

**NOTICE OF SPECIAL MEETING OF THE CITY COUNCIL
OF THE CITY OF VERSAILLES, KENTUCKY**

The undersigned, as Mayor of the City of Versailles, Kentucky gives notice of a Special Meeting of the said Council to be held at the Versailles Municipal Building located at 196 South Main Street, Versailles, Kentucky 40383 on Tuesday January 13, 2026 at 5:30PM.

SPECIAL MEETING OF THE CITY COUNCIL AGENDA

1. Roll Call
2. Discussion Proposed Addressing Ordinance
3. Executive Session - Pursuant to KRS.61.810(1)(b) to Deliberate on the Future Acquisition or Sale of Real Property
4. Adjournment

WITNESS my hand this 9th Day of January 2026.

CITY OF VERSAILLES

LAURA DAKE, MAYOR

ACCEPTANCE AND WAIVER OF NOTICE OF MEETING

The undersigned members of the City Council do hereby accept notice of the above called Special Meeting Notice and acknowledge service upon us and do hereby waive any possibly informality of irregularity as to time, place or manner of service upon us and hereby agree that such meeting may be held at such time and place for the purpose(s) stated in such notice.

Received by Email

CHANTEL BINGHAM

Received by Email

GARY JONES

Received by Email

MARY BRADLEY

Received by Email

ANN MILLER

Received by Email

LISA JOHNSON

Received by Email

FRED SIEGLEMAN

The Woodford County Versailles Midway
Addressing Guide

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I. INTRODUCTION

The Addressing Guide is intended to provide a reference to the standards and procedures which are utilized to assign and/or change addresses, both number and street name, within Woodford County, both incorporated and unincorporated, and on both vacant and/or established properties, and is specifically oriented for use by the addressing coordinator. The guide is a compilation of existing rules, regulations (reference Ordinance ???), and procedures that have been established over many years. It is drawn from numerous external organizations both local to Woodford County and outside the State of Kentucky. The common element among all is sharing an inherent interest in being able to reliably and expeditiously identify and locate places where people live and work.

An address should uniquely identify a place in the context of a geographic reference. In a broad sense, a location can be somewhere within the Commonwealth of Kentucky, more precisely, in Woodford County which is located in the Commonwealth of Kentucky. An address can expand on a general location by specifically identifying a place along a roadway or easement which determines access. More refinement is obtained by naming roadways and then logically ordering and consistently numbering individual structures, places or things as the roadway is traversed. In some cases, it may be necessary to further subdivide individual structures by applying individual unit numbers. This guide, therefore, acknowledges a standard for all addresses which consists of a number part, and a street name.

Additionally, an address may include a directional indicator, a street type, and/or a unit designation but regardless, the address is based on how the structure is accessed and not on frontage.

One measurement of how well emergency services are provided is the efficacy by which a location, be it a place or a structure, can be identified. The ultimate goal of addressing in the Public Safety realm is to establish and maintain an inventory of unique addresses. Addresses are needed for any location where emergency services may need to be dispatched. Additionally, wireless communications require the establishment of more and better addresses because location becomes problematic when the signaling device is mobile.

Figures:

Fig. 1 Woodford County and its incorporated areas

Fig. 2 Number Ranges Woodford County

Fig. 3 Number Ranges for incorporated areas and their immediate surroundings

In Woodford County, even and odd numbers are assigned to either the righthand side or the lefthand side of the street based with little consistency on the direction the street center line is running.

Number ranges for streets are, for the most part, based on a 1000 per mile, proportionally spaced. This should be a factor of 5.28 feet. This means there is the potential for an address every 5.28 feet down the road with the number of 1000 landing at one mile or 5280 feet from the roads beginning. This applies in rural areas. Number ranges for streets in incorporated areas and their immediate surroundings are based on block addressing.

