

**CITY OF SPANISH FORT
CITY COUNCIL MEETING
AGENDA**

Regular Meeting
May 6, 2024
Spanish Fort Community Center
6:00 p.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS

Work Session April 15, 2024
Regular Meeting April 15, 2024

- VI. REPORTS OF COMMITTEES AND OFFICERS
- VII. PUBLIC PARTICIPATION
- VIII. ANNOUNCEMENTS

Congressman Jerry Carl has sent out a survey to Spanish Fort residents asking for feedback about our postal service. Please check your email inbox and fill out the survey. If you did not receive a survey, please send your comments to jerry.carl@mail.house.gov. It is important the Congressman and his staff receive your feedback.

On Saturday, May 18, 2024, from 9:00 a.m. to 11:00 a.m., the Police Department will host a women’s self-defense class at the Spanish Fort Community Center, 7361 Spanish Fort Blvd. Contact the Police Department at 251-626-3914 to sign up.

Thank you to all the presenters, sponsors, Committee members, volunteers and employees of the City of Spanish Fort and 5 Rivers who helped make the 14th annual Delta Woods and Waters Expo a success. We had beautiful weather, a great crowd and the event was a wonderful success!

The Planning Commission meeting scheduled for May 13, 2024, will be held on May 14, 2024, due to graduation ceremonies at Spanish Fort High School. The Planning Commission work session scheduled for May 27, 2024, will be held May 28, 2024, due to the Memorial Day Holiday.

The City of Spanish Fort and the Spanish Fort Public Library will be closed on Monday, May 27, 2024, to celebrate the Memorial Day Holiday.

- IX. OLD BUSINESS
- X. NEW BUSINESS

Proclamation of the Month of May, 2024 as Mental Health Month in the City of Spanish Fort

Presentation of Employee Anniversary Plaques

Ordinance No. 666-2024-----An Ordinance Adopting Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards and Addressing Standards within the City of Spanish Fort, Alabama

Ordinance No. 667-2024-----An Ordinance Levying a Business License Fee and Fixing the Annual Rate of Business or Privilege Licenses in the City of Spanish Fort, Alabama

Ordinance No. 668-2024-----An Ordinance Granting a Non-exclusive Franchise to Mediacom Southeast, LLC, for the Purpose of Maintaining Distribution Lines for the Provision of Cable Television within the Public Rights-of-Way of the City of Spanish Fort

Resolution No. 1405-2024---A Resolution Disposing of Surplus Property

Resolution No. 1407-2024---A Resolution Amending the Personnel Manual of the City of Spanish Fort

- XI. ADJOURN TO NEXT MEETING
- XII. Work Session and Regular Meeting, May 20, 2024

Spanish Fort City Council

Minutes, Work Session, Monday, April 15, 2024

The City Council of the City of Spanish Fort, Alabama, met Monday, April 15, 2024, at 4:00 p.m., at the Spanish Fort Community Center, that being the scheduled date, time and place of such meeting.

The following Councilmembers were present: Carl Gustafson, Shane Perry, Mary Brabner, J. R. Smith and Mayor McMillan. Councilmember Curt Smith was absent. A quorum being present, the work session proceeded.

The Council discussed general municipal business.

City Attorney David Conner made a recommendation that the City Council go into executive session in accordance with the Alabama Open Meetings Act to discuss the general reputation and character of certain individuals and, subject to the limitations set out therein, to discuss the job performance of certain public employees; to discuss the legal ramifications of and legal options for pending litigation, controversies not yet being litigated, but imminently likely to be litigated, or imminently likely to be litigated if the governmental body pursues a proposed course of action; and to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property. Mr. Conner made an oral declaration that the exceptions under the Open Meetings Act are applicable to the planned discussion. A motion was made by Councilmember Brabner and seconded by Councilmember J. R. Smith to go into executive session at 4:41 p.m. to discuss the aforementioned matters. Mayor McMillan called for the polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan announced that the executive session would last approximately 45 minutes and that the Work Session would resume upon the conclusion of the executive session. At 5:18 p.m., City Clerk Rebecca Gaines announced the executive session would continue for approximately 15 minutes.

The Council reconvened at 5:39 p.m.

The Council discussed general municipal business.

There being no further business before the Council, the work session adjourned at 5:39 p.m.

Approved this _____ day of May 2024.

Rebecca A. Gaines, CMC
City Clerk

**Spanish Fort City Council
Minutes, Regular Meeting, April 15, 2024**

CALL TO ORDER

The City Council of the City of Spanish Fort, Alabama, met Monday, April 15, 2024, at 6:00 p.m., at the Spanish Fort Community Center, that being the scheduled date, time and place of such meeting.

ROLL CALL

The following Councilmembers were present: Carl Gustafson, Shane Perry, J. R. Smith, Mary Brabner and Mayor McMillan. Councilmember Curt Smith was absent.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation and Pledge of Allegiance was led by City Attorney David J. Conner.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The minutes of the Meeting and Work Session of April 1, 2024, were distributed to each member, and Mayor McMillan called for any corrections. Councilmember Brabner noted a correction to the minutes. Mayor McMillan declared the minutes approved with corrections.

REPORTS OF COMMITTEES AND OFFICERS

Councilmember Gustafson reported that 8 volunteers and 2 Junior City Councilmembers volunteered at the Jimmy Faulkner Drive cleanup on Saturday, April 13, 2024. Junior Councilmembers will be volunteering at Delta Woods and Waters on April 27, 2024. The application process is open for the 2024-2025 Junior City Council.

Police Chief John Barber reported that on Saturday, May 18, 2024, from 9:00 a.m. to 11:00 a.m., the Police Department will host a women's self-defense class at the Spanish Fort Community Center, 7361 Spanish Fort Blvd. Contact the Police Department to sign up.

City Attorney David Conner announced to the Mayor that he recommended Resolution No. 1408-2024, a resolution authorizing the City of Spanish Fort to join the State of Alabama and other local governments as participants in current and future opioid settlements, be added to the meeting agenda. Mayor McMillan announced the resolution would be added to the agenda.

PUBLIC PARTICIPATION

Sonya Vancleave of 134 Patrician Drive noted several issues of concern to the City Council relating to Spanish Fort Estates, including right-of-way maintenance issues, abandoned vehicles at 101 Patrician Drive, homeless people in the area, and other issues. Ms. Vancleave also promoted the Friends of the Spanish Fort Public Library and noted the success of the recent book sale conducted by the Friends of the Spanish Fort Public Library.

ANNOUNCEMENTS

Congressman Jerry Carl has sent out a survey to Spanish Fort residents asking for feedback about our postal service. Please check your email inbox and fill out the survey. If you did not receive a survey, please send your comments to jerry.carl@mail.house.gov. It is important the Congressman and his staff receive your feedback.

Saturday, April 27, 2024, 9:00 a.m. to 3:00 p.m., the City is hosting the Fourteenth Annual Delta Woods & Waters Expo family day. The Expo will be held at 5 Rivers Delta Resource Center on the Mobile Bay Causeway. There will be lots of outdoor activities, including fly fishing, geocaching, demonstrations of turkey calling, archery and many other activities. Admission is free.

Thank you to the Junior City Council and those who volunteered in the cleanup of Jimmy Faulkner Drive on Saturday, April 13, 2024.

The Planning Commission meeting scheduled for May 13, 2024, will be held on May 14, 2024, due to graduation ceremonies at Spanish Fort High School. The Planning Commission work session scheduled for May 27, 2024, will be held May 28, 2024, due to the Memorial Day Holiday.

OLD BUSINESS

There was none.

NEW BUSINESS

Ordinance No. 665-2024

Mayor McMillan presented Ordinance No. 665-2024, an ordinance exempting certain “Covered Items” from the municipal sales and use tax during the third weekend of July, 2024, as authorized by the state Back-to-School Sales Tax Holiday Legislation. David Conner explained the proposed resolution. Discussion followed.

A motion was made by Councilmember J. R. and seconded by Councilmember Brabner to adopt Ordinance No. 665-2024. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared the Ordinance adopted.

Resolution No. 1397-2024

Mayor McMillan presented Resolution No. 1397-2024, a resolution authorizing the Mayor to enter into a Memorandum of Understanding on behalf of the Spanish Fort Fire Rescue Department. David Conner explained the proposed resolution. Discussion followed.

A motion was made by Councilmember Brabner and seconded by Councilmember J. R. Smith to adopt Resolution No. 1397-2024 with the contract in its original form as submitted and without changes proposed by the City of Spanish Fort. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared the Resolution adopted.

Resolution No. 1398-2024

Mayor McMillan introduced Resolution No. 1398-2024, a resolution authorizing the Mayor to enter into an agreement between the City of Spanish Fort and Baldwin County Emergency Communications District d/b/a Baldwin County 9-1-1. David Conner explained the proposed resolution. Discussion followed.

A motion was made by Councilmember Perry and seconded by Councilmember Brabner to adopt Resolution No. 1398-2024. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared the Resolution adopted.

Resolution No. 1405-2024

Mayor McMillan introduced Resolution No. 1405-2024, a resolution disposing of surplus property. David Conner explained the proposed resolution. Discussion followed.

Resolution No. 1406-2024

Mayor McMillan introduced Resolution No. 1406-2024, a resolution appointing members to the Spanish Fort Public School Commission. David Conner explained the proposed resolution. Discussion followed.

A motion was made by Councilmember Gustafson and seconded by Councilmember Perry to adopt Resolution No. 1406-2024. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared the Resolution adopted.

Resolution No. 1407-2024

Mayor McMillan introduced Resolution No. 1407-2024, a resolution amending the Personnel Manual of the City of Spanish Fort. David Conner explained the proposed resolution. Discussion followed.

Resolution No. 1408-2024

Mayor McMillan introduced Resolution No. 1408-2024, a resolution authorizing the City of Spanish Fort to join the State of Alabama and other local governments as participants in current and future opioid settlements. David Conner explained the proposed resolution. Discussion followed.

A motion was made by Councilmember Perry and seconded by Councilmember Brabner to suspend the rules to allow for immediate consideration of Resolution No. 1408-2024. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared motion carried, and the rules were suspended to allow for immediate consideration of Resolution No. 1408-2024.

A motion was made by Councilmember J. R. Smith and seconded by Councilmember Gustafson to adopt Resolution No. 1408-2024. Discussion followed. Mayor McMillan called for a polling of votes. Voting “aye” were Councilmembers Gustafson, Perry, J. R. Smith, Brabner and Mayor McMillan. Voting “nay” were none. Mayor McMillan declared the Resolution adopted.

ADJOURNMENT

There being no further business before the Council, the meeting adjourned at 6:23 p.m.

Approved this ____ day of May, 2024.

Rebecca A. Gaines
City Clerk.

ORDINANCE NO. 666-2024

AN ORDINANCE ADOPTING BALDWIN COUNTY 9-1-1 GIS/ADDRESSING OFFICE STREET NAME STANDARDS AND ADDRESSING STANDARDS WITHIN THE CITY OF SPANISH FORT, ALABAMA

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT, ALABAMA, AS FOLLOWS:

SECTION 1. The City of Spanish Fort, Alabama, hereby adopts the Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards as they currently exist and as the same may be modified from time to time by the Baldwin County 9-1-1 GIS/Addressing Office in order to maintain a uniform system of building numbers for all service locations requiring an address.

The City of Spanish Fort, Alabama shall comply with the Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards, unless otherwise provided by the City Council by amendment to this Ordinance. A current copy of said standards is attached as Exhibit 1.

Baldwin County 9-1-1 GIS/Addressing Office will be the authority on making the final decisions on addressing in the best interest of emergency response.

SECTION 2. The City of Spanish Fort, Alabama, hereby adopts the Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards as they currently exist and as the same may be modified from time to time by the Baldwin County 9-1-1 GIS/Addressing Office in order to maintain a uniform system of building numbers for all service locations requiring an address.

The City of Spanish Fort, Alabama shall comply with the Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards, unless otherwise provided by the City Council by amendment to this Ordinance. A copy of the standards is attached as Exhibit 2.

Baldwin County 9-1-1 GIS/Addressing Office will be the authority on making the final decisions on the street names in the best interest of emergency response.

SECTION 3. Repealer Clause.

Any ordinance heretofore adopted by the City Council of the City of Spanish Fort, Alabama, which is in conflict with this Ordinance is hereby repealed to the extent of such conflict.

SECTION 4. Severability Clause.

If any part, section or subdivision of this Ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this Ordinance, which shall continue in full force and effect notwithstanding such holding.

SECTION 5. Effective Date.

This Ordinance shall become effective upon its adoption or as otherwise required by state law.

ADOPTED AND APPROVED this ____ day of _____, 2024.

Michael M. McMillan
Mayor

ATTEST:

Rebecca A. Gaines, CMC
City Clerk

Exhibit 1



Baldwin County 9-1-1 GIS/Addressing Office Addressing Standards

9/19/2023

Baldwin County 9-1-1
GIS/Addressing



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Baldwin County 9-1-1 Addressing Standards

Introduction

Service addresses are assigned by the local addressing authority.

1985-1987: The Emergency Communication District (Baldwin County 9-1-1) was established pursuant to Legislative Act No. 84-369, its governing body was established, decisions were made as to the type of addressing system to be used for the unincorporated areas of the county, an individual was awarded the contract to do the initial addressing and road naming, paper and mylar copies of 1986 Ad Valorem tax ownership maps were prepared by Blueline Reprographics of Mobile with address number gridlines, addresses were assigned to structures listed in the county tax records as of 1986, and address cards with the new structure addresses were mailed to the county property-owners-of-record. Some municipalities kept their existing addressing systems.

Spring 1988: Responsibility for new address assignments and any other functions related to rural addressing was turned over to the County Building Official. Number assignments, resolution of problems, road naming and all address-related topics remained the responsibility of the Building Department until June 23, 1994, when the Baldwin County 9-1-1 took over many of the duties. Responsibility for road signs, both creation of and proper posting, was turned over to the County Engineer.

June 1994 to the present: Baldwin County 9-1-1 has been responsible for most aspects of the county rural addressing program, as ordered in the County Commission Resolution #94-28, amended in May 1995 by Resolution #95-34. As of January 2021, the Baldwin County 9-1-1 manages the County Road Naming for Unincorporated areas by Resolution #2021-043-Amending Resolution #2017-36 relating to Roads/Streets and have revised BCC Policy #4.3-Road Name Policy. Baldwin County 9-1-1 also addresses the following:

- Town of Elberta
- Town of Magnolia Springs
- Town of Silverhill
- City of Spanish Fort
- Town of Perdido Beach

Baldwin County 9-1-1 GIS/Addressing office follows the National Emergency Number Associations (NENA) GIS and Addressing standards and stores its addressing data following NENA's GIS Data Model and Civic Location Data Exchange Format (CLDXF) for Next Generation 9-1-1 compliance. Applying addressing standards allows for a more consistent assignment of addresses for structures and properties. Addressing standards help reduce the amount of time dedicated to assigning addresses, manage customer and staff expectations, and prevent inconsistencies within the addressing database.

This document is designed as a reference and serves to provide office staff, developers, and property owners the addressing standards for residential properties, commercial properties, and other situations in which an address is necessary for emergency response and public safety.



Addressing Concepts

Address Numbering

Addresses for structures will be comprised of a numerical House Identifier (the house number) followed by the combined street identifier. The House Identifier or House Number will be comprised of Arabic numerals, 1, 2, 3, 4, 5, 6, 7, 8, 9 and 0. All ten numerals will be applied in accordance with a structure's location along a block range. Baldwin County follows a grid format address schema. The 0,0 point starts at Fort Morgan and travels north and east from that point, meaning numbers will increase from that point as shown in **Figure 10** in the Figures section. The (0,0) starting point in municipalities varies depending on the municipality. *Refer to the Annex section for additional information on municipal addressing.*

Even House Numbering: Main house numbers ending in an even number (0, 2, 4, 6, and 8) are generally used on the south side and east side of streets.

Odd House Numbering: Main house numbers ending in an odd number (1, 3, 5, 7, and 9) are generally used on the north side and west side of streets.

Additional refinement for locating a residence or business may be provided by assignment of a specific identifier for a building, unit, or suite. These identifiers may be comprised of letters, numbers, or a combination, as described in the body of this document.

Site Address Identification

Building code requires that numbers be posted on the house visible from the street or road fronting the property. House numbers are checked during final inspection by the County or Municipal Building Department staff. It will be up to the local jurisdiction to enforce that house numbers are posted and visible from the street. Check with local Homeowner Associations (HOA's) for further house numbering requirements within some specific communities.

Address identification (ICC IRC R319.1 2021 version): Buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional *approved* locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

Building and Unit Standards

The GIS/Addressing Office uses a standardized Building and Unit numbering system for the following:

- Apartment Complexes
- Condominium Complexes (*See also: Pseudo Subdivision and Private Drive Naming Criteria*)
- Office Buildings and High-rises (Residential and Commercial)
- Shopping Centers
- Mobile Home Parks (case by case)
- RV Parks (case by case)
- Boat Slips (case by case)



This Building and Unit numbering standard prevents the duplication of unit numbering on a property and helps to clearly identify the building number, floor number, and suite number for an office or living space or lot numbers for mobile home or RV parks. This standard also prevents using the same number for both the building and the unit (Incorrect: Building #1 Unit #1). Each individual suite within a complex (e.g. shopping mall, industrial center) shall have their suite number displayed on the front door or adjacent to the door. Buildings and Units/Suites, for the structure types listed above, will be represented using numeric designators only. No stand-alone letter designators (A, B, C, etc.) are to be used for these residential projects – apartments, condominium complexes, and residential buildings and high-rises. There may be some units that have letter designations for units, and these are grandfathered in, however if they appear to pose a public safety problem then the GIS/Addressing Office holds the right to change them if necessary.

Building designations are used when there are multiple structures on a parcel, lot, or site.

Unit designations are used when there are multiple addressable spaces within a residential building. The term "Unit" is used by default with the GIS/Addressing Office for residential units and is synonymous with "apartment", etc.

Suite designations are used when there are multiple addressable spaces within a commercial building. The term "Suite" is used by default with the GIS/Addressing Office for commercial units and is synonymous with "office", etc.

If you have or operate a MLTS phone system that was installed or had a software update post February 2018, please ensure you're compliant with Kari's Law. If your phone system is programmable then regardless of the date of installation, you must comply with Kari's Law.

In August 2019, the FCC Commission adopted rules implementing two federal laws that strengthen emergency calling: Kari's Law and Section 506 of RAY BAUM'S Act.

<https://www.fcc.gov/mlts-911-requirements>

<https://www.ecfr.gov/current/title-47/chapter-I/subchapter-A/part-9>

The Building and Unit standard is explained in **Figure 1** and **Figure 2** in the *Figures* section of this document.

Distance between Structures/Lots and Address Assignment

Addressing schema is based upon distance, whereas every 5.28 ft (1 mile=5,280 feet) is a potential new address, and each 1,000 numbers equals a mile. This allows for 500 even numbers, and 500 odd numbers in a 1-mile segment of a road centerline.

The GIS/Addressing Office reserves the right to assign addresses by an increment that is consistent with the subdivision being addressed or existing neighboring plans.

