

## **Street Signs; Town Standards for**

**These standards apply to  
The Town Administrator, the Code Enforcement Officer,  
the Planning Board, and Public Works.**

### **1 Signs**

#### **1.1 Signs shall be colored as follows:**

Thoroughfares maintained by the Town or State:	White letters on Green background.
Private Ways:	White letters on a Blue background.
Public Right-of-Ways:	White letters on a Blue background.

#### **1.2 Signs lettering shall be as follows:**

Six inch height lettering on all signs. Lettering for all suffixes, such as AV, LN, RD, ST, TRAIL, etc, should also be six inch lettering.

### **2 Street signs shall be placed as follows:**

- 2.1 At all Principal Roads entering the Town. Place a sign on the right hand side of the road, entering the town, and perpendicular to the road to facilitate ease of reading. All other signs shall normally be placed parallel to the road they name.
- 2.2 Principle Roads shall carry street signs at locations as indicated in the document Principle Road Street Signs. (In general, at the ends, and only at major roads connected to it.)
- 2.3 At the crossing of two principle roads within the town, each shall be named with a street sign.
- 2.4 On Dead End roads, only one sign shall be placed. The sign for the dead end road shall be at the right hand side when entering from the principle road. No sign shall be placed for the principle road.
- 2.5 On Loops , which connect to a principle road at two places, a sign shall be placed at each entrance, to the right when entering for the loop only. No sign shall be placed for the principle road.

### **3 Thoroughfare Names**

- 3.1 Names shall be in accordance with the principles of the Enhanced 911 Emergency Telephone System. Specific names shall follow the approved Town of Brownfield Road Name Cross Reference Index.
- 3.2 New names, that may from time to time be needed, shall follow the review process used to establish the original list, and approved names must be added to the Road Name Cross Reference Index by the Town Administrator prior to installation of street signs. (The town has an application form for this purpose.)
- 3.3 No two different roads in the Town of Brownfield may have the same name even though the suffix may be different. No two roads may be so close in names that they sound similar when pronounced.
- 3.4 There shall be no special characters in road names such as apostrophes, hyphens, periods, or decimals.

**Street Signs; Town Standards for, Continued**

3.5 There shall be no obscene names, nor shall names be used that are offensive to another group\*, nor shall names be used that could be confused with an emergency activity or emergency location. (\*Please Note that the Maine State Legislature has enacted legislation to protect Native Americans from what they, the native Americans, consider offensive, even though it may not be offensive to the group doing the naming.)

3.6 Thoroughfare suffixes, and abbreviations required by E911 regulations:

Avenue AV Limited to urban areas (areas designated by "U" on the tax maps). In Brownfield these run North-South (more or less)

Circle CIR A short road that returns to itself. Please note that a thoroughfare with a turn around at the end is not a circle; in this case, use Lane, LN.

Lane LN Normally dead end, may be public or private. Lanes should not lead to another road. (This is a safety factory for emergency crews.)

Loops LOOP Short drive that starts and ends on the same road.

Road RD A road goes to another named thoroughfare. A Road may not be dead end without other branching Lanes or Roads.

Street ST Limited to urban areas (areas designated by "U" on the tax maps). In Brownfield, these run East-West (more or less). Avenues must run orthogonal to Streets by regulation.

Trail TRL Where possible, spell out "TRAIL".

**For a full list of road suffix abbreviations please see the booklet *Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments*, third edition, June 1997.**

#### 4 Sign Posts

4.1 Posts shall be located so as to be clear of snowplows, ditches, and of existing highway safety and route signs.

4.2 Where possible, the post carrying the sign(s) shall be placed keeping in mind the best visibility of the motorist in both small cars and large vehicles.

4.3 Where possible, at intersections requiring more than one sign, the signs shall be located on the same post, unless motorist visibility is adversely affected.

### Road Naming Application

(Use for a New Road Name, or to Change an Existing Road Name, public or private.)

**1. Authority:** 1. In accordance with the Brownfield E911 Addressing Ordinance, Section 7, par. b, authority to name roads within the Town of Brownfield is under the supervision of the Code Enforcement Officer (CEO) & the Planning Board.

2. This Form documents coordination between the Town Administration, to insure that names are not duplicated, and the Planning Board for approval of the name, with the concurrence of the CEO.

**2. Applicant:** Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**3. Location of Road:** Tax Map Page(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Current Name of Road, if any \_\_\_\_\_  
Name of existing road to which this road connects \_\_\_\_\_  
Closest named cross road of the above \_\_\_\_\_

**4. Is this part of an existing or proposed Sub-division?** Yes No  
If YES, written concurrence of the lot owners is required. Please attach a statement, signed by the owners, to that effect.

**5. Desired Road Name(s):** \_\_\_\_\_  
Please note that the public may name a road only within State Guidelines. This applies to all roads in the Town, both private and public. The suffix, such as Road, Lane, Street, Avenue, etc. may not be chosen, it must follow the protocol, and will be assigned by the Town. No road may be spelled similar to, or sound like, an existing road. There are some additional restrictions to facilitate emergency responders and other public services.