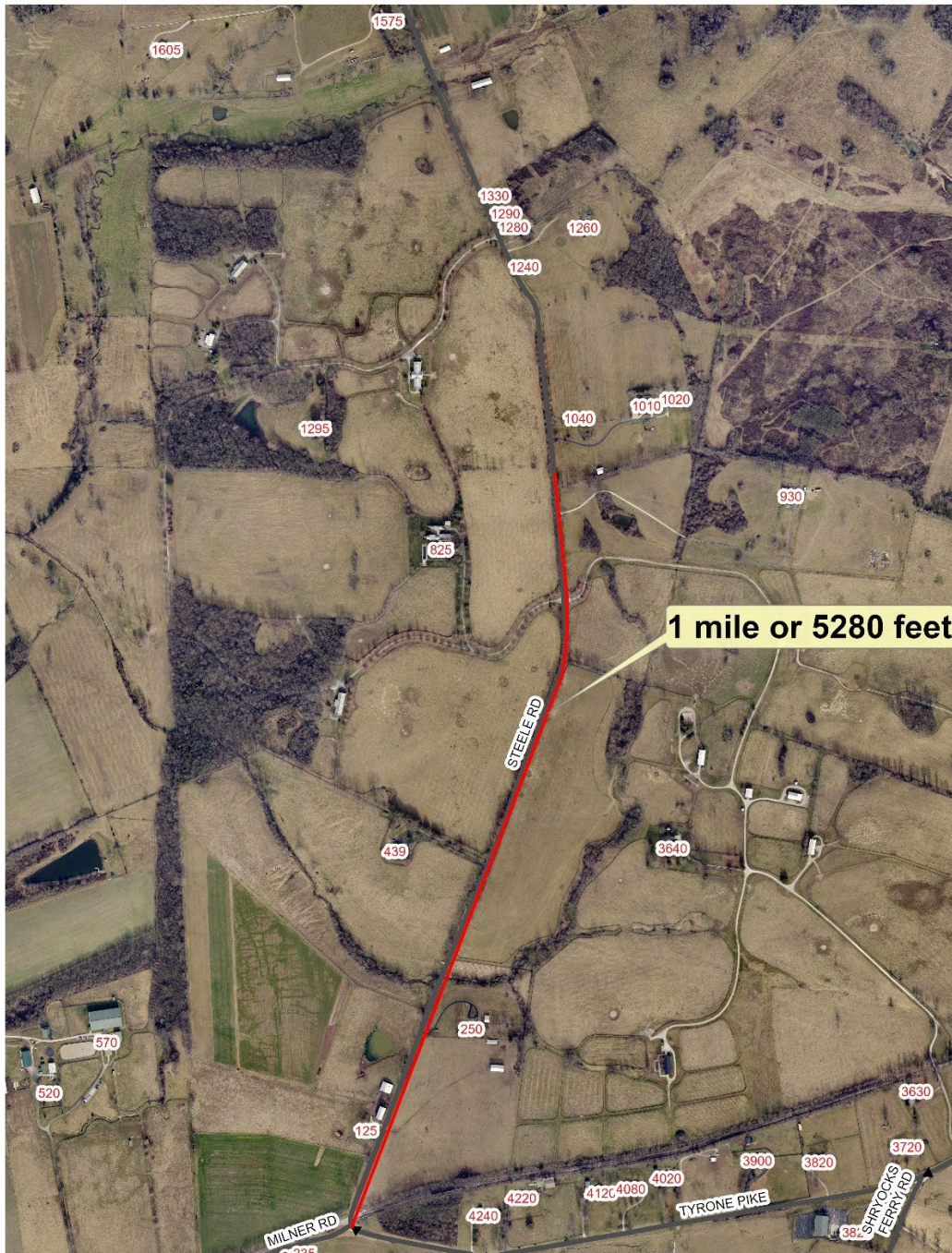


Fig. 2 Number Ranges at a factor of 5.28 Feet in Woodford County



Fig. 3 Number Ranges in block style for incorporated areas and its surroundings

II. TERMS AND DEFINITIONS

Access – Describes how to get to a location which in turn defines how that place or location is addressed.

Accessory Building – Incidental structures such as garages, storage sheds or similar structures where the primary or major activity on a property does not take place.

Address – A unique identification of a location which may consist of a number, direction, street name, street type, and a unit.

Address Assignment – Refers to the issuance of an address which does not require the involvement of either the Lexington City Council or the PVA Office. Examples include written notification from the Addressing Office, creation via plat and/or development plan, issuance of suites or apartment numbers, etc.

Address Change – Refers to the legal process by which property address has its number or street name changed to reflect a new or updated address.

Building Number – The number, letter, or other designation assigned to a structure or multiple structures on a parcel or parcels of land. In cases where building numbers are utilized, there may be multiple street addresses and multiple building numbers, however neither will be duplicated.

Development Plan- Written and graphic materials for a development which may include location of structures, intensity of use, density of development, streets, ways, parking facilities, signs, drainage, access, screening, utilities, existing manmade and natural conditions and all other conditions agreed to by the applicant.

Named Easement- An intended thoroughfare for emergency vehicles to access a location.

PVA – Property Valuation Administrator - The PVA office is the State organization which administers property taxes, maintains ownership data, tax maps, and building characteristics.

Recorded Plat or “Plat” – a graphic document portraying officially recorded features such as property lines, right of ways, easements, etc.

Principal Building- A structure such as an office building, apartment building, retail structure or other similar structure where the primary or major activity on the property takes place.

Private Access Easement- The private right of a land owner to ingress and egress to his property over the adjoining property of another for the purpose of accessing the public right-of-way.

Property Number – The number or numbers assigned to All properties or parcels of land according to the access from a named easement.

Retired Streets – Street names that are unavailable for use because they have been previously used. To avoid confusion, the general policy is to not assign a new address that was previously used as another’s address at another location.

Road name – A concatenation of a street directional, street name, and street type.

Structure Number or “Number” – The number or numbers assigned to all residences, mobile homes, offices and businesses, and also including any structures of which individuals might occupy for a period of time to which emergency services might be required, in Woodford County, both incorporated and unincorporated. Preferably, but not necessarily, the structure number and the property will be the same.

III. ADDRESSES

A. Numbers

The assigning of numbers for addressing shall be initiated by the preliminary plat, major subdivision plat, minor subdivision plat, development plan, the building or zone permitting process within the Versailles Midway Woodford County Planning Commission office or as needed to adjust and make modifications to ensure a logical and efficient street address system.

All major subdivision plats shall have the address numbers assigned and labeled on the plat before recording.

It is highly recommended that all other plats have the address numbers assigned and labeled on the plat before recording. This helps the public when referencing recorded plats.