Fraction Addressing - Residential

In older parts of Baldwin County, fraction addressing exists. When adding new addresses to these areas, each request will be reviewed on a case by case basis. Possible addressing assignments include:

- A whole address (if current addressing allows for it).
- A building at an existing address (fraction or whole address).
- An address based on the re-addressing of a few structures or the entire block.

Address Changes

A change of address may be initiated by a property owner, municipal entity, a public safety agency, or by the GIS/Addressing Office. An address change occurs if or when an address poses an emergency service



response delay for the property owner or surrounding neighbors. If the existing address meets one or more of the following criteria, an address change may be initiated:

1. Out-of-sequence with the neighboring addresses.
2. An odd address on the even side of the street.
3. An even address on the odd side of the street.
4. A duplicate address.
5. Property is incorrectly using an address assigned to another property.
6. Property is accessed from a different street than the address in use.
7. There is no space between house numbers for forthcoming development.
8. The street name has changed, or an easement has been named.
9. Unapproved number being used.
10. Fractional addresses (such as 1/2), and alphanumeric (such as A, B, C)
11. Street names that are duplicates or sound alike.
12. Rural box numbers.
13. Numbers improperly affixed, illegible, unclear, obstructed, or not visible.
14. Condominium or apartment complex Unit/Suite numbers are causing confusion for public safety response.

All address changes are reviewed by the GIS/Addressing office prior to authorizing the address change.

If the address change is to correct one of the above addressing issues or is initiated by the GIS/Addressing Office staff, a fee will not be charged.

Property owners may request a change of address to their existing valid address, as long as the new address meets the addressing standards outlined in this document. The GIS/Addressing office can deny a request to change an address for the following reasons:

1. The request conflicts with the Baldwin County Addressing Standards.
2. There is no space between the house numbers to accommodate the request.
3. The property's address has been changed by the current property owner, within the last year.

All customer-initiated address changes are reviewed by the GIS/Addressing Office prior to approval and processing.

Exemptions

The exemption process exempts the property owner(s) from the rules & regulations of an actual subdivision. So anytime someone divides property in the county, whether incorporated or unincorporated, they must contact the county or city (if within city limits) to apply for an exemption. Some cities require a plat to be submitted. The County Planning Department is a good starting point if you are unsure. Some areas may be in unincorporated areas but fall inside the city planning jurisdiction. Bay Minette and Magnolia Springs are two municipalities that do their own exemptions within their Extra-Territorial Jurisdiction (ETJ) and do not require you to go through County for approval. Failing to follow this process could lead to fines for the property owner(s) by your Authority Having Jurisdiction (AHJ).

A copy of the approved letter with a diagram of the divisions is required to be sent to GIS/Addressing for address assignment.



(Property owners have always been required to complete the exemption process before applying for an address because we address off the driveway location (in most cases). If the property is being divided, the driveway location could be misunderstood if we can't see the property lines as the owner(s) know them to be.)

Streets

Street identifiers will be at minimum, a street name followed or preceded by a street type. Directional prefixes may be applied if a street crosses the center axis of a divide within a jurisdiction, to avoid assignment of duplicate addresses or house numbers. The street name and type may be followed by post-directional indicators, which indicate the route of traffic for certain types of highways or access roads. Below are listed various types of streets which may or may not be named. See the *Baldwin County Street Name Standards* (link in **Appendix B**) for more information.

Important: Any document or map meeting any of the following criteria should be reviewed by the GIS/Addressing office before Planning approval or recording in the Office of Probate: depicting property layout with roads/drives, or within site planning, or drawings, or plats, or PUDs, or showing easements, ROWs, public or private roads/drives, or multi-unit complexes, or business suite numbers, or apartments, or multi-residential commercial, or containing any unit/suite information.

Dedicated Right of Way (ROW)

These are streets which have been either dedicated by a recorded subdivision plat or which have been accepted for maintenance and upkeep by a Municipality or by the County if located outside a municipal jurisdiction. Dedicated Rights of Way make up the majority of named streets.

Freeways and Service Roads

If the property's access opens onto the service road, the address will be assigned from the service road, based on the structure's location along the street range. If the access opens directly onto the freeway or expressway, the address will be assigned from the freeway or expressway based on the structure's location along the street range. *Note:* The same address whole number should not exist both on the service road and the freeway/express way.

Correct: 1234 Baldwin Beach Express NB and 1236 Baldwin Beach Express SVRD

Incorrect: 1234 Baldwin Beach Express NB (freeway) and 1234 Baldwin Beach Express SVRD (service road)

Private Drive/Access Easement Naming Criteria

In order to name a private driveway or an access easement, one of the following criteria must be met:

- A plan to build a minimum of three primary residential structures.
- Drive is 800 ft or greater in length and the dwelling is hard to see from the main road.
- Multiple properties abutting the easement.

Named private driveways will be assigned an address range and structures along the private driveway or easement will be assigned house numbers consistent with the address range assigned to the private drive.



If the access easement does not meet the Private Drive/Easement Naming Criteria, the easement itself will be assigned an address based on the access location along the street range, and all structures accessed off the easement will be assigned a separate building number.

The GIS/Addressing Office will review all requests to name private driveways and access easements. Any proposal to name a driveway, easement, private street, or dedicated street must adhere to the GIS/Addressing Office *Baldwin County Street Name Standards* (link in **Appendix B**) or follow municipal resolutions or ordinances. This street class shall have a blue street sign with white lettering.

Pseudo Subdivision and Private Driveways Naming Criteria

Pseudo Subdivisions (i.e. Mobile home communities, RV parks, residential/commercial site plans) have private driveways that mimic a street-like network. Often times it is more effective to name and assign a street range to the private driveway and address the structures with individual addresses, similar to a recorded subdivision. In order to be classified as a Pseudo Subdivision, and have individual house numbers assigned to structures, the following criteria must be met:

1. Has a minimum of three structures (commercial or residential).

The GIS/Addressing Office will review all requests to name private driveways and access easements. Any named driveway, easement, private street, or dedicated street must adhere to the GIS/Addressing Office *Baldwin County Street Name Standards* (link in **Appendix B**).

When to name an Access Easement

The GIS/Addressing Office may recommend, during subdivision and site plan review, that an access easement be named if it meets the Private Driveway Naming Criteria and will help facilitate emergency response.

Alleys

Alleys are unnamed accesses and will not be assigned a street name. Structures only accessible by an alley will be reviewed on a case by case basis. Possible address assignments include:

- Addressed by the front door.
- An address off the closest intersecting street.
- A unit off the main property address.
- A unit off an address on the closest intersecting street.

Addressing Standards

Apartment Complexes

The GIS/Addressing Office uses a standard building and unit numbering schema for apartment addressing. See **Figure 2** in the *Figures* section of this document for assigning building numbers and units to properties.

Building, Stand-alone

Typically when there is one building located on a single parcel/lot/site, the address is assigned by the driveway access but please refer to your jurisdictions Annex for possible exceptions (Example: the City of Foley currently uses the front door location to assign street name and numbers.)



Campus Addressing – University

The addressing schema for new university campuses and additions to older campuses will be reviewed on a case-by-case basis by GIS/Addressing personnel and responding agencies. Other environments which may be considered for the Campus Addressing solution are multi-building, multi-access medical centers, Church sites, and large business parks.

Commercial Site – Single Building

For stand-alone commercial structures (not part of a larger commercial site and not on a corner) the address will be based on entrance access along the street range. If multiple units exist in the building, the Building and Unit standards shall apply.

For stand-alone commercial structures (not part of a larger commercial site and located on a corner lot) with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the address off the major arterial unless it poses an emergency issue. If multiple units exist in the building, the Building and Unit standards shall apply.

The Building and Unit standard for single structure commercial sites is explained in **Figure 1** in the *Figures* section of this document

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

Commercial Site – Multiple Buildings

For a commercial site with multiple buildings, a single main address will be assigned, based on the entrance access along the street range, with building numbers for each separate building. If multiple units exist within each building, the Building and Unit standards shall apply.

For commercial site with multiple buildings located on a corner lot, with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the main address off the major arterial unless it poses an emergency issue. If multiple units exist within each building, the Building and Unit standards shall apply.

The Building and Unit standard for multiple commercial buildings on a site is explained in **Figure 2** in the *Figures* section of this document.

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall-Enclosed, Street level Mixed-use, and Strip Malls

Condominium Complexes

The addressing schema for Residential Condominium Complexes will be reviewed on a case by case basis by GIS/Addressing personnel. Depending on the design and layout of the complex, addresses could be assigned using one of the following methods:

- Standard building and unit numbering schema, where site has similar layout as an apartment complex. See **Figure 2**.
- A main address is assigned to each structure based on the front door access along the street range.



- If the layout of private drive accesses resembles a street-like network, Private Drive Naming Criteria will be applied, to enable addressing. Once Private Drives have been named, individual addresses will be assigned based on front door access along the street range of the private drive.
- If private driveways are named, units must be assigned house numbers from the named private drive, instead of using a single address for the entire Condominium with a unit number.

When a jurisdiction is made aware of a condominium conversion for a developed property, the jurisdiction shall provide copies of the proposed declarations of condominium documents to GIS/Addressing including building layouts showing individual units with building number and floor number.

See Pseudo Subdivision and Private Drive Naming Criteria for assigning street names to private driveways.

Corner lots

For all corner lots within a subdivision, a main address will be assigned based on driveway access to the property. Exceptions may be given on a case-by-case basis if a responding public safety agency agrees that the front door may be a better option for ease of accessing during an emergency response.

For residential corner lots that consist of a duplex, triplex, quadplex, condo or townhome that has front doors facing different streets, separate addresses may be assigned based off of the street that the front doors face (See **duplexes and garage apartments**).

Cul-de-sacs

The cul-de-sac and the street it intersects shall have opposing address ranges. Using a different address range for the cul-de-sac (different from the intersecting street) should prevent duplicate and often confusing main addresses on the corner lots of both streets.

Demolition Properties

Use the existing main address of the structure to be demolished. GIS/Addressing should be notified when a structure is removed from the property and made vacant or a change to structure type is made.

Duplexes

A main address will be assigned to each separate unit if numbers allow. Otherwise, a main address will be assigned with a letter suffix, starting with the letter A and ending in letter B. Separate main addresses can be assigned to corner lot duplexes with entrances on different streets (see **corner lot**).

Triplexes

A main address will be assigned to each separate unit if numbers allow. Otherwise, a main address will be assigned with letter suffixes, starting with the letter A and ending with letter C. Separate main addresses can be assigned to corner lot triplexes with entrances on different streets (see **Corner Lot**). If only one unit has an entrance on a different street, the remaining two units will use suffixes, starting with the letter A.

Quadplexes

A main address will be assigned to each of the 4 separate units if numbers allow. Otherwise, a main address will be assigned letter suffixes, starting with the letter A and ending in the letter D. Separate



main addresses can be assigned to corner lot quadplexes with entrances on different streets (see Corner Lot).

Garage Apartments

Secondary residences sometimes referred to as guest house or mother-in-law suites will be assigned as a secondary address different from the primary structure. If the garage apartment is attached, this will be reviewed case-by-case on whether it too requires a separate address.

Flag Lots

Flag lots will be assigned an address based upon the access to the lots or structures, with limitations based upon neighboring addresses.

Note that many re-sub's with flag lots to multiple lots, but provide only a single physical access (driveway) to structures on those lots.

Addressing schemas that may apply:

- Building, Stand alone
- Commercial, Single building
- Commercial, Multiple buildings
- Duplexes/Triplexes/Quadplexes
- Stacked addresses

See **Figure 8** in the *Figures* section for address assignment of Flag Lots.

High Rise – Commercial

The GIS/Addressing Office uses a standard building and unit numbering schema for high-rise commercial addressing. See **Figure 1** in the *Figures* section of this document for assigning Building and Units to single multi-story buildings on a property.

High-rise – Residential

The GIS/Addressing Office uses a standard building and unit numbering schema for high-rise residential addressing. See **Figure 1** in the *Figures* section of this document for assigning Building and Units to single multi-story buildings on a property.

Hospitals

The addressing schema for new hospital campuses will be reviewed on a case by case basis by GIS/Addressing personnel and responding public safety agencies.

Mobile Home and RV Resort Communities

All streets in a mobile home park or RV Resort shall be named, and spaces numbered to conform with block numbers on adjacent public streets.

Names selected for use naming private drives in Mobile Home or RV Resort Communities may not duplicate existing street names that are already in use. Refer to the Street Name Standards for guidance in selecting names for private drives. Names must be reserved for use by Addressing. Signage must be installed at intersections accurately reflecting the street name, and street type.

See Pseudo Subdivision and Private Drive Naming Criteria for assigning street names to private driveways.



Office Building

The GIS/Addressing Office uses a standard building and unit numbering schema for office building addressing. See **Figure 1** and **Figure 2** in the *Figures* section of this document for assigning Building and Units to properties.

Park Facing or Courtyard Facing Structures

Addresses will be assigned off the street based on driveway or right-of-way access location, even if park land is located between the structure and street access.

Residential, Primary Structures

Address is assigned off the street with driveway access. If a corner lot drive loops to both streets then the front door facing will be used for the assignment. Address number is determined by the structure's driveway location along the street range.

Rural Addressing

The address is assigned based on the access location along the street range. Multiple main addresses can exist on one large parcel as long as there are separate entrances, along the street, for each structure. If a driveway is more than 800 ft it may require a name and the address will then be assigned off this named drive; this includes private drives.

Shopping Center, Shopping Plaza and Strip Mall

Each business within a shopping center will be assigned individual street numbers or if this is not possible a single main address with suite numbers for each business.

Recommendations:

- Street or Unit numbers increase in value as the street range increases in value.
- Leave numerical space between unit numbers in order to allow for future expansion (example: #100, #105, and #110).
- A recommended two digit increase for every 10 ft. of frontage.

See **Figure 6** in the *Figures* section of this document.

See also: Commercial Site – Single Building, Commercial Site – Multiple Buildings, Shopping Plazas, and Strip Mall

Shopping Mall – Enclosed

A main address, with unit numbers designated for each business, will be assigned based on structure access along the street range. If the mall has multiple access points from various streets, one street will be chosen to host the main address.

Stacked Addresses

Stacked addresses are residential structures that share a common access. If the access driveway does not meet the Private Drive/Easement Naming criteria, the access itself will be assigned an address based on its location along the street range, and all structures accessed off the easement will be assigned a building number or unit number.

The Stacked Addresses standard is explained in **Figure 3** in the *Figures* section of this document.



Through Lots

A through lot has an adjacent lot on either side and street frontage on two streets. The lot goes "through" the block to the other side.

One structure on a through lot: Address is assigned off the street the front door faces.

Multiple structures on a through lot: The GIS/Addressing Office will review on a case by case basis. Accessory buildings will be addressed based on access.

New subdivision with through lots: The GIS/Addressing Office will review plat notes or contact the developer for access information prior to address assignment.

Through Lot examples are in **Figure 9** in the *Figures* section of this document.

Townhomes, Single-Family Attached

An address is assigned on the street with front door access. Each residential space will be assigned a main address based on the location of entry along the street range.

Separate main addresses can be assigned to corner lot structures with entrances on different streets (see Corner Lot).

The Townhomes and Single-Family Attached standard is explained in **Figure 4** in the *Figures* section of this document.

Vacant Properties

Vacant properties are not assigned an address. The only exceptions are for culvert permits, utility poles, agriculture pumps, and other utilities.

Vacant property within subdivisions may be assigned a pre-address for address planning purposes but are not typically released until driveway and dwelling locations are confirmed. (*See also:* Corner Lot).

The GIS/Addressing Office reserves the right to change an address if an access has been changed.

Mixed-Use Addressing Standards

Downtown Mixed-use Development

Downtown mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout and how the commercial and residential units are accessed (street access or lobby access); downtown mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- High-rise Residential
- Street level Mixed-use

Examples of Downtown Mixed-use Developments:

- Downtown Foley
- Portico Development Downtown Fairhope – 561 Fairhope Ave

Considerations for addressing downtown mixed-use development:



- Residential and Commercial unit typing. First floor addressing of units accessed off of the street may have to use unit/suite number with base address.

The Downtown Mixed-use Development standard is explained in **Figure 5** in the *Figures* section of this document.

See also: **High-rise Residential, Mixed-use Development, and Street-Level Mixed-Use**

Mixed-use Development

Address assignments for mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout, street-like networks, and commercial and residential building access, mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- Strip Mall, Shopping Centers, Shopping Plazas
- High-rise Residential
- Shopping Mall
- Pseudo Subdivision and Private Driveway Naming Criteria
- Street level Mixed-use
- Downtown Mixed-use Development
- Townhomes

Examples of Mixed-use Developments in the area:

- The Wharf
- Amber Isle, 22701-22843 Perdido Beach Blvd.
- Village of Tannin, Tannin Blvd. & Market St.
- Romar Lakes, 24037-24131 Perdido Beach Blvd.
- San Roc Cay Marina (GB), 27267-27269 Perdido Beach Blvd.
- Caribe Resort (PUD), 28099-2107 Perdido Beach Blvd.
- Bear Point Marina (MR), 5749 Bay La Launch Ave.
- Sportsman Marina (PUD), 27884-27888 Canal Rd.

For every 10 feet of frontage, there is a recommended two-digit increase for an address or unit.

Street Level Mixed-use

Residences or businesses with front door access to the street will be assigned a main address, based on the location of the entrance along the street range. Residences or businesses *sharing* door access to the street will be assigned unit numbers at a single main address, based on the location of the entrance along the street range.

See **Figure 7** in the *Figures* section of this document for assigning addresses to Street Level Mixed use.

See also: Downtown Mixed-use Development

Building and Unit Types

For certain types of buildings and units, the GIS/Addressing Office will assign a designator to our Additional Location Information field that describes the type of building or unit as part of the Additional Location Information field. Not all jurisdictions may require an address to be assigned to certain categories. Generally, each power meter needs its own address/unit assigned.



Some of the more popular unit types are listed below. For a list of building and unit types that fall into this category, see **Appendix A: Additional Location Information**.

Billboards

Billboards will be assigned a numeric address based on the billboard's access along the street range. If a Billboard requires a suffix, a letter will be assigned accordingly: A, B, C, D, etc. "Billboard" will be assigned to our Additional Location Information field.

Boat Docks

A boat dock with one or more slips, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Slip" as a designator with the addition of a number (Slip 1, Slip 2, Slip 3, etc.). No dashes should be used. "Boat Dock" will be assigned to our Additional Location Information field.

Example with one slip:
5520 Lakeshore Dr Slip 1

Example with multiple slips:
1234 Sunnyvale St (Main Address)
Boat slip 1 = 1234 Sunnyvale St Slip 1
Boat slip 2 = 1234 Sunnyvale St Slip 2
Boat slip 15 = 1234 Sunnyvale St Slip 15

Cable Boxes/Phone Boxes

Power supplies installed by cable companies and phone companies are assigned a numeric address based on access to the supply. If a power supply requires an additional meter or unit, a letter suffix will be assigned accordingly: A, B, C, D, etc. "Utility" will be assigned to our Additional Location Information field.

Carport

A carport, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Carport" as a designator. If multiple carports exist on a property, each carport will be assigned the unit "Carport" with the addition of a number (Carport 1, Carport 2, Carport 3, etc.). No dashes should be used.

Cell Towers\Towers

Communication Towers will be assigned a numeric address based on the tower's access along the street range. If a tower requires an additional meter or no whole numbers are available, a letter suffix will be assigned accordingly: -A, -B, -C, -D, etc.

