

Q. WHEN DID THE ADDRESSING ORDINANCE TAKE EFFECT?

- Adopted on April 25<sup>th</sup>, 2002
- Most recently amended on January 14<sup>th</sup>, 2010

Q. WHAT ARE THE RELEVANT SECTIONS IN THE COUNTY'S ORDINANCE?

- Section 1.7 gives authority to Addressing Coordinator
- Section 3 describes proper displays
- Section 3.8 explains cost borne by the property owner
- Section 8.1 explains the penalties

Q. WHERE IN THE COUNTY DOES THIS ORDINANCE APPLY?

- All unincorporated areas of Jefferson County outside the municipal boundaries
- Cities are not bound by the county ordinance, but should seriously consider calling us for information and post their numbers as well

Q. WHAT BUILDINGS MUST BE POSTED?

- All addressable structures (homes, apartments, businesses, government, churches, utilities, schools, etc.) must be posted
- Non-addressable structures including garages, sheds, barns, bus stops, RV's, and vacant lots do not get numbers and don't need posting

Q. HOW MUST THE NUMBER BE POSTED?

- All structures:
  - 3" high numbers
  - contrasting background
    - reflective material is helpful, but not required
  - near the front door or primary entrance to the structure
  - if more than 50' from road, must also be at end of driveway (visible to those travelling in either direction)
  - Residential = 3" high numbers
  - Commercial = 6" high numbers

#### Q. HOW ARE YOU GETTING THE WORD OUT?

- Past awareness efforts:
  - Staffed a booth at the county fair – will be there this year as well
  - Inserted notices in tax bills
  - Spoken to all 5<sup>th</sup> grade classes in the county
  - Contacted the EPOHOA to help inform local HOAs
  - Contacted local churches to inform parishioners
- Press conference marks the beginning of our more active phase
- In the coming months we plan to:
  - Work with real estate agents and school bus drivers
  - Post articles on our website, our government TV channel, and in the newspapers and other publications

#### Q. HOW WILL YOU ENFORCE?

- Following field inspections of a few subdivisions or communities at a time:
  - Each non-compliant property owner will be issued a friendly reminder letter
    - Letter warns them of the public safety risks
    - Letter encourages compliance within thirty (30) days and asks them to contact our office with any questions
    - We hope 90% of property owners who receive the friendly reminders will get their numbers up
  - Properties will be rechecked following the grace period
  - Those who failed to comply will receive a violation notice
    - Notice will stipulate that numbers must be posted properly within thirty (30) days
    - If not corrected, owner is subject to misdemeanor charges and/or fines

#### Q. HOW MUCH CAN THE FINE BE?

- Up to \$500 per day/per violation
- Actual amount determined by Magistrate

#### Q. HOW ARE FIELD CHECKS PERFORMED?

- Mostly GIS staff, sometimes with the help of volunteer responders
- Field check each address using a GPS unit loaded with our latest data and a simple entry form of compliant or non-compliant. The process is speedy, efficient, and safe.
- Upon periodic data downloads, we compare the non-compliant addresses to property ownership in the county's Geographic Information System (GIS).

Q. WHAT IS YOUR ESTIMATE ON CURRENT COMPLIANCE RATE?

- A sampling has been done in eleven (11) areas ranging from commercial to residential, new to old, rural to suburban with a 68% compliance rate at end of driveway.
- Note: We have not driven down every driveway. That portion of compliance may prove to be too time consuming or inefficient. Everyone agrees that if the numbers are at the end of the driveway, that is most important and perhaps the best we can hope for.

Q. IS 68% GOOD?

- Remember, 68% is based on primarily only checking the driveway entrances. We suspect the compliance rate on structures themselves is much lower, perhaps twice as low.
- 68% may not sound low, but consider that means that 1/3 of those homes are not posted, meaning random calls for emergency services run the risk of accidental drive-by 1/3 of the time

Q. WHAT IS YOUR GOAL?

- 95% compliance rate or higher is realistic, mostly through public education rather than citations

Q. HOW WILL THAT INCREASED RATE HELP?

- Gives responders more reference points and more accurately identified addresses
- Reduces the risk of confusion, delays or even worse, being lost on a call

Q. CAN YOU DESCRIBE AN EXPERIENCE ON A CALL WHERE YOU HAD A PROBLEM OR DELAY CAUSED BY LACK OF A POSTED ADDRESS?

- Responded to a domestic violence emergency with a husband and wife physically fighting. Drove past the residence twice due to lack of numbers posted at the end of the driveway. The numbers posted on the residence were incorrect and emergency dispatch had little information due to the nature of the incident and loss of communication with the victim.
- EMS responded to reported cardiac arrest in local housing development. The house number given to emergency dispatch was correct but the homeowner had never posted the number at the end of the driveway, nor on the structure. This in turn delayed EMS finding the correct house.

Q. WHY IS THIS IMPORTANT TO EMERGENCY RESPONDERS?

- Gives an officer the proper location of an emergency and allows them to locate the residence in a timely fashion.
- Not having numbers posted, which delays EMS response, could play a major role in the outcome of an emergency.

Q. HOW LONG WILL THIS TAKE?

- We anticipate up to 2 years

Q. HOW DO WE CONTACT YOUR OFFICE FOR MORE INFORMATION?

- Office is open Monday-Friday, 9:00am-5:00pm
- Phone: 304-724-6759
- Email: [gis@jeffersoncountywv.org](mailto:gis@jeffersoncountywv.org)
- Website: <http://www.jeffersoncountywv.org/gis-addressing.html>