General Considerations for Numbers

- * At the minimum, all addresses will require a structure or property number as well as a street name.
If only one structure exists on a parcel, then the structure number should be the same as the property number.
- * Only whole numbers can be assigned. The numbers must be greater than 0 (Preferably greater than 100) and preferably less than or equal to 9999. (Address numbers are not to be written in longhand, ex. One Twenty Five)
- * Address numbers should generally start with x01 on the odd side of the street and x00 on the even side of the street.
- * Additional information or designations such as “A” or “B” or “1/4” or “1/2” are not valid parts of an address number. Such designations may be found in legacy addresses as units but are not consistent with the current addressing standard and should be changed when they become problematic.
- * Even numbers are assigned to the righthand side of the street based on its direction of origin inside the GIS and odd numbers are assigned to the lefthand side of the street based on its direction of origin inside the GIS.
- * Sequence is maintained from side to side and values increase as a function of distance from the origin. Errors in sequence are inconsistent with the current addressing standards and should be changed as they are encountered.
- * Numbers assigned to properties or structures will coincide with existing ranges that are associated with the named roadway or easement. For example, it would not be permissible to assign 105 Some St to the section of Some St which contains the 2000-2999 address range. Additionally, cases where the range of addresses are incompatible from side to side (100's on the left side and 300's on the right) are inconsistent with the current addressing standard and should be changed as encountered.
- * As a precaution, duplication of numbers is not allowed on the East and West sections of road or North and South sections of road. For example, if there is a 126 E S Winter St, then there should not be a 126 N Winter St because people often may not know which section of Winter St they are on.
- * It is recommended to notify and/or verify addresses located near the county line with the 911 Coordinator of the applicable adjacent county. For example, all newly created numbers on Duckers Rd must be verified with Franklin County 911. Woodford County and Franklin County address ranges could overlap – a number for Duckers Rd within Woodford County should not be duplicated in Clark County.

Structure Numbers

Structure numbers are assigned to a building according to its access from a particular named roadway or easement, however special consideration may be given to corner lot address assignments on a case by case basis. Where multiple access points exist, the assigned number will be from the street range tied to the closest named roadway. However, it may not be practical to assign numbers based on the closest named roadway in cases where emergency vehicle access could be limited and, thus, creates a negative impact on response time. Such examples would be numbering off an alley or numbering off of a property where access is obstructed.

Building Numbers

A method for addressing multiple structures on a single parcel is to assign unique individual addresses to each structure. When insufficient numbers exist or other reasons prohibit it (numbers are not clearly visible from the named easement, for example), it may be necessary to assign unique individual building numbers to each structure maintaining one unique street address. This happens in rural areas where many structures are found on a single parcel of land. Generally, the buildings are numbered sequentially 1, 2,3,4,5, etc, as they are encountered, not necessarily beginning with building number. When possible, the assignment of unique building numbers should be a corresponding number to that maintained in the PVA office.

The starting point should be the structure closest to the access point which defines the parcel address. It may be prudent to skip some numbers or leave space for new structures that do not exist so that there will be a number available for potential future development. If the access is unnamed, then the buildings are to be numbered in the order in which they are encountered.

*Signage requirements apply.

Multi-Unit Numbers

If a multi-unit structure possesses a single-entry point, then one number is assigned to the building and a unit number is assigned to each unit.

Figures - Examples of How Numbers Are Used:

Fig. 4 Maintaining One Address Numbered Buildings

Fig. 5 & 6 Private Drive with Addresses

Fig. 7 Street Ranges and Addresses



Fig. 4 Residential Numbering Direction Sequence

The figure above illustrates several points. Notice that the numbers maintain sequence and that, generally, the numbers are assigned by 4's (140, 144, 148, etc). Not only is the proper sequence maintained, but the even numbered residences are generally one less than the odd number directly opposite them. This should be the case when lot sizes are fairly equal from side to side and when the street runs fairly straight without significant turns. Notice that the parcels numbered 133 to 149 on the west side are essentially similar in size to parcels numbered 132 to 144 on the east side of Some Street. However, where there are 3 parcels numbered 153, 157, and 165 on the west side, there are 4 parcels numbered 152, 156, 160, and 164 on the east side. To accommodate the difference in lot sizes, instead of assigning 153, 157, 161 and 165, as would usually be the case, it was necessary to skip 161 altogether. In this manner, 164 Some Street is located directly opposite 165 Some Street as desired.