If multiple towers exist on one pad site, and the street range allows it, a separate numeric address will be assigned to each tower. Depending on tower type cell- "Wireless Tower" or radio- "Radio Tower" will be assigned to our Additional Location Information field. We also maintain a separate towers layer in GIS and each tower will be added to this layer.

Construction Loops

A temporary numeric address could possibly be assigned based on access along the street range. (case-by-case) "Temporary" will be assigned to our Additional Location Information field and reviewed periodically.



Dumpster

A dumpster, requiring an address for a meter or permit, is assigned the main address of the property with the unit "Dumpster" as a designator. If multiple dumpsters exist on a property, each dumpster will be assigned the unit "Dumpster" with the addition of a number (Dumpster 1, Dumpster 2, Dumpster 3, etc.). No dashes should be used. "Dumpster" will be assigned to our Additional Location field.

Elevators

Elevators are assigned the main address of the property they reside on, with the unit "Elevator" as a designator. If multiple elevators exist on a property, each elevator will be assigned the unit "Elevator" with the addition of a number (Elevator 1, Elevator 2, Elevator 3, etc.). No dashes should be used. "Elevator" will be assigned to our Additional Location Information field.

Food Trucks-Permanent

Food trucks are assigned the main address of the property they reside on, with the unit "Food Truck" as a designator. If multiple food trailers exist on a property, each food trailer will be assigned the unit "Food Truck" with the addition of a number (Food Truck 1, Food Truck 2, Food Truck 3, etc.). No dashes should be used. "Food Truck" will be assigned to our Additional Location Information field.

Gates

A gate that has a power supply separate from the house will be assigned a numeric address based on gate access along the nearest named street's range. The gate must have a separate power meter from the main structure. This includes gated community gates, property access gates, and Parks and Recreation gates. "Gate" will be assigned to our Additional Location Information field.

Guard Station

If the guard station exists on a property with an existing main address, the main address with a building designation of "Security" will be used in the Additional Location Information field. If the guard station exists as a single structure with street access, a main address will be assigned based on the structure's access along the street range. "Security" will be assigned to our Additional Location Information field.

Lift Station

A lift station is considered a critical facility and therefore should be assigned a numerical address based on its location along the street. "Lift Station" will be assigned to our Additional Location Information field.

Park Entrances

For municipal parks, a main address will be assigned based on the park's access along the street range. A small local park will generally have only one main address most of the time. Larger parks containing sports complexes, or State Parks could have multiple buildings throughout the park each individually addressed. We also maintain a separate park layer in our GIS and it too will need the main point of location added. "Park" will be assigned to our Additional Location Information field.

Parking Garage

A stand-alone parking garage, requiring an address for a meter or permit, is assigned the main address of the property with the building "Garage" as a designator in the building number column. If multiple parking garages exist on a property, each parking garage will be assigned the building "Garage" with the addition of a number (Garage 1, Garage 2, Garage 3, etc.). No dashes should be used.



A parking garage that is contained within a building (i.e. first few levels of a building, such as a hotel), requiring an address for a meter or permit, is assigned the main address of the property with the unit "Garage" as a designator.

Pools

It is important to note that most public pools are required to have a pool phone per Alabama Health Department. For this and other reasons these pools require their own address assignment.

A pool at an apartment complex or condominiums: Will be assigned the same address as the pool house or clubhouse that resides with it. If no structure, it will be assigned separately. "Outdoor Pool" will be assigned to our Additional Location Information field. If the Pool is indoors, it will be assigned "Indoor Pool".

Pool at Municipal Park: If the pool shares the same access as the park, use the park address. If pool access is different from main park access, assigned a separate whole address to the pool. "Outdoor Pool" or "Indoor Pool" will be assigned to our Additional Location Information field based on outdoor/indoor location.

To further clarify, if there are multiple pools on campus or in a subdivision separated from each other they may require additional location description.

The description Indoor/Outdoor Pool should be used where there are both a pool and spa in the same area sharing the same phone. If a spa is alone and has a pool phone it should be given a description of Indoor Spa or Outdoor Spa. Pool or Spa can be substituted with options below and must be communicated to GIS/Addressing:

If there is only a single indoor pool phone at the address (include [[#] FLOOR]:

INDOOR POOL GROUND FLOOR
INDOOR SPA 14TH FLOOR

If there are multiple pool phones indoors at the same street number, then they must be differentiated as such with floor #:

INDOOR POOL GROUND FLOOR N
INDOOR POOL GROUND FLOOR E
INDOOR SPA 15TH FLOOR S
INDOOR SPA 15TH FLOOR W

If there is only a single outdoor pool phone at the address:

OUTDOOR POOL
OUTDOOR SPA

If there are multiple pool phones outdoors at the same street number, then they must be differentiated as such:

OUTDOOR POOL N
OUTDOOR POOL E
OUTDOOR POOL S
OUTDOOR POOL W
ROOFTOP POOL

Temporary Addresses

On very rare occasions a temporary address may be necessary to use depending on the situation. These addresses should NOT be used on pool phones, elevator phones or anywhere an amenity or dwelling will continue to reside beyond construction completion. A temporary address will be assigned based on access along the main street and the address letter should clearly state TEMPORARY in BOLD RED lettering. Examples: Construction trailers, cell on wheels (COW – temporary Cell Towers). "Temporary" will be assigned to our Additional Location Information field.



Toll Booths and Toll Tag Readers

If a toll booth has the potential to be staffed, a whole number will be assigned. If requested a toll tag reader can also be assigned a numeric. "Toll" will be assigned to our Additional Location Information field.

Toll booth or toll tag reader on an entrance ramp: addresses based on the street range at the beginning of the entrance ramp and addressed off the service road.

Toll booth or toll tag reader on an exit ramp: address based on the street range at the beginning (entrance) of the exit ramp and addressed off of toll road through lanes.

Transformers

A transformer requiring an address for a meter or permit is assigned the main address of the property with the building "Transformer" as a designator. If multiple transformers exist on a property, each transformer will be assigned the building "Transformer" with the addition of a number (Transformer 1, Transformer 2, Transformer 3, etc.). No dashes should be used. "Transformer" will be assigned to our Additional Location Information field.

Additional structures that could receive an address:

Irrigation Meters
Subdivision Entrances/Lighted signs
Trail Entrances/Benches
Water Pumps
Boat Launch

½ Addresses

The GIS/Addressing Office will no longer assign "1/2" addresses. There continue to be a handful of addresses issued in the past and these will continue to be recognized. If they cause a public safety issue these addresses will be changed.

Example:
18 ½ Fig Ave

Fire Hydrants

Hydrants are not assigned addresses but instead assigned nearest physical or the nearest road centerline address and are kept in the hydrants GIS layer separate from address points.



Figures

Figure 1: Single Multi-story Building on a Site (High-rises and Office Buildings)

- Numbering schema should be used for high-rise buildings or single office buildings, where only one building exists on the property.
- Prevents duplication of units on a property.
- Unit number identifies the building, floor, and apartment/suite number.

Unit Number Schema:	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>			
	Floor 78	<table><tr><td>#7801</td><td>#7810</td><td>#7819</td></tr></table>	#7801	#7810	#7819
#7801	#7810	#7819			
	Floor 50	<table><tr><td>#5001</td><td>#5010</td><td>#5019</td></tr></table>	#5001	#5010	#5019
#5001	#5010	#5019			
	Floor 25	<table><tr><td>#2501</td><td>#2510</td><td>#2518</td></tr></table>	#2501	#2510	#2518
#2501	#2510	#2518			
	Floor 10	<table><tr><td>#1001</td><td>#1010</td><td>#1018</td></tr></table>	#1001	#1010	#1018
#1001	#1010	#1018			
	Floor 2	<table><tr><td>#201</td><td>#210</td><td>#218</td></tr></table>	#201	#210	#218
#201	#210	#218			
	Floor 1	<table><tr><td>#101</td><td>#110</td><td>#118</td></tr></table>	#101	#110	#118
#101	#110	#118			

*For single digit buildings or floors, do not add a leading zero.



Figure 2: Multiple Multi-story Buildings on a Site (Apartments, Condominiums, and Office Parks)

- A 4/5-digit numbering schema shall be used for apartments, condominiums, and office parks where more than one or up to nine buildings exist on the property. Properties with more than 10 buildings will be reviewed on a case-by-case basis by the GIS/Addressing Office.
- Prevents duplication of units on property.
- Unit number identifies the building number, floor number and the apartment/suite number.

	Unit Number Schema:			Building # <u>X</u> *	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>			
Floor 25	#12501	#12502	#12503	#22501	#22502	#22503	#92501	#92502	#92503
Floor 10	#11001	#11002	#11003	#21001	#21002	#21003	#91001	#91002	#91003
Floor 2	#1201	#1202	#1203	#2201	#2202	#2203	#9201	#9202	#9203
Floor 1	#1101	#1102	#1103	#2101	#2102	#2103	#9101	#9102	#9103
	Building # 1			Building # 2			Building # 9		

*For single digit buildings or floors, do not add a leading zero.



Figure 3: Stacked Addresses

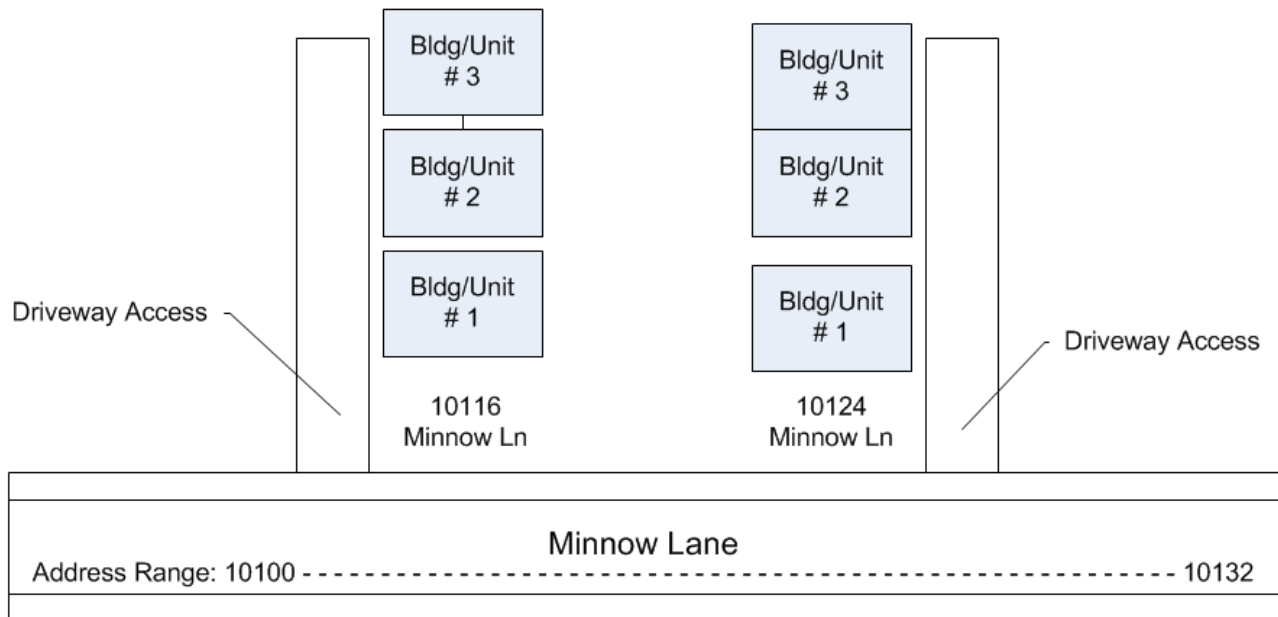


Figure 4: Townhomes and Single-Family Attached

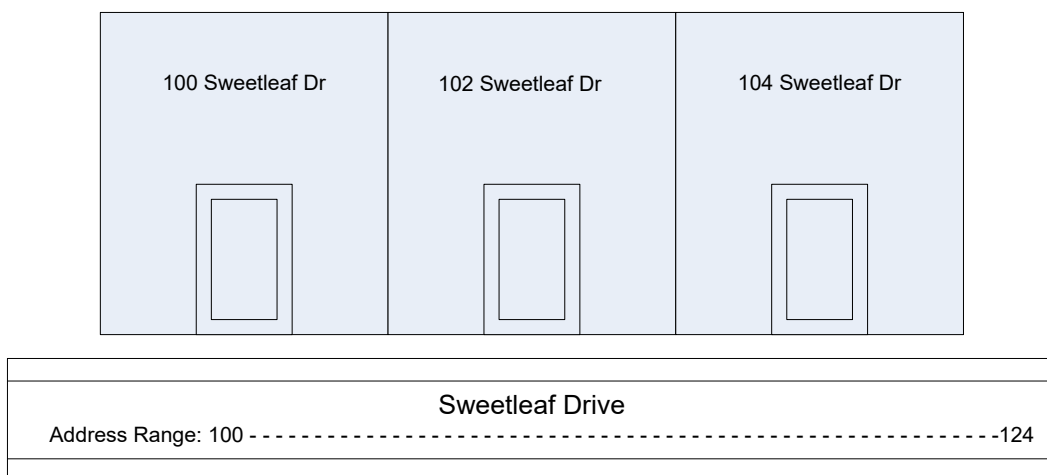




Figure 5: Downtown Mixed-use Development

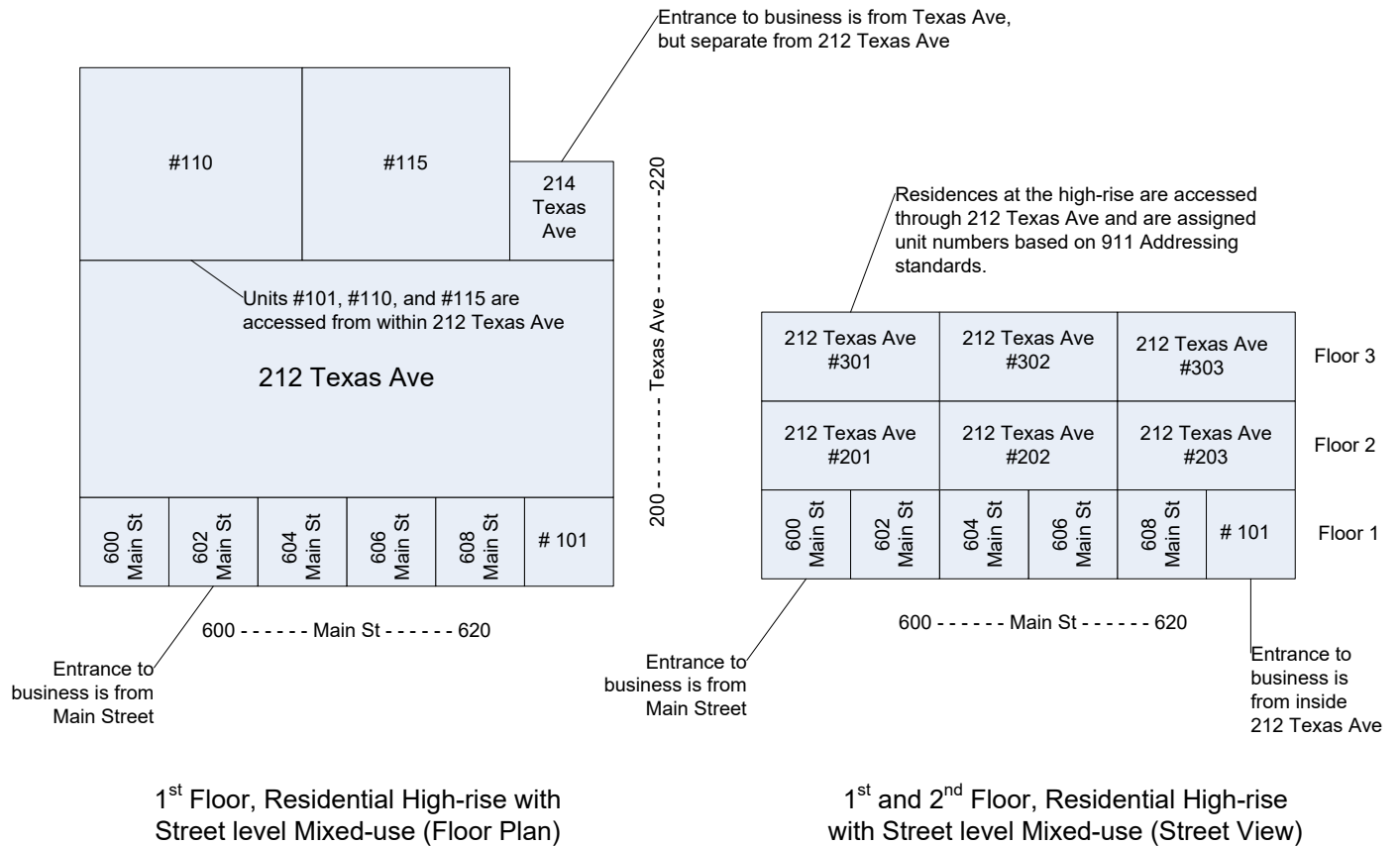




Figure 6: Shopping Center, Shopping Plaza, Strip Malls

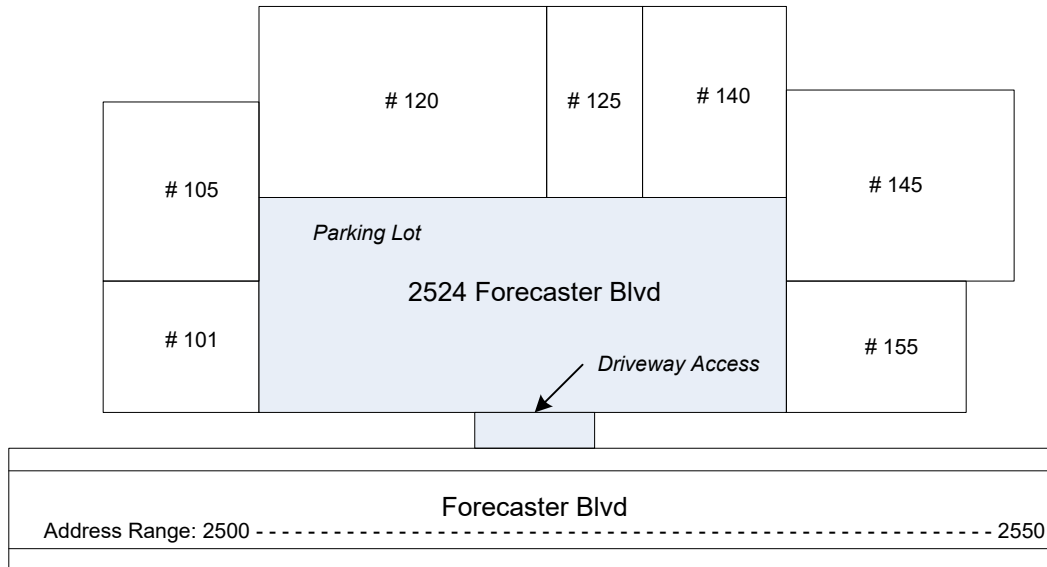


Figure 7: Street Level Mixed-use Development

- Residences or businesses with front door access to the street will be assigned a main address, based on the entrance's location along the street range.
- Residences or businesses sharing door access to the street will be assigned unit numbers at a single main address, based on the entrance's location along the street range.
- For Street Level Mixed-use for downtown blocks, please see "Street Level Mixed-use, Downtown."

