

Door County Uniform Addressing Manual

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Amended January 25, 2001, Door County Resolution No. 10-01.

Amended February 25, 2003, Door County Resolution No. 27-03.

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Amended July 25, 2023, Door County Resolution No. 2023-60.

Purposes of Manual

- 1) To supplement Door County Ordinance No. 02-00, Uniform Addressing System.
- 2) To establish the procedures used to implement and administer a uniform addressing system in Door County.

The Numbering System

- I. Participating Municipalities. The numbering system is in place throughout the County except for the Village of Forestville and the City of Sturgeon Bay, which operate entirely independently of the County. The Villages of Egg Harbor, Ephraim, and Sister Bay use the County system and have the County assign addresses, but do their own enforcement and administration and install their own signs.
- II. Baselines. A map of the baselines is maintained by and available for review at the Door County Land Use Services Department.
 - A. Mainland Baselines.
 1. South – North baseline: located at the southern County boundary line. The number line starts at 100 at the baseline and increases heading north.
 2. East – West baseline: located at the section line off the extreme east shore of the County. The number line starts at 100 at the baseline and increases heading west.
 3. Exceptions to the above. The two Town of Egg Harbor developments listed below are exceptions to the baseline addressing systems described in ss. 1 and 2, above, due to long-standing existing internal addressing systems.
 - a. Harbour Village, overall address 5840 State Highway 42.
 - b. Heritage Lake, overall address 4286 Harbor School Road.
 - B. Washington Island Baselines: located at the quarter-section lines to the extreme east and to the extreme south of the island. The number lines both start at 100 and increase going north and west.
- III. Progression and Spacing of Number Lines.
 - A. Mainland Number Lines.
 1. 300 total numbers per mile (~17.6-foot intervals).

- a. 150 even numbers per mile (~35.2-foot intervals) on the east and north sides of roads.
- b. 150 odd numbers per mile (~35.2-foot intervals) on the west and south sides of roads.

B. Washington Island Number Lines.

1. 400 total numbers per mile (100 per quarter-section).
 - a. 200 even numbers per mile on the east and north sides of roads.
 - b. 200 odd numbers per mile on the west and south sides of roads.

C. Measurement of Number Line.

1. Number lines indicating grid location with regard to the appropriate baseline shall be measured to the point where the principal driveway intersects with the road. Possible exceptions may be made for corner lots and double frontage lots.
2. Adjustments may be made at time of number assignment to maintain consistent sequencing of address numbers.

IV. Criteria for Address Number Assignment.

A. New Development.

1. Establishment of Principal Use or Structure. Addresses are primarily assigned upon request from builders or property owners when a new principal use or structure is being established. Issuance of an address number may also be triggered by issuance of a Door County zoning permit. Address numbers are generally assigned when the principal use of a property or a driveway location has been determined.
2. Accessory Buildings and Uses. New numbers will generally not be assigned to new buildings accessory to the principal use (e.g., a new house will be assigned a number, but a detached garage or storage building will not). Accessory buildings may be assigned a separate address if accessed by a separate driveway or if housing a separate use.

B. Driveways.

1. Address numbers are generally required when there is a driveway (existing or proposed) that serves or will serve a principal use or accessory use, as described above in IV.A. Address numbers shall not be assigned until a driveway location has been determined.
2. Driveways that do not serve a principal use may not require address numbers. Door County will maintain discretion in this matter.
3. Shared Driveways. Each development or lot on a shared driveway shall be assigned an address. A summary sign displaying the road name and each address or range of addresses shall be placed at the intersection of the driveway and the road.