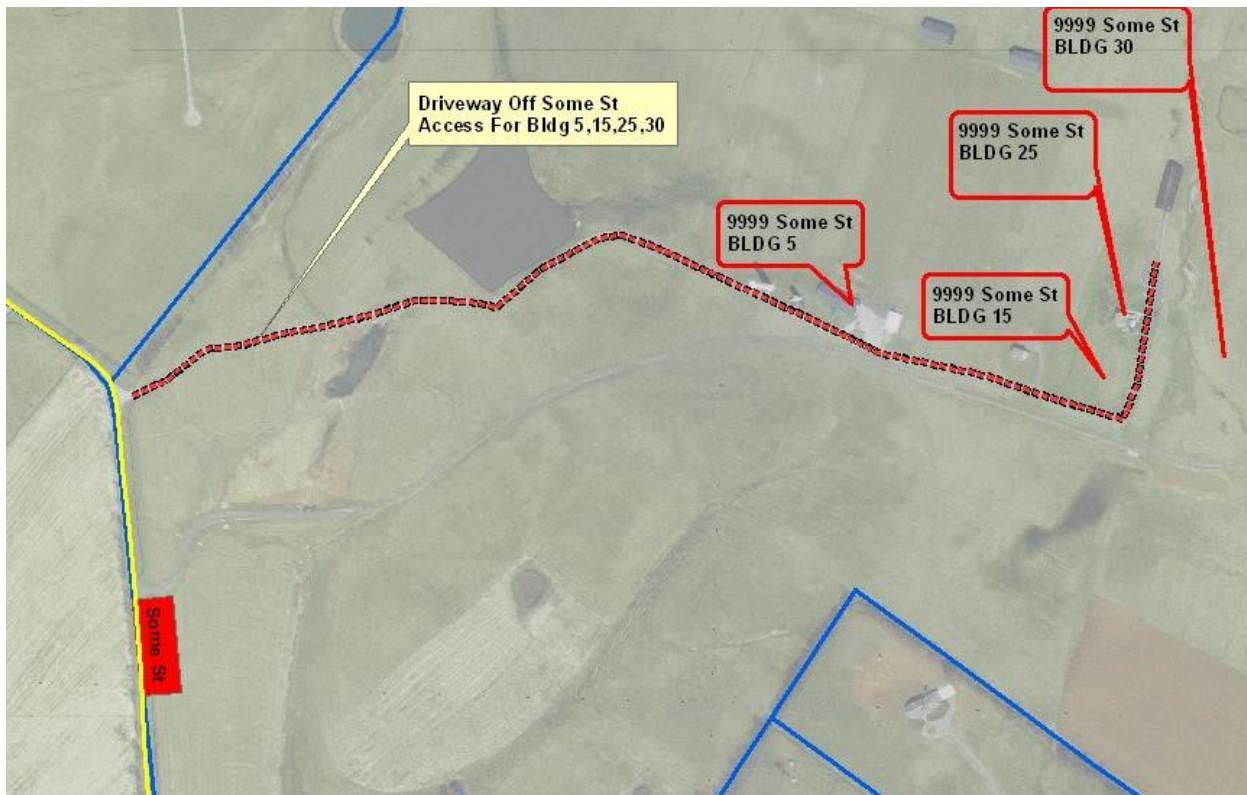


Fig. 5 One Address, Numbered Buildings

The figure above illustrates the use of a single street address, 9999 Some St, and numbering of individual structures common to a single parcel of land. When there is a single access point to the property, the option is to either retain a single address or name the drive (private) and assign unique addresses based on the name. With a single street address, the buildings are numbered in the order in which they are encountered, but large gaps may exist in the sequence of the numbers. In this case, it is understood that additional buildings could potentially be erected in the future and that numbers are essentially reserved to accommodate growth. Because this drive is not named and a street sign is not to be installed, it is required that the address be conspicuously posted at the entry point to be clearly visible from the named public street.

*Signage requirements apply.



Fig. 6 Private Drive with Addresses

Another option when there is one access point is to name the private drive on the property and assign addresses as required from the named drive. In the example above, the drive is named Farm Lane and structure numbers are assigned. The assigned numbers are even, and sufficient space is left between the numbers to allow for more structures in the future. The assigned numbers are required to be displayed on the structure and large enough to be clearly visible from the named drive. Alternatively, signage may be installed at the intersection of long driveways or in cases where the structure is not visible (trees, fences, etc.) from the named drive.

*Signage requirements apply.