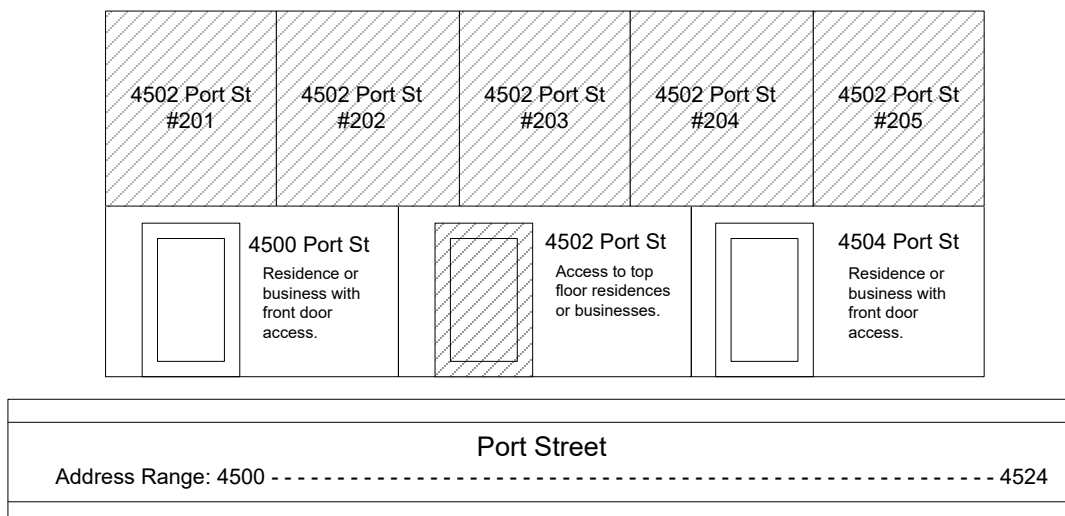




Figure 8: Flag Lots

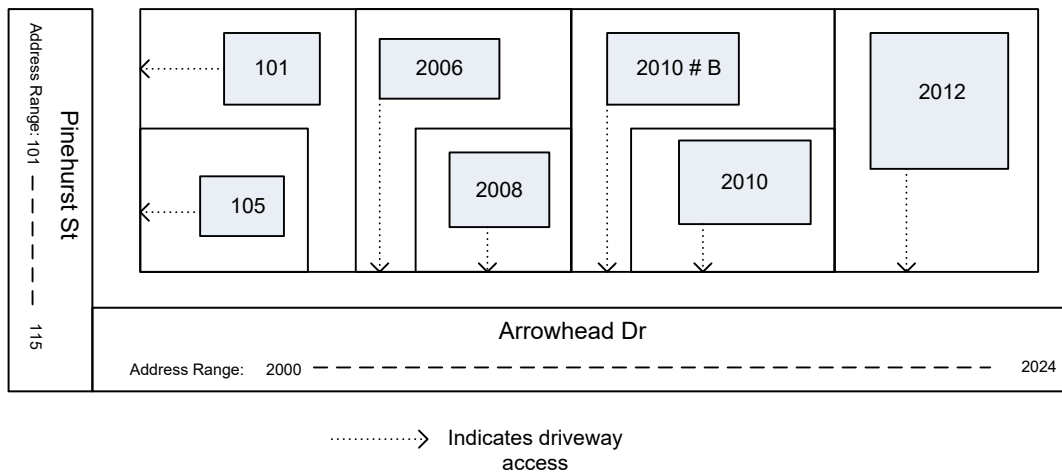


Figure 9: Through Lots

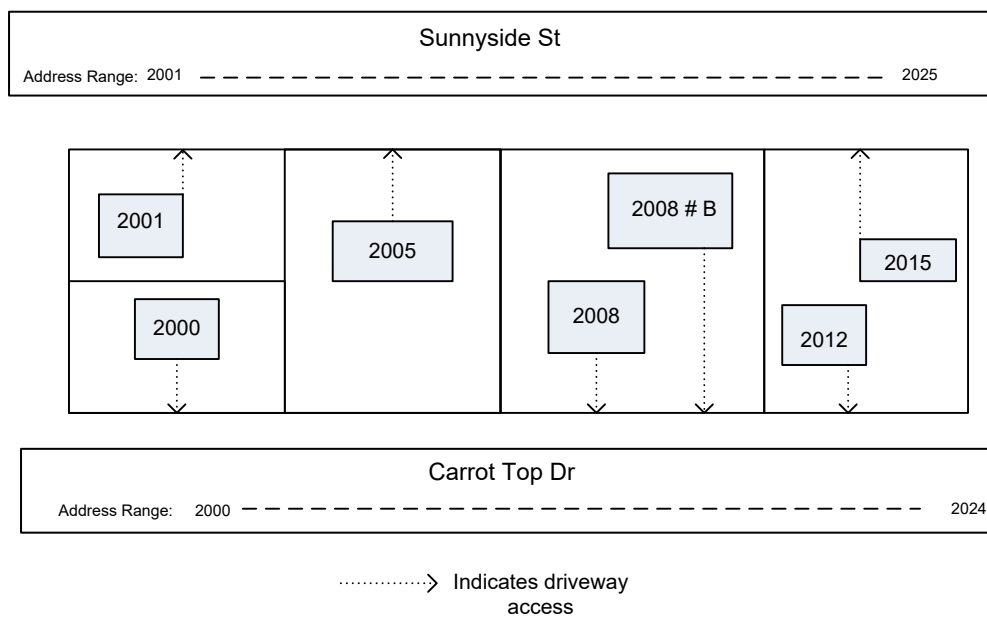




Figure 10: Addressing Grid

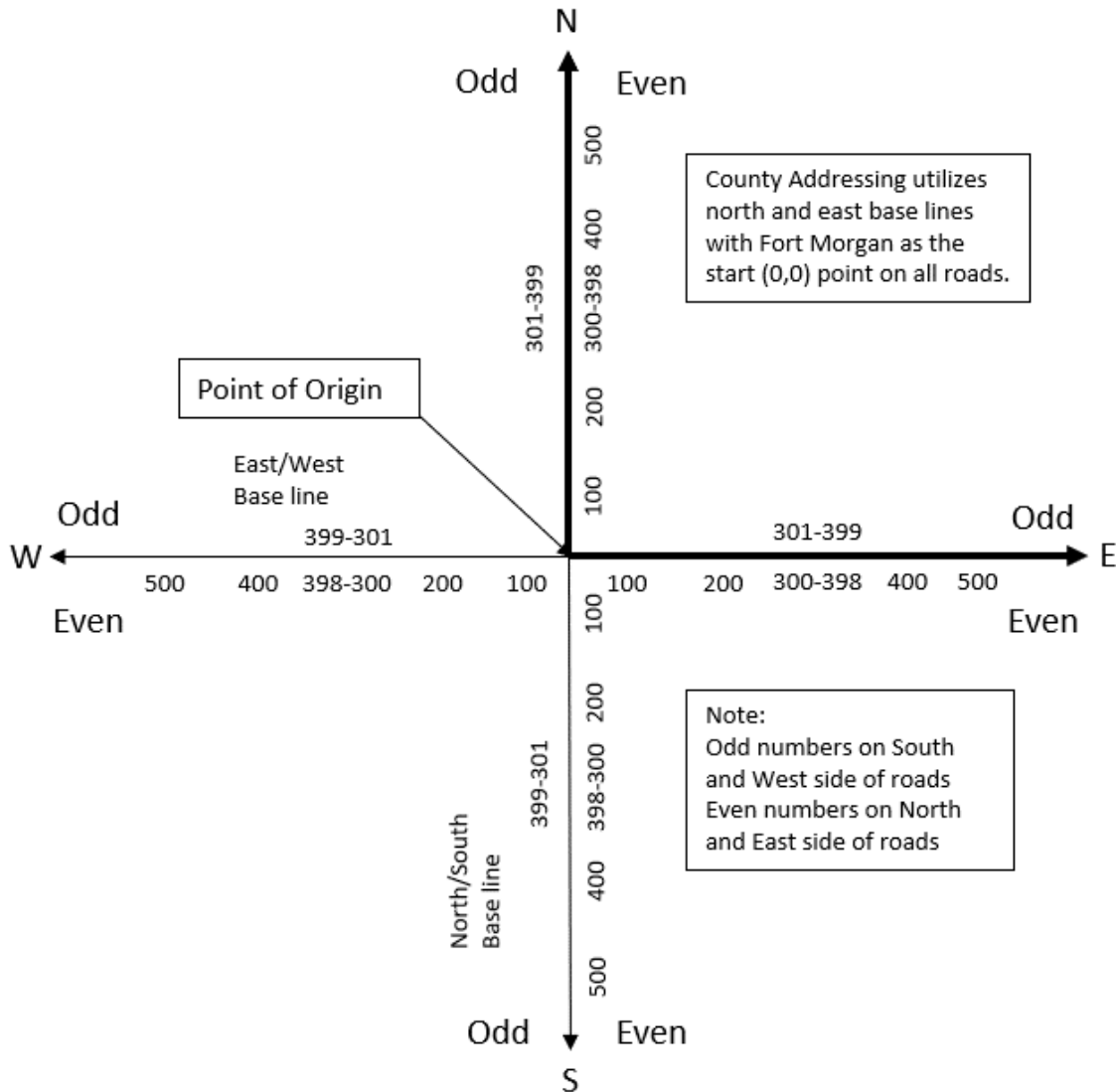
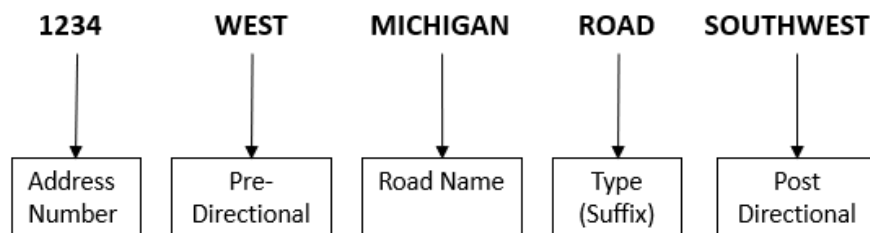


Figure 11: Components of an Address





Appendix A: Additional Location Information

Additional Location Info

-Not all types listed.

Description

ATM	automatic teller machine building
Billboard	billboard
Boat Launch	boat ramp/launch
Carport	carport
Carwash	carwash
Clubhouse	clubhouse
Boat Dock	boat dock/dock
Dumpster	dumpster
Elevator #	elevator with assigned number
Food Truck	food truck
Garage	stand-a-lone parking garage
Gate	gate house
Guest	guest house
Lift Station	lift station
Lobby	lobby
Mail House	mail house
Maintenance	maintenance
Office	generally a business unit where office duties are performed
Playground	playground
Indoor Pool/Spa	pool(s) or group of indoor pools/spas
	pool(s) or grouping of outdoor
Outdoor Pool/Spa	pools/spas
Pump	pump house/station
Radio Tower	communications tower
Recreation	recreation, gym, exercise
Security	guard shed
Shop	workshop
Storage	storage building
Toll	toll booth/tag readers
Transformer	transformer
Trash Compactor	trash compactor
Water Tower	water tower
Wireless Tower	communications tower
Well	well house
Utility	ATT box, utility pole, etc



Appendix B: Helpful Addressing Resources

GIS and Addressing Website and Contact Information

Website: <http://www.baldwin911.org>

Mailing Address:
911 Telecommunicator Cir
Robertsdale, AL 36567-4187

Phone: 251-947-3911
Fax: 251-947-2740

E-mail: addressing@baldwin911.org

Baldwin County Street Name Standards

The naming of any new street or the renaming of existing streets within Baldwin County must comply with the street naming standards. The standards presented combine requirements from the National Emergency Number Association (NENA), the Federal Geographic Data Committee (FGDC), the United States Postal Services Publication 28, and certain applicable portions of the Baldwin County and Municipal Codes.

Baldwin County Address Street Name Master List

A master list of all existing and reserved street names within Baldwin County can be found on the Baldwin County 9-1-1 website or emailed as a request to GIS/Addressing:

<http://www.baldwin911.org>



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Annex

City of Bay Minette

Road naming and Addressing in the City of Bay Minette is handled by Baldwin County 9-1-1.

City of Daphne

The City of Daphne currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Town of Elberta

Road naming and Addressing in the Town of Elberta is handled by Baldwin County 9-1-1.

City of Fairhope

The City of Fairhope currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Additional Addressing Information from Fairhope Subdivision Regulations:

- 3) Street Names- Proposed streets in alignment with existing, named streets shall have the name of the existing street. In no case shall duplicate or similar street names be approved, irrespective of the prefix or suffix used. Naming shall be consistent with the general direction of the street. Streets running east and west shall be called Avenues and streets running north and south shall be Streets.

City of Foley

The City of Foley currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Additional Addressing Information pulled from Probate Instrument # 1438521.

BE IT ORDAINED by the Mayor and Council of the City of Foley at its meeting on the 6th day of January 2014 as follows:

PURPOSE:

The purpose of this Ordinance is:

- 1) To establish a uniform city wide system of assigning addresses to facilitate the locating of buildings in order to protect the public health and safety by enabling a quicker response time by police, fire, ambulance, and other emergency services.



- 2) To establish the authority of the city to issue and/ or change addresses and/ or street names as outlined in this ordinance.
- 3) To establish guidelines for non-compliance of this ordinance.

DEFINITIONS:

ADDRESS means the combination of a number, street name, type, prefix and/or suffix. ADDRESS NUMBER means a set of numbers as assigned.

STREET means the full right-of-way of a thoroughfare which affords the principal means of access to abutting property.

PRIVATE STREET/EASEMENT means a privately owned and maintained street/easement that provides access to multiple structures.

STREET NAME means a proper name of the street.

STREET PREFIX shall be considered North, South, East or West and shall appear just before the proper name and shall be abbreviated N, S, E, or W, or any combination thereof.

STREET SUFFIX shall be considered North, South, East or West and shall appear just after the proper name and shall be abbreviated N, S, E, or W, or any combination thereof.

STREET TYPE shall describe the type of street and will adhere to E-911 standard abbreviations.

ADDRESSING GUIDELINES:

NUMBERING:

- 1) Even numbers shall be on the South and East sides of the street, and odd numbers shall be on the North and West sides of the street
- 2) If a street changes direction, the established numbering remains the same throughout the entire length of the street

STREET NAMES:

- 1) Street names must be approved in advance by Community Development Department and E-911 personnel prior to the approval of a subdivision or the naming of a private or public street
- 2) The Mayor and Council shall have the authority to name streets within the city limits of Foley or change the name of a street as deemed necessary, subject to E-911 review.
- 3) Developers may request names for new streets provided the names are approved as required by this ordinance.
- 4) A street shall not be given a name which duplicates the name of any other street, or which is similar enough to an existing street name to cause confusion in an emergency situation.

STREET SIGNS:

In cooperation with standards for signs, signals, and pavement markings throughout the United States as established by the United States Department of Transportation Federal Highway Administration in



the Manual on Uniform Traffic Control Devices, and in conjunction with Traffic Sign Retro Reflectivity Policies and other requirements, the following street sign guidelines are hereby implemented.

- 1) Official colors for city street signs will be green with white lettering.
- 2) Official colors for private street signs will be blue with white lettering.
- 3) A subdivision developer will be responsible for making sure a street signs are installed prior to final plat approval.
- 4) Private street signs will be the responsibility of the developer or property owner. All street names must be approved prior to any sign being installed.

DISPLAY OF ADDRESS:

- 1) The assigned address numbers shall be placed on the front of the structure and shall be placed in a position that is plainly legible and visible from the street.
- 2) If the structure is not visible from the street, the number must also be clearly posted on a mailbox or sign at the entrance of the driveway.
- 3) Address numbers displayed on building fronts shall be of a contrasting and/or reflective color to their background and shall not be less than four inches (4") in height
- 4) The owner shall be requested to comply with properly displaying the address within thirty (30) days from the date of notification. If the owner has not properly displayed their address after thirty (30) days, the owner will be considered in non-compliance.

CHANGING ADDRESS NUMBERS:

It shall be the policy of this ordinance to discourage the practice of changing existing addresses or address numbers which are already in use except:

- 1) When the existing address number is not in sequence and/or does not run consecutively in the same direction as the city address system.
- 2) When the existing number is such that the assignment of address numbers for new structures is not practical in keeping with the requirements.
- 3) When a new street is constructed which results in the most appropriate address for the structure to be off of the new street rather than the original street
- 4) When an addressing duplication occurs.
- 5) When the address of an annexed structure results in any of the above mentioned situations, the address number may be changed to be in compliance with this ordinance.
- 6) When circumstances clearly make the dispatching of emergency vehicles impractical and it is determined that an address needs to be changed for safety and emergency purposes.

CHANGING EXISTING STREET NAME:

It is the intent of this ordinance to discourage the practice of changing existing street names except:

- 1) When two identical or similar street names exist
- 2) When it is determined an error was made with the incorrect name being printed on the street sign.
- 3) When the address of an annexed structure results in any of the above mentioned situations, the street name may be changed to be in compliance with this ordinance.



- 4) When circumstances clearly make the dispatching of emergency vehicles impractical and it is determined that an address needs to be changed for safety and emergency purposes.

NOTIFICATION OF NEW ADDRESS:

Community Development Department personnel shall assign an address and provide the following information to other departments/agencies as needed:

SUBDIVISIONS:

- 1) Vicinity map and addressed plat containing the address number and street name including prefix/suffix.

NEW STRUCTURES:

- 1) The address number and street name including prefix/suffix.

NOTIFICATION OF CHANGE OF ADDRESS:

Community Development Department personnel shall change an address and provide the following information to other departments/agencies as needed:

ADDRESS CORRECTIONS:

- 1) The Address Correction Notification will be used by Community Development Department personnel when an address is changed pursuant to this Ordinance to notify the resident and/ or owner of the following:
 - A) The old address.
 - B) The new address.
 - C) The reason for the change.
- 2) The owner shall be requested to comply with the address change within a thirty (30) day period of time and to report completion of such change to the Community Development Department immediately after the change is made. If the owner has not changed the address within thirty (30) days, they will be considered in non-compliance of this ordinance.
- 3) If the owner has not properly displayed the new address on the structure as outlined in this ordinance within thirty (30) days, they will be considered in non-compliance of this ordinance.
- 4) All expenses incurred from changing the address will be the responsibility of the owner.

NON-COMPLIANCE:

Failing to comply with this ordinance will result in the following actions:

- 1) A final Notice of Non-Compliance will be sent stating the correct address, which will offer the option to correct the address or to sign the Address Refusal Letter.
- 2) If the owner does not return the signed Address Refusal Letter by the deadline date, the address will be automatically corrected as stated in the letter and the post office will be notified of the corrected address along with other agencies as deemed necessary.
- 3) By the owner signing the Address Refusal Letter, the property owner accepts responsibility of the consequences that may result from confusion caused by the address discrepancy during an



emergency situation, which will hold harmless and release liability on the City of Foley and/or any emergency response agencies.

EFFECTIVE DATE:

This Ordinance shall take effect immediately after adoption by The City of Foley and publication as required by law.