- C. Condominiums and Apartments.
1. Each building shall be assigned one uniform County address number. To expedite emergency services, individual units within the complex shall be further identified by additional numbers or letters. Assignment, posting, and maintenance of these secondary identifiers shall be the responsibility of the complex.
 2. Townhouse and duplex units with individual driveways and entrances may be assigned unique address numbers.
- D. Manufactured Home Parks and Campgrounds. The entire park or campground shall be assigned a uniform County address number. To expedite emergency services, the individual homes or campsites within the park or campground shall be further identified by additional numbers, or letters, and road names, to be assigned by the park or campground. These secondary identifiers shall be posted and maintained by the park or campground.
- E. Meandering Roads.
1. Assignment of numbers shall be based on predominate road direction with the numbers per mile spacing maintained (see III.A and III.B). Number assignment may be adjusted to accommodate additional road length.
 2. Where the road makes a 90° directional change for more than one-half mile, that road segment may be numbered consistent with the directional change.
- F. Looping Roads.
1. For roads that begin and end on a single road, resulting in two parallel sides, the loop road shall be split in half and appropriate side designations shall be given to the name of the road. For example, a loop road named Circle Rd. might be split into North Circle Rd. and South Circle Rd. Therefore, two developments on Circle Road might have the same address number but different road names.
 2. The number range on the two sides shall be similar. An even and odd number shall abut at the change of direction.¹
 3. Short loop roads may be addressed based on primary direction if number density allows.
- G. Cul-de-Sacs. An even and an odd number will abut at some point on the turning circle of a cul-de-sac.
- H. Reassignments.
1. Existing numbers significantly out of range may require reassignment if causing difficulty in assigning additional numbers within the range.
 2. Numbers indicating the wrong side of the road or the wrong side of an intersecting road may be reassigned.
 3. Numbers out of sequence, where the distance between numbers causes difficulty in recognizing the location, may be reassigned.

¹ Exception at Bues Point Road in the Town of Baileys Harbor (by Door County Resource Planning Committee Resolution #27-03). For Bues Point Road only, the address numbers shall be assigned such that all even numbers shall be placed on the outside of said loop road and all odd numbers shall be placed on the inside of said loop road.

- I. In the event a situation does not precisely fit the specifications of this manual, addresses shall be assigned to be consistent with the system to the greatest extent possible.

Placement and Display of Numbers in Designated Core Areas

V. Address Sign Placement, Core Areas of Gibraltar and Baileys Harbor, as depicted on the county comprehensive plan future land use maps.

- A. Address signs shall be securely fastened on U-channel metal posts when there is an adequate location to perform a ground installation in the right-of-way along the addressed side of the property. In a situation where the sign cannot be post mounted, the property owner shall building-mount the sign on the addressed side of the property in a visible location.
- B. Signs posts shall be placed to the right side of primary access, when viewed from the road. Signs may be placed to the left side of the primary access if number visibility is better accomplished or if right side installation is not practical. Variations may be allowed at the County's discretion.
- C. Signs shall be located where they will not impede foot or motor traffic
- D. Signs shall be installed towards the back side of the road right of way yet kept visible from both directions and as uniform as possible.
- E. The sign face shall be parallel to the road.
- F. Mounted signs shall be in a horizontal position at approximately 4.5 to 5 feet above the road level.

VI. Address Sign Description, Core Areas of Gibraltar and Baileys Harbor, as depicted on the county comprehensive plan future land use maps.

- A. Signs shall be constructed of .080-inch aluminum and punched to accommodate post or building mounting.
- B. The signs shall be six inches high and sixteen inches wide to accommodate the required information.
- C. Summary signs shall be of minimal height and width to accommodate the required message. The top address number shall be for the development or improvement closest to the summary sign or that which maintains the normal sequence.
- D. Required information for all signs shall be the address number(s).
- E. Features shall include white block numbers and letters and background made of reflective sheeting.
- F. The background of the sign shall be blue.

G. Lettering for the address shall be 4-inch high block characters.

Placement and Display of Numbers, Non-Core Areas

VII. Address Sign Placement, Non-Core Areas.

- A. Address signs shall be securely fastened on U-channel metal posts. Alternate methods may be used where ground conditions prohibit placement of a post.
- B. Signs shall be placed to the right side of driveways, when viewed from the road, if practical. Signs may be placed to the left side of the driveway if number visibility is better accomplished or if right side installation is not practical. Exceptions may be possible for corner lots or double frontage lots and situations where a driveway would not be clearly applicable as a building entry reference.
- C. Signs shall be located not greater than twenty feet from the edge of the driveway. Variation may be allowed at the County's discretion, such as for, but not limited to, corner lots and double frontage lots.
- D. Signs shall be installed towards the back side of the road right-of-way, making sure signs are visible in both directions and as uniformly placed as possible.
- E. The sign face shall be perpendicular to the road.
- F. The sign shall be in a horizontal position at approximately 4.5 to 5 feet above the road level.