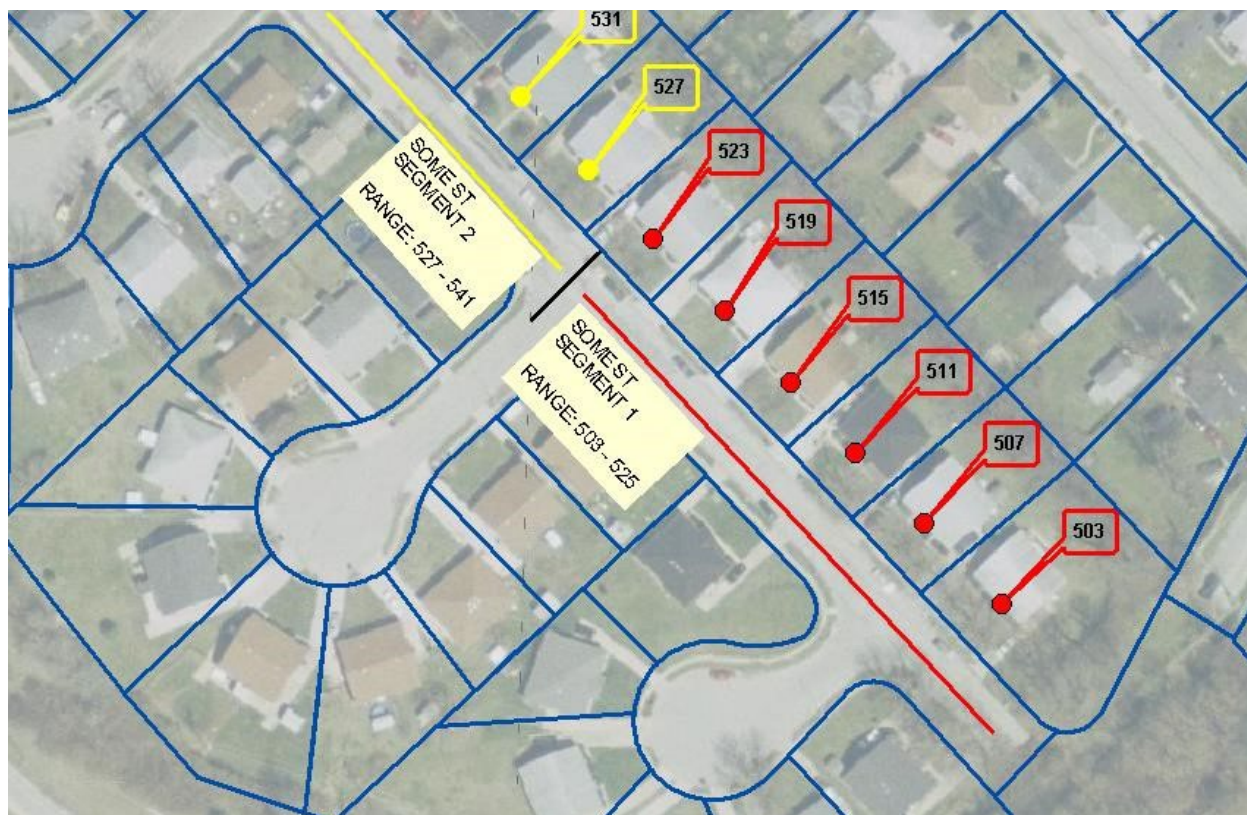


Fig. 7 Street Ranges and Addresses

The figure above illustrates how streets are assigned number (address) ranges for different segments. In this case, Some Street has a logical break at the intersection of Some Street and the Cul-De-Sac, indicated by the solid black line. The section to the right, Segment 1, has been assigned a street range from 503 to 525. The left Section of Some St, Segment 2, has been assigned a range from 527 to 541. Assigning a range of addresses to different segments of the same street allows for geocoding of addresses as well as providing for a method to validate an address. For example, if the structure at 527 were converted to a duplex and an address is to be assigned to the new unit, it would be inappropriate to assign 525 even though the existing addresses are in the 500's range. Although assigning the number 525 to the right side of the duplex would maintain sequence, it would not fit into the existing street range for segment 2 (527-541). In this scenario, the right unit would keep the 527 and the left unit would be assigned 529. Another possibility would be to use 527 Some St and assign unit numbers for the individual apartments.

B. Street Names

The naming of streets, public or private, shall be initiated by preliminary plat, major subdivision plat, minor subdivision, development plan, and as a need to adjust and make modifications to ensure a logical and efficient street address system in accordance with all applicable law, including KRS 179.330.

All major subdivision plats shall have the street names assigned and labeled on the plat before recording.

It is highly recommended that all other plats have street names assigned and labeled on the plat before recording. This helps the public when referencing recorded plats.

General Considerations for Street Names

- * At the minimum, all addresses require a structure or property number as well as a street name.
- * A street name must be between 2 and 20 characters, which is made up of letters and spaces.
- * A street may be named for the full name (first and last name) of a person only if that person has been deceased for twenty (20) years and the person was culturally, historically, or socially relevant to the geographic area. Names that are recognizable worldly, nationally, or throughout the state of Kentucky may be acceptable if all other criteria can be met
- * A street should not intersect itself if possible.
- * A roadway or access easement that is longer than it is wide should be named.
- * A road name or named access easement should not terminate/change names in a corner or curve.
- * A named roadway or access easement (Street A) shall not continue across an intersection if one must turn onto another named roadway or access easement (Street B) before reaching the continuation of the original roadway or access easement (Street A).
- * Street names shall not be reused after they have been retired/changed due to reasons of public safety.
- * Street names shall not be reserved.
- * Streets shall not change names at an intersection if the street continues in the same linear direction unless the intersection is that of a major thoroughfare such as an expressway, major or minor arterial, collector or major local road as defined by functional classifications.
- * It is recommended that street names shall not change at a three-way intersection if it is the street that continues in the same linear direction.

Figures - Examples of How Numbers Are Used:

Fig. 8 Duplicated Street Name

Specifically Prohibited in the Naming Of Streets

1. Punctuation – Only letters A-Z are to be used in the naming of streets. No special punctuation marks such as hyphens, commas, asterisks, etc., are allowed to be used in the naming of streets. In the examples below, the apostrophe (David's), hyphen (Yo-yo), and period (E.) would not be valid.

David's Fork Rd
Yo-yo Dr
Joe E. Smith Blvd

2. Numerical digits or names – Numbers are not to be used as a part of a street name. In the examples below, 7th (Heaven Way), Six (Pack Dr), and Four (Wheel Dr) would not be a valid street name.

7th Heaven Way
Six Pack Dr
Four Wheel Dr

3. Leading single letter phrases – Single letters are not to be used as part of a street name. In these examples, A (Star Is Born Blvd) and U (And Me Dr) would not be valid for street names.