SEVERABILITY:

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid of unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

PASSED, APPROVED AND ADOPTED this 6th day of January, 2014.

(Ord. No. 14-1000-ORD)

City of Gulf Shores

The City of Gulf Shores currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

ARTICLE I. - IN GENERAL

Sec. 20-1. - Uniform address system—Established; adoption of maps.

There is hereby established a uniform system for addressing all structures located in the city and police jurisdiction, except as hereinafter provided. All structures, present and future, shall be numbered in accordance with the provisions hereof. A uniform system of addressing properties as shown on maps maintained by and within the office of the city clerk is hereby adopted for use within the city, which maps and all explanatory matter thereon are hereby adopted and, by reference, made a part of this Code.

(Ord. No. 264, § 1, 8-8-83; Ord. No. 1047, § 1, 2-25-02)

Sec. 20-2. - Same—Definitions.

Address: A unique alphanumeric descriptor which identifies the proper location of a parcel of land, building or other structure within the city or its police jurisdiction.

Address format: Addresses will generally consist of the following components: Frontage number, directional, street name, street type, and substructure suffix (usually a suite or building number/letter).

Avenue: Generally used to designate local streets trending in an east/west direction.

Frontage number: Prefix component of a site's address which is numerically sequenced and uniquely assigned to a parcel, structure, or building along a street according to its relative distance from the city's address reference point.

Numerical assignment: Even numbers are used to identify properties or buildings on the north or east side of a street; odd numbers are used to identify properties or buildings on the south or west side of a street.



Reference point: Refers to the origin for the address grid for the city which is the intersection of State Highway 59 and State Highway 182. Addresses are measured east or west of State Highway 59 and north or south of State Highway 182.

Street: Generally used to designate local and collector streets trending in a north/south direction.

(Ord. No. 1047, § 2, 2-25-02)

Sec. 20-3. - Same—Attaching assigned address numerals/letters; guidelines.

The city council hereby recognizes the uniform system whereby each property has been assigned its respective alphanumeric address. The owner shall permanently place or cause to be permanently placed at or onto each structure, other than outbuildings controlled by such owner, the frontage number portion of the alphanumeric address assigned by the city clerk or the clerk's authorized representative, under such uniform system and shall adhere to the following guidelines:

- 1) The owner of a structure or building existing on the effective date of this section shall cause to be displayed on such building or structure the assigned frontage number. An owner who does not have the assigned address for a building or structure on his property shall apply for and obtain the properly assigned address from the city clerk or the clerk's authorized representative. In order to obtain the correct number, the owner must identify such owner's property by providing a legal description. The frontage number shall be placed within twenty (20) days after the assignment as noted in the following subsections. The cost of the numerals shall be borne by the property owner. The owner shall use numbers and or letters not less than four (4) inches in height, and the numbers shall be made of durable and clearly visible material. Such numbers/letters shall be maintained in a condition that preserves their readability from the street.
- 2) In order to preserve continuity and uniformity of the number of houses, buildings, or structures, whenever any house, building, or structure shall be erected or located in the city it shall be the duty of the owner to procure the correct address as assigned by the city for the property. The owner shall fasten the frontage number so assigned upon or near such building as provided by such sections. No building permit shall be issued for any house, building, or structure until the owner has procured from the city clerk or authorized representative the official address of the premises. The final occupancy certificate of any structure erected or repaired, altered or modified shall be withheld by the building official until permanent and proper frontage numbers have been affixed to or at the structure consistent with this section.
- 3) Frontage numbers shall be placed immediately above, on, or at the side of the most conspicuous entrance for each dwelling or building, so that the number can be easily viewed from the street or other primary access. In addition to the placement of numerals on the principal building, whenever any building is situated more than fifty (50) feet from the front property line the frontage number of such property shall be conspicuously displayed on the owner's property at the property line, near the walkway, driveway, or entrance to such building upon a gatepost, fence, post, sign, mailbox or other appropriate place so as to be easily viewed from the street or other primary access when approaching from either direction, if applicable. Such sign or other display method shall conform to the zoning provisions of Ordinance No. 235 adopted May 10, 1982.
- 4) For the purposes of facilitating the assignment of correct addresses, appropriate records of all streets, avenues, and public ways within the city, showing the proper numbering of all houses and other buildings, shall be kept on file in the office of the city clerk or authorized



representative. These records shall be open to inspection by all persons during the office hours of city hall.

- 5) It shall be the duty of the city clerk or the clerk's authorized representative to inform any party applying therefor of the address belonging to or embraced within the limits of any such lot or property, as provided in sections 20-1 through 20-3. In case of conflict as to the proper address to be assigned to any building, the city clerk or authorized representative shall determine the address of such building. Addresses shall not be moved from one house to another and shall remain on the structure or location to which assigned unless changed by the authority of the city.

(Ord. No. 264, § 2, 8-8-83; Ord. No. 1047, §§ 2, 3, 2-25-02)

Sec. 20-4. - Same—Lots with gulfside yards.

On properties with gulfside yards, frontage numbers shall also be placed on the gulf side of the building so that the number can be easily read from the mean high tide line. In the case where a dune walkover exists to serve the property, the numbers shall also be displayed at the end of the walkover and oriented toward the gulf. Implementation and enforcement of the above will be according to procedures as established by the fire chief.

(Ord. No. 1486, § 1, 6-25-07)

Sec. 20-5. - Same—Notice to comply.

If the owner of any property required to be numbered herein fails to obtain, attach and maintain the proper numerical address for such property, the city shall serve upon such owner a notice requiring such owner to comply with the requirements of sections 20-3 and 20-4; and if such owner neglects to do so within thirty (30) days after being notified, such owner shall be deemed to be in violation of this Code. Such violation shall not be considered a criminal offense or misdemeanor and shall be administratively adjudicated by the municipal court. Fines for violations shall be fifty dollars (\$50.00) and may be assessed as a separate violation for each day the violation exists. No court costs or other fees shall apply.

(Ord. No. 264, § 3, 8-8-83; Ord. No. 1047, §§ 2, 4, 2-25-02; Ord. No. 1486, § 1, 6-25-07)

Secs. 20-5—20-19. - Reserved.

Sec. 7-126. - Addressing/signage standards for beach fronting properties with dune walkovers.

- a) For all locations other than multi-family developments, street address (911) numbers shall be provided on the seaward side of structures. The numbers shall be of contrasting color and be a minimum of four (4) inches in height.
- b) For all multi-family developments, an eighteen-inch by twenty-eight-inch sign shall be provided. The sign shall have four (4) lines with the name of the development occupying the top two (2) lines, the address numbers occupying the third line and the street name occupying the fourth line of the sign with a minimum of three-inch letters and numbers. The sign shall have a green background with white letters. The sign shall be a freestanding sign supported by a minimum of one (1), four-inch by four-inch ten-footpost located on the seaward side of the dunes, but not south of the established Mean High Tide Line, with the sign facing south. The height of the



signs shall be a minimum of four (4) feet to the bottom of the sign from grade and a maximum of five (5) feet to the bottom of the sign from grade at time of construction.

- c) For all multi-family developments, the International Flag System (Beach Warning Sign) shall be posted on the site nearest the point of ingress/egress to the beach.
- d) It shall be the responsibility of the property owner/homeowner's association to maintain the required signage at the required locations. The City of Gulf Shores Building Department and Fire Department will make routine inspections to verify the signs are in compliance with this section. Anyone found not in compliance with this section will be subject to penalties and fines as allowed within the City of Gulf Shores' Code of Ordinances.
- e) The requirements of this section shall not exempt any requirements as established in other ordinances adopted by the City of Gulf Shores regarding signage.

(Ord. No. 1552, § 1, 7-13-09)

Additional Addressing Information from Gulf Shores Subdivision Regulations:

8. Street Names. New street names shall not duplicate or be similar to existing street names and for proposed streets which are in alignment with existing streets the street name shall be projected.

Naming shall be consistent with the directional line of the street as follows:

Through streets lying east and west - - - - - Avenues

Through streets lying north and south - - - - - Streets

Through streets lying other than what can be termed north and south or east
and west - - - - - Roads

Cul-de-sacs and other noncontinuous streets - - - - - Lanes, Places, Courts, Drives

Circular or "U" shaped streets- - - - - Circles

9. Street Name and Regulatory Signs. Street name signs are to be placed at all intersections within or abutting the subdivision the type and location of which shall be approved by the City.

10. Street Lights. Installation of street lights shall be required in accordance with design and specification standards approved by the City.

11. Reserve Strips. Private reserve strips controlling access to streets shall be prohibited.

12. Half-Streets. Where there exists a dedicated or platted half street adjacent to the tract to be subdivided, the other half shall be platted. New half-streets or half alleys shall be prohibited.

13. Private Streets. There shall be no private street platted within a subdivision where abutting properties will be sold to the public except in instances where the Planning Commission establishes that the maintenance of private streets will be adequately and continuously financed by assessments against adjoining properties established by covenants and administered through a homeowners association. Such covenants shall provide for flexible maximum assessments so that adjustments may be made for inflationary price rises and that the assessments shall be a charge or lien on the land. Private streets shall be designed so that they will in no way interfere with the logical extension of the street system serving the surrounding area or with the extension of arterial streets. Private streets shall be approved as to design in accordance with the standards in this section.

14. Additional Width on Existing Streets. Unless otherwise waived by the Planning Commission, subdivisions that adjoin existing streets with inadequate right-of-way shall dedicate additional right-of-way to meet the minimum street width requirements as follows:

- a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.



-
- b. When the subdivision is located on only one side of an existing street, a minimum of one-half of the required right-of-way from the centerline of existing street shall be provided.

City of Loxley

The City of Loxley currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Town of Magnolia Springs

Road naming and Addressing in the Town of Magnolia Springs is handled by Baldwin County 9-1-1.

City of Orange Beach

The City of Orange Beach currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Town of Perdido Beach

Road naming and Addressing in the Town of Perdido Beach is handled by Baldwin County 9-1-1.

City of Robertsdale

The City of Robertsdale currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Town of Silverhill

Road naming and Addressing in the Town of Silverhill is handled by Baldwin County 9-1-1.

City of Spanish Fort

Road naming and Addressing in the City of Spanish Fort is handled by Baldwin County 9-1-1.

Town of Summerdale

The Town of Summerdale currently addresses their jurisdiction with assistance from Baldwin County 9-1-1 GIS/Addressing Office.

Exhibit 2



Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards

9/19/2023

Authorization

Director

Date

GIS/Addressing Manager

Date

Revision Log

<i>Revision No.</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
<i>Enter revision number (A-Z for drafts or 0-99 for approved documents)</i>	<i>Enter the effective date (e.g., 01/01/23)</i>	<i>Enter the author's name</i>	<i>Enter a description of changes made</i>	<i>All or number(s) of affected pages</i>
24-0001	1/19/2024	Scott W	Updated who should sign Road Name Petition	New Rd Name Guidelines

BALDWIN COUNTY 9-1-1 STREET NAME STANDARDS

The naming of any new street or the renaming of existing streets within Baldwin County must comply with the street naming standards described below. The standards presented combine requirements from the National Emergency Number Association (NENA), the Federal Geographic Data Committee (FGDC), the United States Postal Services Publication 28, and applicable portions of the Baldwin County Land Development Code including but not limited to Baldwin County Resolution 2021-043 (Jan. 19th, 2021), the revised Baldwin County Commission Policy *#4.3-Road Name Policy*, and/or local municipality resolutions.

The Baldwin County 9-1-1 GIS/Addressing Department reviews street names to be applied to rights of way, easements, or private drives. Duplicate and/or similar-sounding street names are prevented and continuity with existing streets is maintained. Not all accesses may be named. For criteria describing which access may be named, please refer to the Baldwin County 9-1-1 Addressing Standards. If a drive or easement either public or private is 800 ft or longer or contains three or more possible addresses, then it should be named for public safety response.

NAMING STREETS

Each street name in Baldwin County must consist of at least two parts:

- 1) Primary Street Name
- 2) Pre or Post Type

Example: FAIRWEATHER COURT

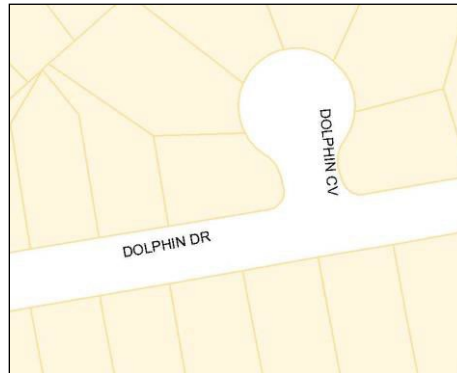
FAIRWEATHER → Primary Name
COURT → Post Type

OR

Example: AVENUE B

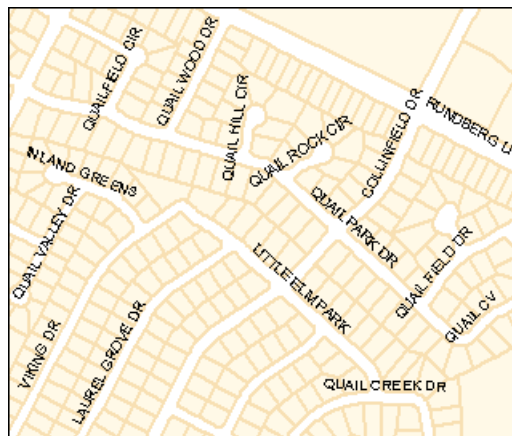
AVENUE → Pre Type
B → Primary Name

- ### Figure 1



- ## Figure 2

Many streets starting with same word create confusion



- 4

- Only numbered streets and highways use numerals (2nd, 10th, U S Hwy 98). Do not use numbers or spelled out numbers in street names.

Example: **TWO THOUSAND PENNIES DRIVE**

Once the street is addressed, confusion can result from the house number in combination with the street name.

40 TWO THOUSAND PENNIES DRIVE

Sounds like...

42000 PENNIES DRIVE

42 THOUSAND PENNIES DRIVE

- Cardinal direction words, NORTH, SOUTH, EAST and WEST, should not be used as part of a street name. This restriction extends to cardinal direction words in other languages as well, such as NORD or SUR.
- Cardinal directions (called directional) are required when a street crosses over a designated zero range boundary.
- Please do not combine cardinal directional words with other words to create street names.

Example: **SOUTHLANDS BLVD**
SOUTH LANDS BLVD

- Streets in new subdivisions *must* continue the names of existing streets on adjoining plats to maintain street name continuity.

Duplicates

A street name is considered a duplicate if an existing street shares the same street name. Number of words, spaces, spelling differences do not make the street name unique. Changing the street *type* does not make the name unique.

Example: SUN RAY LANE
SUN RAY TRAIL (duplicate)
SUN RAE LANE (phonetic duplicate)
SUNRAE LANE (duplicate despite number of words)
SON RAE LANE (phonetic duplicate)

Modifiers

A modifier is an extra word added to a street name to make it unique. This is useful when a street name is considered a duplicate.

Example: **CANARY CT** is a duplicate.

Suggested modifiers: YELLOW → CANARY YELLOW CT (not a duplicate)

CAGE → CANARY CAGE CT (not a duplicate)

WINE → CANARY WINE CT (not a duplicate)

Street Types

A street type is used to describe the characteristics of a street. Some attempt should be made to match the configuration of the street to the type applied to the name of the street. Just because a street type can be used does not mean that it should be used.

Example: **SWEARINGEN TUNNEL**

Meets the technical requirements of an acceptable street name but would be misleading and confusing if this street does not go through or lead to a tunnel.

Street type words may not be used in place of or within a street name. **Any street submitted for review using a street type word within the street name will be rejected.**

Example: **SKYWAY CIRCLE COURT**

SKYWAY and CIRCLE are both considered street types, and so this proposed name would be rejected.

Example: **CROSSING PATH DR**

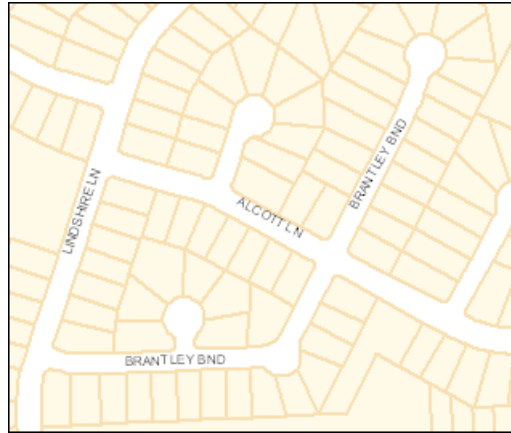
CROSSING, PATH and DRIVE are all considered street types, and so this proposed name would be rejected.

For a list of words which may not be used in street names, see Appendix D

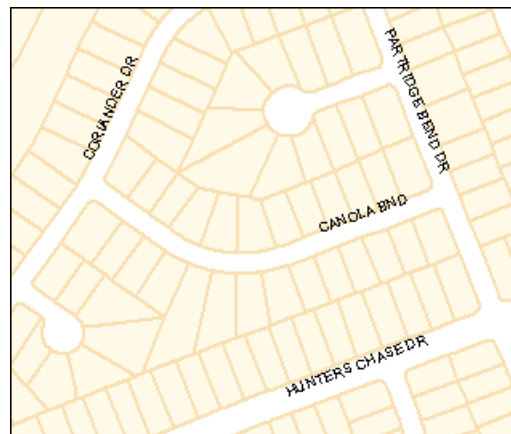
Certain streets require specific street type designators:

- **BOULEVARD** can only be used for streets with a right-of-way greater than 90 feet in width; however these streets are not limited to this street type.
- **AVENUE** can only be used for streets greater than 1500 feet in length; however these streets are not limited to these street types.
- **PARKWAY** can only be used for streets greater than 2500 feet in length, with right-of-way greater than 90 feet in width, and which serves as a connector between two major thoroughfares.
- **BEND** designates a street with at least one bend in it. The bend must exceed 100 degrees. (See Figures 3 and 4)
- **CIRCLE** can only be used for a street that has two intersections along an intersecting street.
- **LOOP** is a street which loops around and intersects itself.

**Figure 3
BRANTLEY BND**



**Figure 4
CANOLA BND**



- Streets that include a 90 degree turn may not use the BEND street type; two street names must be used when a street incorporates a 90 degree turn.

- COURT, COVE, or PLACE may only be used for cul-de-sacs and cul-de-sacs may only use COURT, COVE, or PLACE.
- Cul-de-sacs are intersected by only **one** street and do not provide through access (see Figures 5 and Figure 6).

