective date of this Ordinance shall notify the SCRA of the structure and obtain an E911/NG911 address to be displayed as required per this ordinance.
- C. Developer Responsibility. The Swift County Board of Commissioners may promulgate reasonable rules to require all plats, planned unit developments (PUDS), and Conditional Use Appeals to conform to the E911/NG911 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.
  - 1. Each telephone utility providing telephone service in Swift County shall require each owner of a structure in Swift County who applies for new telephone service installation to provide an E911 address to said telephone utility provider.
  - 2. Swift County shall provide the owner with the E911 address for the location of each new telephone service installation. The owner shall then provide that address to the telephone utility.

### **2.3 ROAD DESIGNATIONS**

Designation of roads within Swift County shall be in accordance with the following guidelines:

- A. All US highways retain their names, as do some major county roads. Other road types are given a numeric name such as 120th Street or 203rd Avenue, if they fit the addressing grid.
- B. Grid roads that run west to east are called Streets, and grid roads that run south to north are called Avenues.
- C. A roads numeric value is determined by its distance from the intersection of Highway 12/Minnesota Ave and Highway 29/Church St S in the City of Benson. The origin of Swift County's road grid at this intersection is 10 for streets and 10 for avenues. Numeric values increase by one for every tenth of a mile in distance north or south of 10th St, and east or west of 10th Ave. All roads shall fit into the Swift County E911/NG911 grid system.
- D. The Swift County E911/NG911 grid system consists of four quadrants; the northeast, northwest, southeast, and southwest. The edges of each quadrant are determined by the county boundaries, 10th Ave, and 10th St. Roads will be given post directionals according to the quadrant that they fall in (Ex: 20th St NE, 20th St NW, 20th St SE, 20th St SW).
- E. Road ranges increase by 100 for every mile and in the same direction as the numeric values for road names increase (Ex: between 20th Ave SE and 30th Ave SE the road ranges for 30th St SE are 200-299 going from west to east). Avenues have even addresses on the west side of the road and odd addresses on the east side of the road. Streets have even addresses on the north side of the road and odd addresses on the south side of the road.
- F. All roads/streets, both private and public having three or more addressable structures shall be named, addressed and signed including mobile home parks. If the Swift

County E911 Addressing Department determines that a private road provides access to three (3) or more residences, businesses, industries or combination thereof, regardless of the length of such road it will be named and addressed for addressing purposes only. This may be done by following the guidelines set forth in this section. If any residents are currently using that road as a driveway, their address will need to be reassigned off the newly named road and payment for the new address(s) assigned must be paid.

- G. Exceptions: Swift County E911 Addressing Department is not responsible for road naming within any municipality.

#### **2.4 JURISDICTION:**

The jurisdiction of this Ordinance shall apply to all land in Swift County, except land located within any city, including a city operating under a home rule charter. The jurisdiction of this Ordinance, or parts thereof, may extend into the boundaries of any city that has an agreement and chooses to come under the jurisdiction of this Ordinance.

### **SECTION 3. ENFORCEMENT AND PENALTIES**

#### **3.1 PENALITIES**

Any person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of a misdemeanor punishable by a fine up to \$1000 or 90 days in jail, or both.

#### **3.2 ENFORCEMENT**

The County Board may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violations or threatened violations.

#### **3.3 CONTROVERSIAL OR DISPUTED ROAD ISSUES**

The SCRA shall have the discretion to refer any addressing issues to the County Board for approval or resolution. No controversial or disputed road issues will be considered for twelve months after the date this Ordinance is signed.

#### **3.4 APPEALS**

Appeals regarding this ordinance shall be filed with the SCRA within a reasonable time of the action being appealed, not to exceed sixty (60) days, specifying the grounds of the appeal. The SCRA shall transmit to the County Board all information constituting the record upon which the action appealed was taken. The SCRA shall schedule a hearing within sixty (60) days of the filing of Appeal and shall give legal public notice thereof, as well as due notice to the parties of interest. The County Board shall rule upon the matter within sixty (60) days.

#### **3.5 SEPARABILITY**

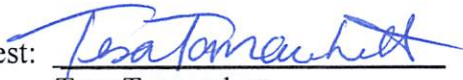
Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, except that part so declared to be invalid.

**3.6 EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publications as required by law.

ADOPTED by the Swift Count Board of Commissioners this 19<sup>th</sup> day of December, 2023.

  
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Pete Peterson, Swift County Board Chair

Attest:   
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Tesa Tomaschett,  
Swift County Administrator/Auditor