A Star Is Born Blvd
U And Me Dr

4. The use of definite or indefinite articles as the street names
5. Using a directional or closely related term – Using directionals or terms similar to directionals are not permitted in the naming of streets. Northern (Lights Blvd) may be mistakenly interpreted to be N Lights Blvd. Northpark Dr could be heard as N Park Dr, which may or may not exist, and could inadvertently provide incorrect direction.

Northern Lights Blvd
Westerly Way
Northpark Dr

6. Confusing, obscene, or irregularly spelled words – The intent of street naming guidelines is to minimize the potential for confusion especially in regard to providing for emergency services. Street names which are difficult or confusing to spell should not be allowed under any circumstance. Similarly, obscene, profane or suggestive names are not allowed.

Yawayaway Way
Duke Sucks Dr

7. Duplicated, similar in sound or spelling – Street names which could easily be confused with a similar sounding street name should not be used.

Leadstown Rd (sounds like Leestown Rd, spelled similar)
Rosey St (sounds like Rose St)

8. Abbreviations – Abbreviations are prohibited with the following exceptions:

Fort shall be abbreviated as FT FT SPRINGS PINCKARD RD
Mount shall be abbreviated as MT MT HOREB PIKE
Saint shall be abbreviated as ST ST IVES CIR

9. The use of road types such as “service”, “street”, “drive”, or “avenue” etc. as part of the name. These are valid road types and cannot be incorporated into the street name

Tennis Court Way
Southland Service Dr
My Way Blvd

10. A living person and/or politicians

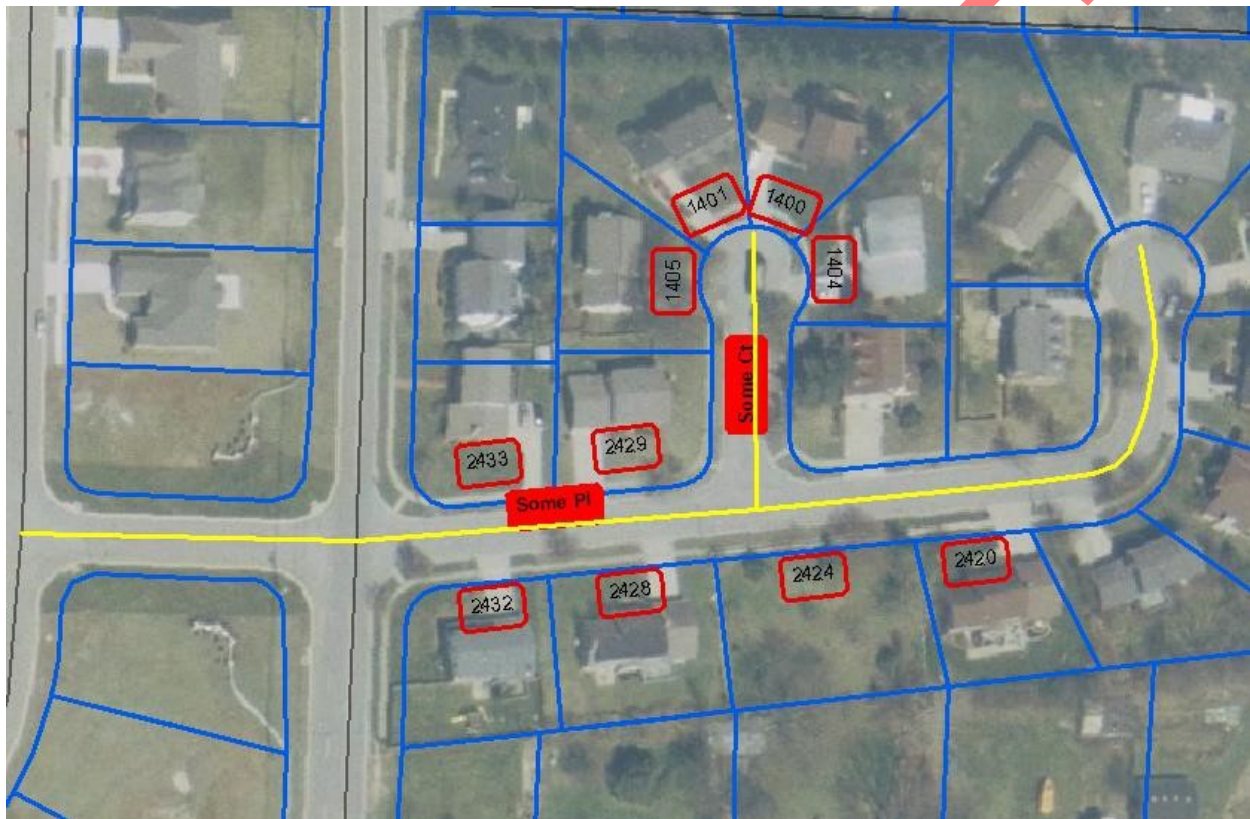


Fig. 8 Duplicated Street Name

The figure above illustrates that the name (street name) portion of a road may be duplicated, however, the entire road name may not. A duplicated street name may exist only if it intersects another street(s) with the same street name. When duplication of street names does exist, distinctive address ranges should be assigned to each road name such that no parcel or structure on a particular road name would share the same number and street name as another parcel or structure on the other road name. If a unique address range cannot be assigned to each, then a different street name must be assigned. Whenever possible, there must be no duplicate names regardless of their relationship to one another.