Figure 5
MEDITERRA PLACE is a cul-de-sac

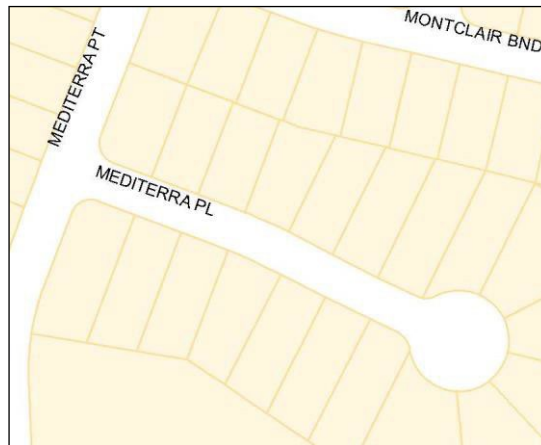
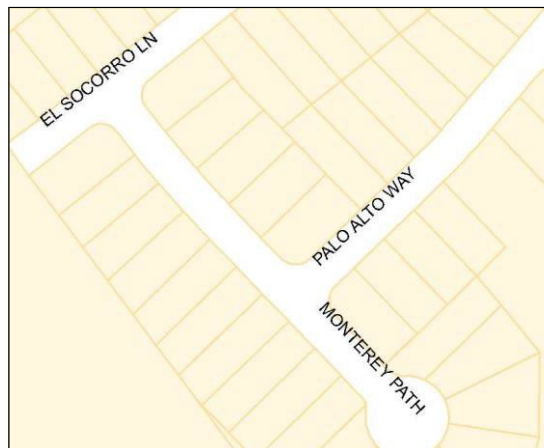
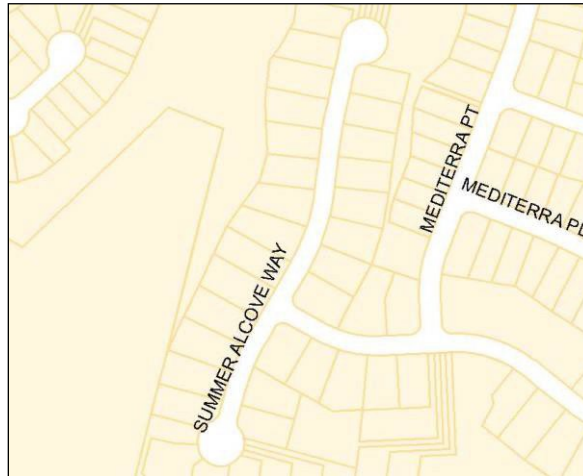


Figure 6
MONTEREY PATH is not a cul-de-sac



- Streets opposite each other that end in a cul-de-sac should have the same name with a non cul-de-sac street type (see Figure 7).

Figure 7
SUMMER ALCOVE WAY is not a cul-de-sac



- A street that intersects another and continues into a cul-de-sac should not change name or street type and is not considered a cul-de-sac (see Figure 8).

Figure 8
PLAINS CREST DRIVE does not change name or street type



- LOOP may be used for streets that loop back onto or across themselves.

**Figure 9
VILLAGE VIEW LOOP**



**Figure 10
AMY CIR begins and ends
with intersections on the same street
and has lots inside the circle**

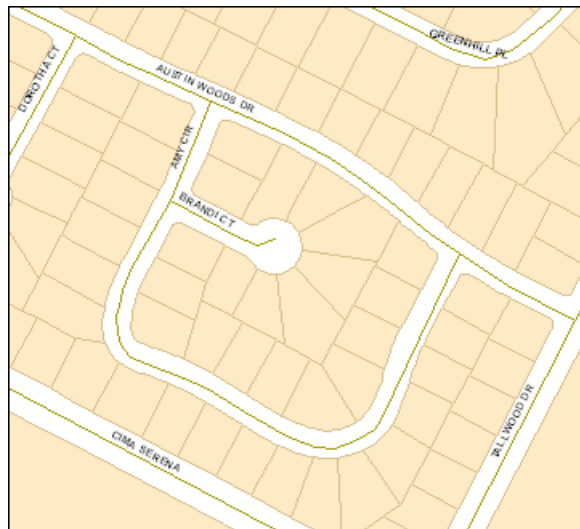
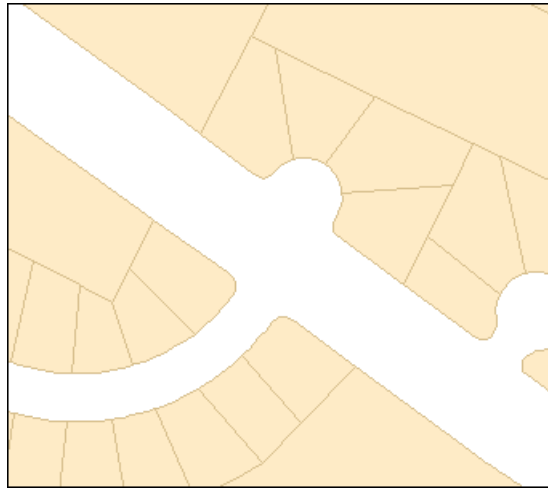


Figure 11
Crescent streets have no lots inside the crescent



Overused Words

Words used as the first word in more than 15 street names in the Baldwin County Street Name Database are considered overused. **Street names submitted for review will be rejected if overused words are included in the name (regardless of Subdivision Name or marketing theme).** Changing the spelling of an overused word does not create a new word (ANN is equivalent to ANNE). Compound or combined words using an overused word will also be rejected (SUNBURST uses the overused word SUN).

For a list of words that are overused or not allowed, see Appendix D.

Reserving Street Names

Prior to or during subdivision review, developers must submit street names for review and reservation to the Baldwin County 9-1-1 GIS/Addressing Department. Reserving street names allows the developer to pre-approve street names and reserve them for their use. This process prevents other new developments from using the same names, preventing the creation of duplicate street names.

A street name reservation will expire one (1) year after the date on which it is reserved if no phases of the subdivision have been recorded in that time. After the street name has expired, it will be released.

GIS/Addressing does not guarantee pre-approvals and reservations of street names. It is important for developers to note that even though a street name has been reserved, future factors may prevent the street name from being used. If a street name has been pre-approved, but at the time of subdivision or site plan review; either it no longer meets the street naming guidelines, or its spatial characteristics are inconsistent with the type reserved or the name is found to pose an emergency service response risk, GIS/Addressing reserves the right to reject the reserved street name.

Below is a list of considerations taken into account when reviewing street names:

- Active street names in use
- Reserved street names
- Street name duplication and phonetic duplications
- Overused words
- Street types
- Existing streets in adjoining plats (street name continuity)
- Streets in adjoining plats not yet recorded (street name continuity)
- Jurisdiction
- Proximity to a similar sounding street name
- Proximity to streets starting or using the same or similar words
- Street names starting or consisting only of initials or numbers

Here are some things to avoid:

- Complicated words or unconventional spellings
- Offensive, derogatory, libelous or copyrighted words
- Long, difficult-to-remember-in-an-emergency names
- Personal names consisting of a first name and surname
- The use of special characters in the name
- Using 3 or more words in the name not including pre/post suffix type and directional
- Sports team affiliations.
- Vulgar or sexual connotations.
- Drinks or beverage names.
- Streets with numbers in their name
- Political figure names.

Site Plans

Private streets, driveways or easements resembling a 'street-like network' on site plans are reviewed on a case-by-case basis. When GIS/Addressing feels the application of a name to an individual or set of private drives, driveways or easements will enhance delivery of Emergency Services, they will contact the site plan applicant and ask the applicant to select names according to the Street Name Standards.

Once names have been approved, labels for those approved and reserved names must be added to the site plan or plat. Name labels on site plans for private streets and easements must be followed by the word "PRIVATE."

Once the site plan has been "Approved," GIS/Addressing will add the named private streets, driveways or easements to the 9-1-1 data, and add house numbers appropriately according to the Baldwin County 9-1-1 Addressing Standards. GIS/Addressing staff rely upon the site plan developer to communicate the point in time when the site plan status changes to "approved."

For criteria used to determine which private streets, driveways or easements may be considered for application of a street name, refer to page 3 above.

Files to be submitted with site plans that can expedite the review process:

1. A GIS Shapefile or CAD DWG file projected in North American Datum (NAD 83) State Plane Alabama West (Feet) is preferred and can help expedite the review process substantially.

Street Name Changing

A street name change shall occur if the current street name is posing a public safety response. A street name change may also occur if 75% of the property owners who live on the street/drive, sign the road name change petition, or 100% if a family name or person's name is being requested. There may be a fee in certain jurisdictions for a road name change. No street name change involving multiple jurisdictions shall occur without written notice to each jurisdiction informing them of this issue and the reason for the change. If all jurisdictions are in agreement, a resolution or ordinance adopting the street name change must be adopted by each affected jurisdiction. Baldwin County 9-1-1 GIS/Addressing staff will notify all property owners of their new address after the new street name is accepted.

Process for Reserving Street Names

Please email the following information to Baldwin County 9-1-1 GIS/Addressing section:

1. Name of the project; if the project has a case number, please include that number in the subject line of the email contact.
2. Include the number of street names required for the project.
3. List of proposed street names with street types. You may submit more names than necessary for review, but you can only reserve a number of names equal to the number of streets that will be required to name all of the accesses.
4. Location map of subdivision and/or preliminary plan. GIS Shapefiles or CAD DWG files are preferred.

5. Contact information (name, phone and email)

There is a **5-7 business day turnaround time** for reviewing street names. Names will not be reserved unless all of the information listed above is provided.

Providing a copy of the preliminary overall plan showing the street layouts will allow for a more accurate review of street names and street types.

During subdivision review, some previously approved street names may be rejected due to changes in street layouts, street types, spelling, or expiration of reserved street names. Adjoining plats and connecting streets may also impact street name approvals.

For more information

Baldwin County 9-1-1
GIS/Addressing
911 Telecommunicator Cir
Robertsdale, AL 36567
Main: 251-947-3911
Fax: 251-947-2740
Email: addressing@baldwin911.org

Variance from Adherence to Street Naming Guidelines

Use of names which vary from the Street Naming Standards for the purposes of honoring persons or commemorating particular places or events will be considered on a case-by-case basis.

Appendix A

From the Subdivision Requirements section:

STREET NAMES

(A) New streets in subdivisions shall be named to provide continuity of name with existing streets and to prevent conflict with identical or similarly spelled or pronounced names in other parts of the planning jurisdiction.

(B) An applicant may suggest a street name. Approval of a street name by GIS/Addressing is required before a final plat may be approved.

Appendix B

Glossary of Terms

Term	Meaning
Address grid	A schema based upon one axis: Starting at Fort Morgan and going North and East in Baldwin County. Used to determine the dominant cardinal direction of a road and the starting point for property addressing.
Street Name Pre Modifier	A word or phrase that precedes and modifies the Street Name element but is separated from it by a Street Name Pre Type or a Street Name Pre Directional or both. Example: “Alternate” in “Alternate Route 8” “Old” in “Old North Church Street”
Street Name Pre Directional	A word preceding the Street Name element that indicates the direction taken by the road from an arbitrary starting point or line, or the sector where it is located. Example: “South” in “South Pine Street”
Street Name Pre Type	A word or phrase that precedes the Street Name element and identifies a type of thoroughfare in a complete street name. Example: “Avenue” in “Avenue A” “Highway” in “Highway 443” “Bypass Highway” in “Bypass Highway 22” “Boulevard” in “Boulevard of the Allies”
Street Name Pre Type Separator	A preposition or prepositional phrase between the Street Name Pre Type and the Street Name. Example: “of the” in “Avenue of the Stars”
Street Name	The official name of the road, usually defined by the lowest jurisdictional authority (e.g. city). The street name does not include any street types, directionals, or modifiers. Example: “Fifth” in “Fifth Avenue”
Street Name Post Type	A word or phrase that follows the Street Name element and identifies a type of thoroughfare in a complete street name. Example: “Parkway” in “Ocean Parkway”
Street Name Post Directional	A word following the Street Name element that indicates the direction taken by the road from an arbitrary starting point or line, or the sector where it is located. Example: “North” in “Elm Avenue North”
Street Name Post Modifier	A word or phrase that follows and modifies the Street Name element, but is separated from it by a Street Name Post Type or a Street Name Post Directional or both.

	Example: "Number 5" in "Fire Road Number 5" "Extension" in "Main Street North Extension"
Continuous road	A street that has no permanent gaps, impassable interruptions or intersecting road centerline offsets throughout its entire course; or a previously continuous road that has become segmented by road construction or improvement resulting with intersecting road centerline offsets of less than 100 feet
Datum	A mathematical surface on which a mapping and coordinate system is based.
Duplicate road name	A street as compared to that of another street or street section with the same or similar name, in spelling or pronunciation, regardless of the application, or lack of, directional and/or street type
Zero range boundary	An imaginary point starting at Fort Morgan and going North and East in Baldwin County.

Appendix C

Street Types Available for Use

STREET TYPE	ABBREVIATION	Description	Use
Alley	ALY	One way, backway into a location	Residential/Commercial locations
Annex	ANX		Commercial
Arcade	ARC	Shops along it, pedestrian access	Commercial locations
Avenue	AVE	Minimum 1500' length	Residential or Semi-major roadway
Bayou	BYU	A marshy outlet of a lake or river	Residential
Beach	BCH		Commercial
Bend	BND	Small, bendy, with no sharp corners	Residential
Bluff	BLF		Residential
Bottom	BTM		Residential
Boulevard	BLVD	Wide, important street, minimum 90' ROW	Semi- or major roadway
Branch	BR		Residential
Bridge	BRG		Semi- or major roadway
Brook	BRK		Residential
Burg	BG		Residential
Bypass	BYP	Used by 9-1-1 only	Semi- or major roadway
Camp	CP		Residential
Canyon	CYN		Residential
Cape	CPE		Residential
Causeway	CSWY		Semi- or major roadway
Center	CTR	Short street typically found in	Commercial

		a commercial area	
Circle	CIR	Street begins and ends on same intersecting street	Residential or semi-major roadway
Cliff	CLF		Residential
Club	CLB		Commercial/Residential locations
Common	CMN	Urban, high density around grass park area	Residential
Corner	COR		Commercial/Residential locations
Course	CRSE		Residential
Court	CT	Cul-de-sac, 600' long or less	Residential
Cove	CV	Cul-de-sac, 600' long or less	Residential
Creek	CRK	Reserved for waterway addressing only	Residential
Crescent	CRES	Short curved street; a wide part of the road it lies off of (like a bump on one or the other side of a street) Usually has lots on only on one side	Residential
Crest	CRST		Residential
Crossing	XING	Connector between two other streets on either side of water courses or major roadway	Residential or Semi-major roadway
Crossroad	XRD		Residential
Curve	CURV		Residential
Dale	DL		Residential
Dam	DM		Commercial/Residential
Divide	DV		Residential
Drive	DR	One of most common types used	Residential and Semi-major roadway

Estate	EST		Residential
Expressway	EXPY	Limited access highway	Major roadway
Extension	EXT	Newer portion of existing street	Residential and Semi-major roadway
Fall	FALL		Residential
Ferry	FRY	Reserved for waterway addressing only	Commercial
Field	FLD		Residential
Flat	FLT		Residential
Ford	FRD		Residential
Forest	FRST		Residential
Forge	FRG		Residential
Fork	FRK		Residential
Fort	FT	Reserved for historic landmarks	Semi-major roadway
Freeway	FWY	Limited access, no toll	Major roadway
Garden	GDN	Access to Garden or Townhomes or free-standing Condos	Residential
Gateway	GTWY		Commercial/Residential
Glen	GLN		Commercial/Residential
Green	GRN		Commercial/Residential
Grove	GRV		Residential
Harbor	HBR		Commercial/Residential
Haven	HVN		Residential
Heights	HTS		Residential
Highway	HWY	Minimum four lanes	Major roadway
Hill	HL		Residential
Hollow	HOLW		Residential
Inlet	INLT		Residential
Island	IS	Reserved for 9-1-1 use only.	Commercial/Residential

Isle	ISLE	Reserved for 9-1-1 use only.	Commercial/Residential
Junction	JCT		Commercial/Residential
Key	KY		Commercial/Residential
Knoll	KNL		Commercial/Residential
Lake	LK	Reserved for Waterway addressing only	Commercial/Residential
Land	LAND	Reserved for 9-1-1 use only	Commercial/Residential
Landing	LNDG	Street that is typically a private road down to a boat landing	Residential
Lane	LN	One of most common types used	Residential and Semi-major roadway
Lock	LCK		Residential
Lodge	LDG		Residential
Loop	LOOP	street with at least one intersection to the intersecting street. Loops back onto or even crosses itself	Residential or Semi-major roadway
Mall	MALL	Reserved for 9-1-1 use only	Commercial
Manor	MNR		Residential
Meadow	MDW		Residential
Mews	MEWS		Residential
Mill	ML		Residential
Mission	MSN		Residential
Motorway	MTWY	Reserved for 9-1-1 use only	Commercial
Mount	MT		Residential
Orchard	ORCH		Commercial/Residential
Oval	OVAL		Commercial/Residential
Overpass	OPAS	Reserved for 9-1-1 use only	Semi- or major roadway

Park	Park		Commercial/Residential
Parkway	PKWY	Min 90' ROW, minimum 2500' length and serves as a connector between semi-major roadways	Semi- or major roadway
Pass	PASS	Small, neighborhood street	Residential
Path	PATH	Small, neighborhood street	Residential
Pike	PIKE	Toll road or expressway on which tolls are collected	Semi- or major roadway
Place	PL	Cul-de-sac, 600' long or less	Residential
Plaza	PLZ	Small, neighborhood street	Residential
Point	PT		Residential
Port	PRT		Commercial/Residential
Radial	RADL		Commercial/Residential
Ramp	RAMP	feeder to divided roadways between named service road and named highway. Used only by 9-1-1 Addressing	Semi- or major roadways
Ranch	RNCH		Residential
Ridge	RDG		Residential
River	RIV	Reserved for Waterway addressing only	Residential
Road	RD	One of the most common types used	Residential and Semi-major roadway
Route	RTE	Reserved for 9-1-1 usage. Former postal delivery standard.	Commercial/Residential
ROW	ROW	Right-of-Way	Commercial/Residential
Rue	RUE		Residential

Run	RUN	Small meandering street, similar to a cul-de-sac but much longer	Residential
Shoal	SHL	Reserved for Waterway addressing only	Residential
Shore	SHR	Reserved for Waterway addressing only	Residential
Skyway	SKWY	Small street along high elevation, rambling in nature	Residential and Semi-major roadway
Spur	SPUR		Residential
Spring	SPG	Reserved for 9-1-1	Residential
Square	SQ	Square-shaped w/a central park or open space	Residential
Station	STA	Reserved for 9-1-1	Residential
Stream	STRM	Reserved for Waterway addressing only	Residential
Street	ST	One of the most common types used	Commercial/Residential
Summit	SMT		Residential
Terrace	TERR	Small, neighborhood street	Residential
Throughway	TRWY	Major road or highway	Semi- or major roadway
Trace	TRCE	Small, neighborhood street	Residential
Track	TRAK		Commercial
Trail	TRL	Meandering street	Residential and Semi-major roadway
Tunnel	TUNL	Major road or highway underground	Semi- or major roadway
Turnpike	TPKE	Toll road or expressway on which tolls are collected	Semi- or major roadway
Underpass	UPAS	Under a bridge	Commercial

Union	UN		Commercial/Residential
Valley	VLV		Residential
View	VW	Small, neighborhood street	Residential
Village	VLG		Residential
Ville	VL		Residential
Vista	VIS		Residential
Walk	WALK	Small, neighborhood street	Residential
Wall	WALL		Residential
Way	WAY	Small, neighborhood street	Residential
Well	WL		Residential

Appendix D

Overused Words in Street Names

These words if proposed in a street name are likely to be turned down due to being overused or could cause confusion in an emergency response and therefore should be avoided. Personal names consisting of a first name and a surname are strongly discouraged.