**6. Other Information:** Please add any other pertinent information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

>>>> FOR TOWN OF BROWNFIELD USE ONLY <<<<

FOR REVIEW AND CONCURRENCE

**8. Town Administration** Signature \_\_\_\_\_  
Concur: Yes No Date \_\_\_\_\_  
If no, reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Code Enforcement Officer** Signature \_\_\_\_\_  
Concur: Yes No Date \_\_\_\_\_  
If no, reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Planning Board** Signature \_\_\_\_\_  
Concur: Yes No Date \_\_\_\_\_  
If no, reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTIFICATION OF APPROVED NAMES TO

- |                 |                       |                     |            |
|-----------------|-----------------------|---------------------|------------|
| Animal Control  | Postal Service        | School District     | Town Clerk |
| Fire Dept       | Public Utilities(3)   | Sheriff's Office(2) |            |
| Fryeburg Rescue | (Cable, Phone, Power) | Tax Assessor        |            |
| Plumbing Insp.  | Public Works          | Tax Collector       |            |

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- ARTICLE 45.
- a) Shall the Town of Brownfield adopt an ordinance entitled "E911 Addressing Ordinance" in its entirety?
  - b) Will the Town accept the list of road names the E911 Committee has compiled for roads and private ways within the Town of Brownfield that are now existing.
  - c) To see if the Town will vote to appropriate \$7,367.00 (seven thousand three hundred and sixty seven) dollars for the purpose of purchasing and installing road name signs for the Town of Brownfield. The budget committee recommends \$7,367.00 by vote: 7-0-0.

**E911 ADDRESSING ORDINANCE**

**SECTION 1. Purpose**

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Brownfield.

**SECTION 2. 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.

**SECTION 3. Administration**

This ordinance shall be administered by the Code Enforcement Officer, who is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Section 4 and 5. The Code Enforcement Officer shall also be responsible for maintaining the following official records of this ordinance:

- a. A Brownfield map for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

**SECTION 4. Naming System**

All roads that serve two or more properties 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. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Brownfield shall not constitute or imply acceptance of the road as a public way.

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The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g., No Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech Street and Feach Street).
- c. Each road shall have the same name throughout its entire length.

SECTION 5. Numbering System

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, determined by the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the intersection of Rt. 113 and Rt. 160 (Portland Road/Denmark Road/Main Street) or that end of the road closest to the designated center. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number such as 225 Maple Street, Apt 2).

SECTION 6. Compliance

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. 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.
- b. Number at the Street Line. Where the residence or structure is over 50 (fifty) feet or not visible from the edge of the road right-of-way, the assigned number shall also be displayed on a post, fence, wall, the mail box, or on some structure at the property line next to the walk or access drive to the residence or structure.
- c. Size and Color of Number. Numbers shall be a minimum of 3 (three) inches in height and a color contrasting with the background. The numbers shall be located to be visible from the road.
- d. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

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e. Interior location. All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

SECTION 7. New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

- a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Code Enforcement Officer. This shall be done at the time of the issuance of the building permit and be noted on the building permit.
- b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Code Enforcement Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines and dots, in the center of the street every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

SECTION 8. Effective Date

This ordinance shall become effective as of July 1, 1997. It shall be the duty of the Code Enforcement Officer to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

SECTION 9. Enforcement

Enforcement of the provisions of this ordinance will be by the Selectmen of the Town of Brownfield or a person designated by them. Penalties for violations will be established by the Selectmen.

Article 45 as amended:

SECTION 5. Numbering System

Numbers shall be assigned every 25 (twenty-five) feet in the village area, 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, determined by the number origin.

SECTION 6. Compliance

All owners of structures shall, ~~by the date stipulated in Section 8,~~ display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

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SECTION 8. Effective Date

This ordinance shall become effective as of July 1, 1997. It shall be the duty of the Code Enforcement Officer to notify by mail each property owner and the Post Office of a new address at least 60 (sixty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Article 45 carried as amended.

~~ARTICLE 45. Shall be repealed and replaced with the following: All of Elected Municipal Officers" be enacted:~~

~~ORDINANCE FOR THE RECALL OF ELECTED MUNICIPAL OFFICERS~~

~~SECTION 1. Establishment~~

~~Under MRSA Title 30-A Section 2602 (6) amended Oct. 13, 1993 a town may enact an ordinance for the recall and removal of elected municipal officials with the exception of school board members as noted in MRSA 30-A Section 2602.~~

~~SECTION 2. Applicability~~

~~Any elected Official may be recalled and removed from office as herein provided for.~~

~~SECTION 3. Petitions for Recall~~

- ~~a. The petition for recall must contain only signatures of the registered voters of the Town of Brownfield, equal to twenty-five percent (25%) of the number of votes cast in the last gubernatorial election but in all cases no less than fifty.~~
- ~~b. The petition shall be addressed to those members of the Board of Selectmen having no interest in the subject matter of the petition.~~
- ~~c. The petition shall state the name and office of the person whose removal is being sought, and a specific statement of the reasons such removal is desired (i.e., attendance, neglect of duty).~~
- ~~d. If recall of more than one official is being sought there shall be a separate petition for each official whose removal is being sought.~~
- ~~e. Each page of the petition shall provide a space for the voter's signature, address and printed name.~~
- ~~f. All petition pages thereof shall be filled as one document.~~

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