The “Two of Three Rule” For Naming Streets
(Mixing and Matching Parts Of A Road name)

Duplicate, names that sound a like or are closely approximate to names of other streets geographically are not allowed, however, some parts of one road name may be used in the naming of another road with limitations. For a road name composed of three words, two of those three words may not be the same or in the same order as two words of another existing road name.

If an existing road is Burning Tree Lane
Then Burning Bush Lane Would NOT be allowed

If an existing road is Burning Tree Lane
Then Bush Burning Way Would BE allowed.

If an existing road name is High Water Lane
Then Black Water Lane Would NOT be allowed.

If an existing road name is High Water Lane
Then Blackwater Lane might be considered as a limitation.

Changing an Existing Street Name

Street name changes shall be in accordance with all applicable law, including KRS 179.330.

Request from a property owner to change a road name must be in accordance with KRS 179.330:

1. The petitioner must own property on the existing street and is responsible for providing the details of the proposed change:

- Date
- Name
- Address
- Phone Number
- Existing and proposed street name(s)
- Public Safety need for the proposed change (ref #2)

Petitioners poll the property owners to determine support for the proposed name change required.
Petitioner is responsible for contacting owners and obtaining yes/no vote – 1 vote per property.
51% of the property owners on the list provided must vote “yes” to continue the process.

If 51% support the proposed name change then the local governing body should consider initiating a name change of the affected street

2. The Addressing Coordinator evaluates the name and the Public Safety need for the proposed change.

- Would the proposed change make the name compatible with existing addressing ordinance?
- Is the existing street detached from a street of the same name and different type?
- Is the existing street disconnected from a street of the same name?
- Does the existing street name not provide for structure access?
- Is the existing street type invalid?
- Has the existing name been recorded for at least 10 years?
- If the proposal is to honor a person, has that person been deceased for 20 years?
- Does the existing street intersect itself?
- Does the existing street terminate in a curve or other awkward location?
- Does the existing name violate the “two of three rule”?
- Does the proposed change ensure a logical and efficient street address system or create more confusion caused by the change?

3. If no Public Safety issue exists or the proposed name is not acceptable then the Addressing Coordinator will inform the local governing body that no public safety issue was identified which supports the proposed name change and therefore the Addressing Coordinator would not be in favor of the proposed name change.
4. If a Public Safety issue exists and the proposed street name is accepted the Addressing Coordinator should inform the local governing body the proposed name change meets all the requirements and could be accepted.

Request for a road name change originating from the Addressing Coordinator or the local governing body

- Addressing Coordinator notifies property owners of along the thoroughfare of the proposed change and may solicit proposed name(s) at local governing bodies request
- Addressing Coordinator notifies tenants of proposed change if approved by the local governing body. (Standard proposed change letter is mailed)

C. Street Types

General Considerations for Street Types

- * The street type, "service road" (SRD), is reserved for service road designation and shall only be assigned to streets by the Addressing Coordinator on behalf of the local governing body. The street type, "service road" (SRD) is not used as any part of an address.
- * Alley (ALY) is reserved to represent access easements the access the rear of lots or buildings and should not have addresses assigned to structures except in extreme circumstances.
- * An address or road name shall not contain a duplication of the street type within its name (e.g. James Street Street). When an address or road name contains the names of two types of streets, the first type becomes part of the street name and the second type will be the street type and shall be abbreviated (e.g. Fifth Street Ct). In accordance with the ordinance this shall be avoided in all future situations.
- * Name and number sequence continuation across intersecting roadways shall also result in continuation of the type of street.
- * An address or street name may contain one of the common street types that exist in the existing NG911 data base. They can be found in the most up to date documentation regarding NG911.

D. Units

General Considerations for Units

- * All unit designations must be letters or numbers.
- * No more than 5 characters (99999) may be used for any unit designation.
- * No unit designation will contain partial numbers or punctuation.
- * Unit numbers will be assigned to residential, commercial, and agricultural structures when unique entities within them must be identified. It is not necessary to assign additional unit numbers to those entities which are already contained within an existing, identified unit. For example, retail supercenters may be identified by a unique street address or as part of a strip mall (unique street address and a unit number) and often contain multiple tenants (some of which are considered a part of the retail operation, others are totally independent). Typically these entities are all accessed from a single point, which is the major point of egress for the supercenter. Additionally, these entities typically are not self-contained (does not exist in a space identified by a separate entry point or even contained by walls). Finally, these entities generally all operate at the same time over the course of a day.
- * Unit numbers will serve as apartment, suite, trailer, building (BLDG), or barn numbers.

- * Units are to be assigned to all potential spaces (preserving unit numbers for future use) even in cases where a single tenant will occupy multiple spaces, although it is understood that only one unit number will be utilized per tenant.
- * Unit designations assigned to spaces with external access are required to be posted as “Suite _###” (ex. Suite 150). This is to prevent confusion and signify a difference between the unit number and the street address. However the address should be listed as 999 Some Rd 150, not including the word “Suite.”
- * Unit designations assigned within a building do not require the posting of “Suite” preceding the unit number.
- * Unit designations assigned to structures such as apartments or businesses with multiple buildings, are required to be posted as “BLDG #” (ex. BLDG 5).