AARON*	FAIR	ROSE
ADAM/ADAMS	FISH	ROW
AIRPORT	FIVE	SAND
ALABAMA	FOREST	SEA
ALLEN	FOUR	SEVEN
AND	GEORGE	SIX
AZALEA	GREEN	SOUTH
BALDWIN	GULF	SOUTHERN
BAY	HARBOR	SPRING
BEACH	HARBOUR	ST (abbreviation for SAINT)
BELL/BELLE	HICKORY	STAY AWAY*
BIG	HILL	SUN
BLACK	HILLS	SUNSET
BLAKELEY	HOLLY	THREE
BLUE	HUNDRED	THOUSAND
BRADY	JAMES	TWO
BROWN	JOHN	WATER
CAMELLIA	JUNIPER	WEST
CANAL	LAKE	WHITE
CARDINAL	LONG	WILD
CASTLE	MAGNOLIA	WILLIAM
CEDAR	MAIN	WILSON
CHARLES	MAPLE	WINCHESTER*
CHLOEE*	NEW	WIND
CLUB	NINE	WOLF
COMMON	NORTH	WOOD
COOPER	OAK	*No sports team affiliation.
COTTON	OLD	*No vulgar or sexual connotation.
COUNTRY	ONE	*No drinks or beverages.
CREEK	ORANGE	*No political figure name.
CRIMSON	PARK	
CYPRESS	PECAN	
DAVIS	PERDIDO	
DEER	PINE	
DIXIE*	RAY	
D'OLIVE	RED	
EAGLE	REMINGTON*	
EAST	RIVER	
EDGE	ROBERT	
EIGHT	ROCK	

Baldwin County 9-1-1 New Road Name Guidelines

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass its initial review.

Road Name Selection

Personal names are strongly discouraged because many difficulties have resulted from allowing personal names at the outset of the naming program. If a name you wish to have considered begins with a word that has already been overly used for a road name anywhere in the county or municipalities, it may be refused. This is to avoid overused street names that can lead to problems when wireless communication equipment is used to call for emergency response. Please refer to Appendix D of the Baldwin County 9-1-1 Street Name Standards to ensure that parts of proposed names are not located on the overused words list before submitting your petition. If you have questions, you can contact the Baldwin County 9-1-1 Addressing Department at addressing@baldwin911.org or call 251-947-3911. **Please allow 5-7 business days from receipt of the petition to allow for review before the road name is accepted.**

Who Can/Must Sign the Petition?

75% of those affected must sign the petition. If you are set upon a personal name being used, **100%** must sign. This includes **resident landowners, non-resident landowners and non-owner residents** on any properties that touch or must be accessed from the roadway. One representative may sign for each household or business; each landowner should sign. Names will be verified; ownership will be verified through the tax revenue department and a field check of the number of inhabited structures will be made.

Return the completed form to: **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567**

The Baldwin County 9-1-1 GIS/Addressing Staff and the Baldwin County Highway Department and/or the Municipality in which the road is located in shall have the authority to reject any proposed road name that in their opinion may increase the unauthorized removal of the road sign.

Baldwin County 9-1-1 New Road Name Petition

It is the intent that roads or easements having the possibility of three or more residential and/or commercial structures will be named and addressed.

In the event you meet the criteria for naming a road under the present system you must complete and return this form via email addressing@baldwin911.org or mail to the attention of **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567**, or you may bring it in person.

Submit no less than three names:

First Choice: _____

Second Choice: _____

Third Choice: _____

(Generic-type names will receive preference over personal names.)

Location of Road (provide site map): _____

(Give exact location and direction of how the road will run through the property/ties.)

Tax Map Number(s): _____

Check one: Private Road/Drive ____; Right-of-Way ____; Easement ____

Please give width of road or driveway and approximate length: Width ____ Length ____

On the next page list the names, mailing addresses, and telephone numbers of all land and building owners who will be located on this road. There is a separate section on the page for their signatures, which are **REQUIRED**. Be specific: list future development if known and possible time of development. This could be a factor in the approval of your application. **Each structure will be readdressed.** Include a specific description of the location of each driveway with this petition (e.g., you turn into John Doe's driveway 20 feet north of his south property line). In the Comments section give a brief background history and why you think the road should be named. Attach another sheet if necessary.

Names:

_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____

After reviewing the application, if the GIS/Addressing staff approves the naming of the road, a reasonable time should be allowed to properly implement the new name into our databases.

Applicants approved or denied will be notified by email.

I/We, the undersigned, have read and understand that the naming of this road is for the sole purpose of assisting Public Safety responders in locating you. I/We further understand that the naming of the road will in no way constitute responsibility for road maintenance of any type by the Baldwin County Commission or Baldwin County Emergency Communication District (Baldwin County 9-1-1), its agents or assignees, now or in the future.

Signature(s) of applicant(s) (all involved; attach another sheet if needed):

Choose one person as group representative: _____

Telephone No. _(_____)_____

Email Address. _____

.....
(OFFICE USE ONLY)

Date application received: _____ County Highway Department Reviewed: ☐
Or City Road Department Approved ☐

Recommended Action: _____

Comments: _____

Signature: _____ Date: _____

Baldwin County 9-1-1 Existing Road Name Change Guidelines

Your petition will be reviewed by the GIS/Addressing staff at Baldwin County 9-1-1. If the basic criteria are met, it will be forwarded to the Baldwin County Highway Department and/or the municipality in which it's located for their review. If all criteria is approved by each department then it will be entered into our databases and finalized.

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass the initial review.

Processing Fee

Unincorporated area: A non-refundable processing fee of **\$100.00** must be sent to the Baldwin County Highway Department. No cash, please; checks or money orders only, payable to the Baldwin County Commission. Mail to: Baldwin County Highway Department PO Box 220, Silverhill, AL 36576.

Municipal area: Please check with your local municipality for any associated fees for road name changes.

Road Name Selection/Changing All or a Portion of a Road

The authority having jurisdiction over road naming where roadway exists shall have the authority to reject any proposed road name that in their opinion may increase the unauthorized removal of the road sign.

Personal names consisting of a first name and surname are strongly discouraged. Please refer to the Baldwin County 9-1-1 Street Name Standards Appendix D for words or names that cannot be used.

Please list two alternate names to your first choice.

If it is only a portion of an existing roadway that you wish to have renamed, please be very specific in your description of the boundaries. The boundaries must be extremely clear; the name must not change in the middle of a block, i.e., the road should be bisected by another road to make the boundary clear.

If you live in a recorded subdivision, it may be that the Commission will not approve a change but will ask that the developer submit a new plat of the subdivision showing the new road name. This might happen because the Commission has previously stated that road names with subdivisions are the responsibility of the developer.

Who Can/Must Sign the Petition?

75% of those affected by the change must sign the petition. If you are set upon a personal name being used, **100%** must sign. This includes **resident landowners, non-resident landowners** and **non-owner residents** on any properties that touch or must be accessed from the roadway. One representative may sign for each household or business; each landowner should sign. Names will be verified; ownership will be verified through the tax revenue department and a field check of the number of inhabited structures will be made.

Return the completed form to: **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567**

Baldwin County 9-1-1 Existing Road Name Change Petition

We, the undersigned, hereby petition Baldwin County 9-1-1 to permit the renaming of our roadway. We understand and accept that many roads in Baldwin County were named for ease of resident location, particularly for emergency response, and that renaming a roadway is a serious matter involving numerous agencies and departments. By signing this petition, we the undersigned understand that acceptance and approval of this petition in no way obligates the Baldwin County Commission or the Municipality for maintenance of the roadway now or in the future.

Please allow 5-7 business days from receipt of the petition to allow for review before a decision is made on the road name change.

CURRENT ROAD NAME: _____

☐ CHANGE ENTIRE ROAD TO: _____
or

☐ CHANGE PART OF ROAD TO: _____

Describe portion to be changed

<u>NAME</u> (print)	<u>SIGNATURE</u>	OWNER or <u>RESIDENT</u>	(street & mail) <u>ADDRESS</u>	<u>PHONE</u>
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attach another sheet if necessary.

BACKGROUND INFORMATION

What reason is there to rename the road?

Check one: Private drive _____ Right-of-way _____ Easement _____

Location of and length of roadway:

Comments:

.....
FOR OFFICE USE ONLY

Processing fee sent to Baldwin County Highway Department? yes _____ no _____
(If no, date received: _____)

Processing fee sent to Municipality of _____? yes _____ no _____
(If no, date received: _____)

Number of registered landowners: _____
Number of non-owner residents: _____ Total: _____
Number of signers: _____ % of total: _____

Was percentage of criteria met? yes _____ no _____

Are all names available? yes _____ no _____

Tax Map location(s): _____

Comments: _____

Signature: _____ Date: _____

ORDINANCE NO. 668-2024

AN ORDINANCE GRANTING A NON-EXCLUSIVE FRANCHISE TO MEDIACOM SOUTHEAST, LLC, FOR THE PURPOSE OF MAINTAINING DISTRIBUTION LINES FOR THE PROVISION OF CABLE TELEVISION WITHIN THE PUBLIC RIGHTS-OF-WAY WITHIN THE CITY OF SPANISH FORT, ALABAMA

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT, ALABAMA, AS FOLLOWS:

SECTION 1. The City Council of the City of Spanish Fort does hereby grant to Mediacom Southeast, LLC, a Delaware limited liability company, a non-exclusive franchise granting the authority to construct and maintain a distribution lines for the provision of cable television in the City of Spanish Fort, subject to the terms and conditions set forth in the following agreement:

=====

FRANCHISE AGREEMENT

This Franchise Agreement (“Franchise”) is between the City of Spanish Fort, AL, hereinafter referred to as “the Franchising Authority” and Mediacom Southeast LLC, a limited liability company duly organized and validly existing under the laws of the State of Delaware, hereinafter referred to as “the Grantee.”

The Franchising Authority hereby acknowledges that the Grantee has substantially complied with the material terms of the current Franchise under applicable law, and that the financial, legal, and technical ability of the Grantee is reasonably sufficient to provide services, facilities, and equipment necessary to meet the future cable-related needs of the community, and having afforded the public adequate notice and opportunity for comment, desires to enter into this Franchise with the Grantee for the construction and operation of a cable system on the terms set forth herein.

SECTION 1 **Definition of Terms**

1.1 Terms. For the purpose of this Franchise, the following terms, phrases, words, and abbreviations shall have the meanings ascribed to them below. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number:

- A. “Basic Cable Service” is the lowest priced tier of Cable Service that includes the retransmission of local broadcast television signals.
- B. “Cable Act” means Title VI of the Cable Act of 1934, as amended.
- C. “Cable Services” shall mean (1) the one-way transmission to Subscribers of (a) video programming, or (b) other programming service, and (2) Subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.
- D. “Cable System” shall mean the Grantee’s facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes video programming and which is provided to multiple Subscribers within the Service Area.
- E. “FCC” means Federal Communications Commission, or successor governmental entity thereto.
- F. “Franchising Authority” means the City of Spanish Fort, AL.
- G. “Grantee” means Mediacom Southeast LLC, or the lawful successor, transferee, or assignee thereof.

- H. “Gross Revenues” means revenues derived from Basic Cable Services received by Grantee from Subscribers in the Service Area; provided, however, that Gross Revenues shall not include franchise fees, the FCC User Fee or any tax, fee or assessment of general applicability collected by the Grantee from Subscribers for pass-through to a government agency.
- I. “Quarter” means every third month of the calendar year.
- Example: Quarter 1= January through March
Quarter 2= April through June
Quarter 3= July through September
Quarter 4= October through December
- J. “Open Video Services or OVS” means any video programming Services provided to any person by a Franchisee certified by the FCC to operate an Open Video System pursuant to Section 47 U.S.C. 573, as may be amended, regardless of the Facilities used.
- K. “Person” means an individual, partnership, association, joint stock company, trust, corporation, or governmental entity.
- L. “Public Way” shall mean the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, public way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses now or hereafter held by the Franchising Authority in the Service Area which shall entitle the Grantee to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System.
- M. “Service Area” means the present boundaries of the Franchising Authority, and shall include any additions thereto by annexation or other legal means, subject to the exceptions in subsection 3.9.
- N. “Standard Installation” is defined as 125 feet from the nearest tap to the Subscriber’s terminal.
- O. “Subscriber” means a Person who lawfully receives Cable Service of the Cable System with the Grantee’s express permission.

SECTION 2

Grant of Franchise

2.1 Grant. The Franchising Authority hereby grants to the Grantee a nonexclusive Franchise which authorizes the Grantee to construct and operate a Cable System in, along, among, upon, across, above, over, under, or in any manner connected with Public Ways within the Service Area, and for that purpose to erect, install, construct, repair, replace, reconstruct, maintain, or retain in, on, over, under, upon, across, or along any Public Way such facilities and equipment as may be necessary or appurtenant to the Cable System for the transmission and distribution of Cable Services, data services, information and other communications services or for any other lawful purposes.

2.2 Other Ordinances. The Grantee agrees to comply with the terms of any lawfully adopted generally applicable local ordinance, to the extent that the provisions of the ordinance do not have the effect of limiting the benefits or expanding the obligations of the Grantee that are granted by this Franchise. Neither party may unilaterally alter the material rights and obligations set forth in this Franchise. In the event of a conflict between any ordinance and this Franchise, the Franchise shall control.

2.3 Other Authorizations. The Franchising Authority shall not permit any person to provide services similar to those provided by the Grantee in the Service Area without first having secured a non-exclusive franchise from the Franchising Authority. The Franchising Authority agrees that any grant of additional franchises or other authorizations including OVS authorizations by the Franchising Authority to provide services similar to those provided by the Grantee pursuant to this Agreement to any other entity shall cover the entire Service Area and shall not be on terms and conditions more favorable or less burdensome to the grantee of any such additional franchise or other authorization than those which are set forth herein. In any renewal of this Franchise, the Franchising Authority, should it seek to impose increased obligations upon the Grantee, must take into account any additional franchise(s) or authorizations previously granted and find that the proposed increased obligations in the renewal, are not

more burdensome and/or less favorable than those contained in any such additional franchise(s) or authorizations.

SECTION 3 **Standards of Service**

3.1 Conditions of Occupancy. The Cable System installed by the Grantee pursuant to the terms hereof shall be located so as to cause a minimum of interference with the proper use of Public Ways and with the rights and reasonable convenience of property owners who own property that adjoins any of such Public Ways.

3.2 Restoration of Public Ways. If, during the course of the Grantee's construction, operation, or maintenance of the Cable System there occurs a disturbance of any Public Way by the Grantee, Grantee shall replace and restore such Public Way to a condition reasonably comparable to the condition of the Public Way existing immediately prior to such disturbance.

3.3 Relocation. The Grantee shall, on the request of the Franchise Authority or any Person holding a lawful permit issued by the Franchising Authority, protect, support, raise, lower, temporarily disconnect, relocate in or remove from the Public Way as necessary any property of the Grantee, provided: (A) the expense of such is paid by said Franchise Authority or Person benefiting from the relocation, including, if required by the Grantee, making such payment in advance; and (B) the Grantee is given reasonable advance written notice to prepare for such changes. For purposes of this subsection, "reasonable advance written notice" shall be no less than thirty (30) business days in the event of a temporary relocation, and no less than one hundred twenty (120) days for a permanent relocation.

3.4 Trimming of Trees and Shrubbery. The Grantee shall have the authority to trim trees or other natural growth in order to access and maintain the Cable System.

3.5 Safety Requirements. Construction, operation, and maintenance of the Cable System shall be performed in an orderly and workmanlike manner. All such work shall be performed in substantial accordance with generally applicable federal, state, and local regulations and the National Electric Safety Code.

3.6 Underground Construction. In those areas of the Service Area where all of the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are underground, the Grantee likewise shall construct, operate, and maintain its Cable System underground. Nothing contained in this subsection shall require the Grantee to construct, operate, and maintain underground any ground-mounted appurtenances.

3.7 Access to Open Trenches. The Franchising Authority agrees to include the Grantee in the platting process for any new subdivision. At a minimum, the Franchising Authority agrees to require as a condition of issuing a permit for open trenching to any utility or developer that (A) the utility or developer give the Grantee at least ten (10) days advance written notice of the availability of the open trench, and (B) that the utility or developer provide the Grantee with reasonable access to the open trench. Notwithstanding the foregoing, the Grantee shall not be required to utilize any open trench.

3.8 Required Extensions of the Cable System. Grantee agrees to provide Cable Service to all residences in the Service Area subject to the density requirements specified in this subsection. Whenever the Grantee receives a request for Cable Service from a potential Subscriber in an unserved area contiguous to Grantee's existing distribution facilities where there are at least 10 residences within 1320 cable-bearing strand feet (one-quarter cable mile) from the portion of the Grantee's trunk or distribution cable which is to be extended, it shall extend its Cable System to such Subscribers at no cost to said Subscribers for the Cable System extension, other than the published Standard/non-Standard Installation fees charged to all Subscribers. Notwithstanding the foregoing, the Grantee shall have the right, but not the obligation, to extend the Cable System into any portion of the Service Area where another operator is providing Cable Service, into any annexed area which is not contiguous to the present Service Area of the Grantee, or into any area which is financially or technically infeasible due to extraordinary circumstances, such as a runway or freeway crossing.

3.9 Subscriber Charges for Extensions of the Cable System. No Subscriber shall be refused service arbitrarily. However, if an area does not meet the density requirements of subsection 3.9 above, the Grantee shall only be required to extend the Cable System to Subscriber(s) in that area if the Subscriber(s) are willing to share the capital costs of extending the Cable System. Specifically, the Grantee shall contribute a capital amount equal to the construction cost per mile, multiplied by a fraction whose numerator equals the actual number of residences per 1320 cable-bearing strand feet from the Grantee's trunk or distribution cable, and whose denominator equals 10. Subscribers who request service hereunder shall bear the remaining cost to extend the Cable System on a *pro rata* basis. The Grantee may require that payment of the capital contribution in aid of construction borne by such potential Subscribers

be paid in advance. Subscribers shall also be responsible for any Standard/non-Standard Installation charges to extend the Cable System from the tap to the residence.

3.10 Cable Service to Public Buildings. The Grantee, upon request, may voluntarily provide without charge, a Standard Installation and one outlet of Basic Cable Service to those administrative buildings owned and occupied by the Franchising Authority, fire station(s), police station(s), and K-12 public school(s) that are passed by its Cable System. The Cable Service provided shall not be distributed beyond the originally installed outlet without authorization from the Grantee. The Cable Service provided shall not be used for commercial purposes, and such outlets shall not be located in areas open to the public. The Franchising Authority shall take reasonable precautions to prevent any inappropriate use of the Grantee's Cable System or any loss or damage to Grantee's Cable System. The Franchising Authority shall hold the Grantee harmless from any and all liability or claims arising out of the provision and use of Cable Service required by this subsection. The Grantee shall not be required to provide an outlet to such buildings where a non-Standard Installation is required, unless the Franchising Authority or building owner/occupant agrees to pay the incremental cost of any necessary Cable System extension and/or non-Standard Installation. If additional outlets of Basic Cable Service are provided to such buildings, the building owner/occupant shall pay the usual installation and service fees associated therewith. To the extent Grantee ceases this voluntary program to provide service to public buildings at no charge, Grantee shall provide the Franchising Authority with at least one hundred twenty (120) days advance written notice of its intent to cease the program. Such notice shall include the rate Grantee proposes to charge for the service, and during the one hundred and twenty (120) day period, the Franchising Authority shall inform Grantee whether it intends to continue receiving service and pay the rate identified, or whether it will opt to cease receiving such service.