VIII. Address Sign Description, Non-Core Areas.

- A. Signs shall be constructed of .080-inch aluminum and punched to accommodate flag-style mounting.
- B. The signs shall be nine inches high and 20 inches wide so as to accommodate the required information.
- C. Summary signs shall be of minimal height and width to accommodate the required message. The top address number shall be for the development or improvement closest to the summary sign or that which maintains the normal sequence.
- D. Required information for all signs includes the name of the road and the address number(s).
- E. Features shall include white block numbers/letters and background made of reflective sheeting.
- F. The background of the sign shall be blue.

G. Lettering for the road names shall be 1 ½-inch high block characters. The address numbers shall be 4-inch high block characters.

Road Naming

IX. All public and private roads serving four or more principal uses or intended principal uses shall be named and addressed. The county may use its discretion if a particular circumstance does not seem to warrant such road naming.

A. Criteria for Acceptance.

1. New road names shall be easy to pronounce and easily recognizable in emergency situations. Each road name shall be unique in spelling and sound. The County shall base acceptance of a proposed road name on whether or not the proposed name is already in use within the County, including incorporated areas.
2. Road names shall not contain hyphens or other punctuation.
3. 1st, 2nd, etc. shall not be used in the County's jurisdiction.
4. Alphabetical characters shall not be allowed as road names.
5. New road names shall not include compass directions or abbreviated directions.
6. New road names shall not exceed 18 characters in length including the road type.
7. New roads that are an extension of existing roads shall maintain the same road name.

B. Duplicate Road Names.²

1. The County shall require Towns to rename existing roads when deemed appropriate to avoid confusion caused by duplicate or similar names within the County.
2. Elimination of duplicates shall be accomplished by renaming the road with the fewest addresses.
3. Towns shall be notified of such change requirements and the Towns shall install updated and legible road signs at appropriate intersections.

C. Road type designations (Road, Lane, Circle, etc.) shall adhere to the Urban and Regional Information Systems Association's (URISA) policies and procedures.

D. The County may name roads when deemed appropriate and when no other party proposes acceptable names for such roads. Requests for new road names may come from Town boards, land developers, or private citizens.

² By Door County Resource Planning Committee Resolution 27-03, exception to duplicate road name requirements exists for Town of Washington for roads established prior to 2004. The Town of Washington shall not be required to rename such roads that have the same or similar name as roads on the mainland portion of the County.

Administration and Enforcement

X. Administration Responsibilities and Policies.

- A. The Door County Land Use Services Department shall assign new addresses in all unincorporated areas.
- B. The Door County Land Use Services Department shall oversee the naming of roads in all unincorporated areas.
- C. The Door County Land Use Services Department shall maintain a record of all assigned addresses and of all road names and their locations.
- D. The Door County Land Use Services Department may adopt policies and practices as necessary to manage the County addressing system and to insure fulfillment of the purpose of the Uniform Addressing System Ordinance.

XI. Enforcement Policies.

- A. It shall be unlawful for a property owner to fail to display address signs as described in this manual. Visibility and placement of signs shall be maintained by the property owner as installed and/or proscribed to be installed by the county.
- B. Property owners shall pay fees as established by the County Board of Supervisors for each new address assignment, as well as for replacement posts and/or signs, which shall include installation of the post and/or sign. Intentional removal or destruction of address signs shall incur a fee for replacement. Fees not paid within sixty days of billing will be referred to Door County Corporation Counsel for collection as authorized by law.
- C. The Door County Land Use Services Department shall serve any violators with a notice of violation stating the following:
 - 1. The nature of the violation.
 - 2. Corrective measures required to eliminate the violation.
- D. Violations not corrected shall be reported to the Door County Corporation Counsel. Legal action may be commenced according to the Uniform Addressing System Ordinance No. 02-00 and Wis. Stats.