3.11 Emergency Alert. Any Emergency Alert System ("EAS") provided by Grantee shall be operated in accordance with FCC regulations. Any use of such EAS by the Franchising Authority will be only in accordance with the applicable state and local plans as approved in accordance with such FCC regulations. Except to the extent expressly prohibited by law, the Franchising Authority will hold the Grantee, its employees, officers and assigns harmless from any claims arising out of use of the EAS, including but not limited to reasonable attorneys' fees and costs.

3.12 Reimbursement of Costs. If funds are available to any Person using the Public Way for the purpose of defraying the cost of any of the foregoing, the Franchising Authority shall reimburse the Grantee in the same manner in which other Persons affected by the requirement are reimbursed. If the funds are controlled by another governmental entity, the Franchising Authority shall make application for such funds on behalf of the Grantee.

SECTION 4

Regulation by the Franchising Authority

4.1 Franchise Fee.

A. The Grantee shall pay to the Franchising Authority a franchise fee of three percent (3%) of annual Gross Revenues (as defined in subsection 1.1 of this Franchise). In accordance with the Cable Act, the twelve (12) month period applicable under the Franchise for the computation of the franchise fee shall be a calendar year. Grantee's responsibility for payment of Franchise Fee under this Agreement shall commence on the first day of the next Quarter after final execution of this Agreement. Until that time, Grantee shall continue to pay the Franchise Fee under any pre-existing Franchise Agreement with the Local Franchising Authority. The franchise fee payment shall be due annually and payable within 90 days after the close of the preceding calendar year. Each payment shall be accompanied by a brief report prepared by a representative of the Grantee showing the basis for the computation.

B. Limitation on Franchise Fee Actions. The period of limitation for recovery by the Franchising Authority of any franchise fee payable hereunder shall be three (3) years from the date on which payment by the Grantee is due to the Franchising Authority.

4.2 Renewal of Franchise.

The Franchising Authority and the Grantee agree that any proceedings undertaken by the Franchising Authority that relate to the renewal of the Grantee's Franchise shall be governed by and comply with the renewal provisions of federal law.

4.3 Conditions of Sale. If a renewal or extension of the Grantee's Franchise is denied or the Franchise is lawfully terminated, and the Franchising Authority either lawfully acquires ownership of the Cable System or by its actions lawfully effects a transfer of ownership of the Cable System to another

party, any such acquisition or transfer shall be at the price determined pursuant to the provisions set forth in Section 627 of the Cable Act.

The Grantee and the Franchising Authority agree that in the case of a final determination of a lawful revocation of the Franchise, the Grantee shall be given at least twelve (12) months to effectuate a transfer of its Cable System to a qualified third party. Furthermore, the Grantee shall be authorized to continue to operate pursuant to the terms of its prior Franchise during this period. If, at the end of that time, the Grantee is unsuccessful in procuring a qualified transferee or assignee of its Cable System which is reasonably acceptable to the Franchising Authority, the Grantee and the Franchising Authority may avail themselves of any rights they may have pursuant to federal or state law. It is further agreed that the Grantee's continued operation of the Cable System during the twelve (12) month period shall not be deemed to be a waiver, nor an extinguishment of, any rights of either the Franchising Authority or the Grantee.

445 Transfer of Franchise. The Grantee's right, title, or interest in the Franchise shall not be sold, transferred, assigned, or otherwise encumbered, other than to an entity controlling, controlled by, or under common control with the Grantee, without prior written notice to the Franchising Authority. No such notice shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of the Grantee in the Franchise or Cable System in order to secure indebtedness.

SECTION 5

Books and Records

The Grantee agrees that the Franchising Authority, upon thirty (30) days written notice to the Grantee and no more than once annually may review such of its books and records at the Grantee's business office, during normal business hours and on a nondisruptive basis, as is reasonably necessary to ensure compliance with the terms of this Franchise. Such notice shall specifically reference the subsection of the Franchise that is under review so that the Grantee may organize the necessary books and records for easy access by the Franchising Authority. Alternatively, if the books and records are not easily accessible at the local office of the Grantee, the Grantee may, at its sole option, choose to pay the reasonable travel costs of the Franchising Authority's representative to view the books and records at the appropriate location. The Grantee shall not be required to maintain any books and records for Franchise compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, the Grantee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose books and records of any affiliate which is not providing Cable Service in the Service Area. The Franchising Authority agrees to treat any information disclosed by the Grantee as confidential and only to disclose it to employees, representatives, and agents thereof that have a need to know, or in order to enforce the provisions hereof. The Grantee shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act.

SECTION 6

Insurance and Indemnification

6.1 Insurance Requirements. The Grantee shall maintain insurance in full force and effect, at its own cost and expense, during the term of the Franchise. The Franchising Authority shall be designated as an additional insured and such insurance shall be noncancellable except upon thirty (30) days prior written notice to the Franchising Authority. Upon written request, the Grantee shall provide a Certificate of Insurance showing evidence of the coverage required by this subsection.

6.2 Indemnification. The Grantee agrees to indemnify, save and hold harmless, and defend the Franchising Authority, its officers, boards and employees, from and against any liability for damages and for any liability or claims resulting from property damage or bodily injury (including accidental death), which arise out of the Grantee's construction, operation, or maintenance of its Cable System in the Service Area provided that the Franchising Authority shall give the Grantee written notice of its obligation to indemnify the Franchising Authority within ten (10) days of receipt of a claim or action pursuant to this subsection. Notwithstanding the foregoing, the Grantee shall not indemnify the Franchising Authority for any damages, liability or claims resulting from the willful misconduct or negligence of the Franchising Authority.

SECTION 7

Enforcement and Termination of Franchise

7.1 Notice of Violation. In the event that the Franchising Authority believes that the Grantee has not complied with any material term of the Franchise, the Franchising Authority shall informally discuss the

matter with Grantee. If these discussions do not lead to resolution of the problem, the Franchising Authority shall notify the Grantee in writing of the exact nature of such alleged noncompliance.

7.2 The Grantee's Right to Cure or Respond. The Grantee shall have thirty (30) days from receipt of the notice described in subsection 7.1: (A) to respond to the Franchising Authority, contesting the assertion of such noncompliance, or (B) to cure such default, or (C) in the event that, by the nature of such default, it cannot be cured within the thirty (30) day period, initiate reasonable steps to remedy such default and notify the Franchising Authority of the steps being taken and the projected date that they will be completed.

7.3 Public Hearing. In the event that the Grantee fails to respond to the notice described in subsection 7.1 pursuant to the procedures set forth in subsection 7.2, or in the event that the alleged default is not remedied within thirty (30) days or the date projected pursuant to 7.2(C) above, if it intends to continue its investigation into the default, then the Franchising Authority shall schedule a public hearing. The Franchising Authority shall provide the Grantee at least ten (10) days prior written notice of such hearing, which specifies the time, place and purpose of such hearing, and provide the Grantee the opportunity to be heard.

7.4 Enforcement. Subject to applicable federal and state law, in the event the Franchising Authority, after the hearing set forth in subsection 7.3, determines that the Grantee is in material default of any provision of the Franchise, the Franchising Authority may:

A. Commence an action at law for monetary damages or seek other equitable relief; or

B. In the case of repeated or ongoing substantial non-compliance with a material term or terms of the Franchise, seek to revoke the Franchise in accordance with subsection 7.5.

7.5 Revocation. Should the Franchising Authority seek to revoke the Franchise after following the procedures set forth in subsections 7.1-7.4 above, the Franchising Authority shall give written notice to the Grantee of its intent. The notice shall set forth the exact nature of the repeated or ongoing substantial noncompliance with a material term or terms of the franchise. The Grantee shall have ninety (90) days from such notice to object in writing and to state its reasons for such objection. In the event the Franchising Authority has not received a satisfactory response from the Grantee, it may then seek termination of the Franchise at a public hearing. The Franchising Authority shall cause to be served upon the Grantee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise.

At the designated hearing, Grantee shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel, to introduce relevant evidence, to require the production of evidence, to compel the relevant testimony of the officials, agents, employees or consultants of the Franchising Authority, to compel the testimony of other persons as permitted by law, and to question witnesses. A complete verbatim record and transcript shall be made of such hearing.

Following the hearing, the Franchising Authority shall determine whether or not the Franchise shall be revoked. If the Franchising Authority determines that the Franchise shall be revoked, the Franchising Authority shall promptly provide Grantee with its decision in writing. The Grantee may appeal such determination of the Franchising Authority to an appropriate court which shall have the power to review the decision of the Franchising Authority *de novo*. Grantee shall be entitled to such relief as the court finds appropriate. Such appeal must be taken within sixty (60) days of Grantee's receipt of the determination of the Franchising Authority.

The Franchising Authority may, at its sole discretion, take any lawful action which it deems appropriate to enforce the Franchising Authority's rights under the Franchise in lieu of revocation of the Franchise.

7.6 Force Majeure. The Grantee shall not be held in default under, or in noncompliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Grantee to anticipate and control. This provision includes work delays caused by waiting for utility providers to service or monitor their utility poles to which the Grantee's Cable System is attached, as well as unavailability of materials and/or qualified labor to perform the work necessary.

Furthermore, the parties hereby agree that it is not the Franchising Authority's intention to subject the Grantee to penalties, fines, forfeitures or revocation of the Franchise for violations of the Franchise where the violation was a good faith error that resulted in no or minimal negative impact on the Subscribers within the Service Area, or where strict performance would result in practical difficulties and hardship to the Grantee which outweigh the benefit to be derived by the Franchising Authority and/or Subscribers.

SECTION 8
Miscellaneous Provisions

8.1 Actions of Parties. In any action by the Franchising Authority or the Grantee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

8.2 Entire Agreement. This Franchise constitutes the entire agreement between the Grantee and the Franchising Authority and supersedes all other prior understandings and agreements oral or written. Any amendments to this Franchise shall be mutually agreed to in writing by the parties.

8.3 Reservation of Rights. Acceptance of the terms and conditions of this franchise will not constitute, or be deemed to constitute, a waiver, either expressly or impliedly, by Grantee of any constitutional or legal right which it may have or may be determined to have, either by subsequent legislation or court decisions. The Franchising Authority acknowledges that Grantee reserves all of its rights under applicable Federal and State Constitutions and laws.

8.4 Notice. Unless expressly otherwise agreed between the parties, every notice or response required by this Franchise to be served upon the Franchising Authority or the Grantee shall be in writing, and shall be deemed to have been duly given to the required party when placed in a properly sealed and correctly addressed envelope: a) upon receipt when hand delivered with receipt/acknowledgment, b) upon receipt when sent certified, registered mail, c) within five (5) business days after having been posted in the regular mail or d) or the next business day if sent by express mail or overnight air courier.

The notices or responses to the Franchising Authority shall be addressed as follows:

Spanish Fort, AL
P.O. Box 226
Spanish Fort, AL 36527

The notices or responses to the Grantee shall be addressed as follows:

Mediacom Southeast LLC
Attn: Legal Department
1 Mediacom Way
Mediacom Park, NY 10918

With a copy to:

Mediacom Southeast LLC
Government Relations Manager
1613 Nantahala Beach Blvd
Gulf Breeze, FL 32563

The Franchising Authority and the Grantee may designate such other address or addresses from time to time by giving notice to the other in the manner provided for in this subsection.

8.5 Descriptive Headings. The captions to Sections and subsections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

8.6 Severability. If any Section, subsection, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other Section, subsection, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise.

8.7 Term and Effective Date. The Effective Date of this Franchise is _____. The parties agree that, during the time between final execution of this Franchise and the Effective Date, the terms and conditions of the previous franchise agreement will govern. This Franchise shall be for a term of fifteen (15) years from such Effective Date and shall expire on _____.

Considered and approved this _____ day of _____, 2024.

The City of Spanish Fort, AL

Mediacom Southeast LLC

Printed Name_____

Printed Name_____

Title _____

Title _____

Date_____

Date_____

SECTION 2. Severability Clause. If any part, section or subdivision of this Ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this Ordinance, which shall continue in full force and effect notwithstanding such holding.

SECTION 3. Repealer Clause. Any Ordinance heretofore adopted by the City Council of the City of Spanish Fort, Alabama, which is in conflict with this Ordinance is hereby repealed to the extent of such conflict.

SECTION 4. Effective Date. This Ordinance shall become effective only upon receipt of a written unconditional acceptance by the Franchisee of the terms and conditions contained herein within thirty (30) days of the passage of this Ordinance.

ADOPTED AND APPROVED this _____ *day of* _____, **2024.**

CITY OF SPANISH FORT, ALABAMA

BY:_____
Michael M. McMillan
Mayor

ATTEST:

Rebecca A. Gaines, CMC
City Clerk

RESOLUTION NO. 1405-2024

A RESOLUTION DISPOSING OF SURPLUS PROPERTY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT, ALABAMA, AS FOLLOWS:

WHEREAS, the City of Spanish Fort, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Ala. Code §11-43-56 (1975) authorizes the municipal governing body to dispose of unneeded personal property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT, ALABAMA, AS FOLLOWS:

Section 1. That the following personal property owned by the City of Spanish Fort, Alabama, is not needed for public or municipal purposes:

One 2015 Chevrolet Tahoe PPV, VIN # 1GNLC2EC4FR538876

One 2015 Chevrolet Tahoe PPV, VIN # 1GNLCEC6FR542590

One 2015 Chevrolet Tahoe PPV, VIN # 1GNLGNLC2EC7FR609133

One 2015 Chevrolet Tahoe PPV, VIN # 1GNLC2EC1FR609287

One 2016 Chevrolet Tahoe PPV, VIN # 1GNLCDEC8GR397548

Section 2. That the Mayor and City Clerk be and are hereby authorized and directed to dispose of the personal property owned by the City of Spanish Fort, Alabama, described in Section 1 above, by the best method to receive the most monies as adequate consideration for the personal property.

ADOPTED AND APPROVED this _____ *day of* _____, **2024.**

Michael M. McMillan
Mayor

ATTEST:

Rebecca A. Gaines
City Clerk

RESOLUTION NO. 1407-2024

A RESOLUTION AMENDING THE PERSONNEL MANUAL OF THE CITY OF SPANISH FORT, ALABAMA

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT,
ALABAMA, AS FOLLOWS:**

SECTION 1. Amendment to Personnel Manual. The City Council of the City of Spanish Fort has determined that it is in the best interest of the City to revise certain personnel policies and procedures for the City of Spanish Fort, and the City Council hereby amends **SECTION XV COMPENSATION, B. PAY PLAN., and C. PAY PLAN ADMINISTRATION.,** of the Personnel Manual of the City of Spanish Fort, Alabama, to read in its entirety as follows:

B. PAY PLAN.

1. The pay of all employees, other than those whose pay is established by state law, shall be fixed by the City Council. The approved pay rates for every job listed in the Job Classification List will be established and maintained through the City Pay Scale.
2. The Pay Scale will be used in conjunction with the Job Classification List to determine the pay of those employees who are paid from City funds.
3. The City Clerk is responsible for ensuring that the City Pay Scale is strictly followed, subject to changes approved by the City Council.
4. New employees will be paid according to the pay grade established for that position.
5. New hires paid above the beginning of the range because of experience or other reasons must have prior approval of the Mayor.
6. The City Clerk will review the established Pay Scale once per year to ensure that rates of pay are current and competitive. Any recommended change(s) will be presented to the City Council for consideration and approval.
7. Cost of Living consideration may be given to the established ranges during the budget process.
8. The City may compensate those employees for satisfactory completion of specific state or national certifications; i.e., Certified Municipal Clerk, Certified Revenue Officer, Certified Building Inspector, EMT Certification for firefighters or other professional certifications which involve an extensive period of testing and/or achievement. A step increase within the respective grade may be awarded when the City Clerk receives a copy of the certification from the employee's supervisor. Employees are encouraged to confer with the Mayor and City Clerk in order to determine whether or not the certification will qualify under this section, and the employee shall receive written approval from the Mayor that said certification does qualify under this section prior to beginning the course work.
9. The City may also compensate those employees for attainment of additional education above that required in the Position Description. An employee who possesses an Associate's degree either at the commencement of employment or obtains such degree during his or her employment is eligible for a step increase within his or her respective pay grade. Upon subsequent completion of a Bachelor's degree, employees previously earning Associate Degrees would

be entitled to an additional one step increase within the respective pay grade. Employees who earn or possess a Bachelor's degree without having first earned an Associate's degree shall be entitled to a two-step increase within the respective paygrade. Employees earning or possessing Master's degrees or higher shall be entitled to a one-step increase within his or her respective pay grade. Regardless of degrees held, an employee whose salary upon commencement of employment is higher than the lowest step on the pay scale for his or her pay grade is not eligible for any initial step increase, as such experience and education is factored into the initial higher salary offered. The increase may be awarded by the Mayor when the City Clerk receives a copy of the Degree from the employee's Department Head.

10. The Mayor may allow for a additional step increases within an employee's respective pay grade for job performance which consistently exceeds satisfactory performance standards, includes assistance with additional tasks or job duties and/or depicts exemplary contributions to the City, in the discretion of the Mayor.

C. PAY PLAN ADMINISTRATION.

1. Definitions:

Anniversary Date - The anniversary date is the date on which an employee begins his/her employment with the City of Spanish Fort.

2. Procedures:

- a. To initiate the plan, current employees will be designated a step within their respective grade based on their existing salary or pay.
- b. All classified employees may be eligible to move up a step within their grade on their Anniversary Date as long as the employee's performance has been satisfactory. Each grade change must have prior approval of the City Clerk and the Mayor.
- c. The Anniversary Date for all current employees will be the date on which they officially became employed by the City of Spanish Fort.

3. Evaluations:

- a. Annual employee evaluations shall be performed for all employees by their Supervisor.
- b. Employees with satisfactory job performance who receive an overall score that meets performance standards as determined by their performance evaluation will be eligible to receive a one step increase within their respective pay grade, unless the City Council suspends pay increases, in its discretion.
- c. Employees who fail to receive an overall score that meets performance standards as determined by their performance evaluation will be informed of the areas of substandard performance and will receive quarterly evaluations during the following year, unless further corrective or disciplinary action is deemed necessary. Failure to achieve satisfactory performance and meet performance standards may result in disciplinary action up to and including termination.

- d. Performance evaluations shall be performed on forms approved by the City Council.

SECTION 2. Personnel Manual Not a Contract; Amendments. The Personnel Manual adopted by the City of Spanish Fort is not a contract between the City of Spanish Fort and any employee, and it is not intended to create contractual obligations of any kind. The City Council reserves the right to make changes to the Personnel Manual and to increase, reduce, abolish, or alter pay, benefits, or any other terms and conditions of employment at any time, in its sole discretion.

SECTION 3. Repealer Clause. Except as expressly amended herein, all terms, conditions and provisions contained in the Personnel Manual, as amended, shall remain in full force and effect.

SECTION 4. Severability Clause. If any part, section or subdivision of this Resolution shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this Resolution, which shall continue in full force and effect notwithstanding such holding.

SECTION 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED AND APPROVED this ____ day of _____, 2024.

Michael M. McMillan
Mayor

ATTEST:

Rebecca A. Gaines, CMC
City Clerk