How can Units be Assigned

Unit numbers may be assigned in ascending order from left to right and from front to back when looking at the front of the structure or main access point to the structure. Typically, unit numbers at the low and high end of the range are not used in order to reserve numbers for expansion and the inevitable need to assign new units within the appropriate range.

Unit numbers from 1 to 99 are reserved for spaces below grade and are intended to convey that these units would be found in a basement or at least a lower level than at grade. As previously discussed in the Numbers section, numbers from 1 to 99 may also indicate unique buildings (see Building Numbers).

Unit numbers from 100 to 199 are reserved for spaces at grade and are intended to convey that these units would be found on the first floor of a structure.

Unit numbers from 200 to 299 are reserved for spaces above grade and are intended to convey that these units would be found on the second floor of a structure. Similarly, unit numbers from 300 to 399 are reserved for third floor units, and so on.

Unit numbers between 1 and 99 may also be used to assign as building numbers. The building number will serve as the unit number, even if multiple entities within the building do not exist. Building numbers should be assigned when multiple buildings exist on one parcel of land and unique addresses can not be assigned to each building.

Examples of How Units Are Used

Fig. 9 Initial Suite Assignments Suites 150, 250 and 350
Single Occupant Per Floor

Fig. 10 Initial Suite Assignments Suites 150, 250 and 350
Variable Configurations Per Floor

Fig. 11 Strip Mall Assignments Suites 110 to 175

Fig. 12 Condominium Suites

Fig. 13 Combining Building Numbers With Suite Numbers

Appendix B Common Secondary Unit Designators as defined by the US Postal Service

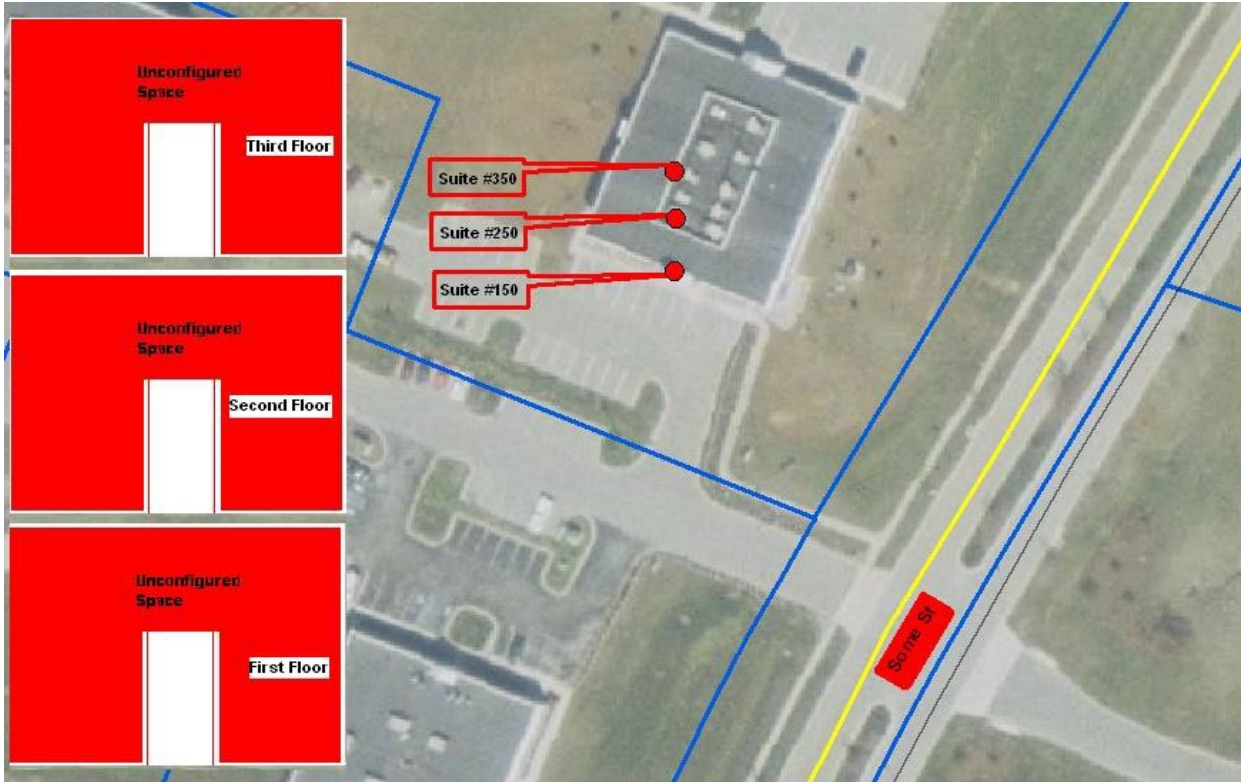


Fig. 9 Initial Suite Assignments Suites 150, 250 and 350

The figure above illustrates initial suite assignments within a multi-tenant space which are made when a building first becomes available for occupancy. In this instance, the floor plan indicates that a single tenant will occupy each of the 3 floors. Based on this information, the suites are assigned as 150 (First Floor), 250 (Second Floor), and 350 (Third Floor). Any subsequent changes, such as adding space or subleasing space, may impact the existing tenants' suite assignment, thus requiring a change.

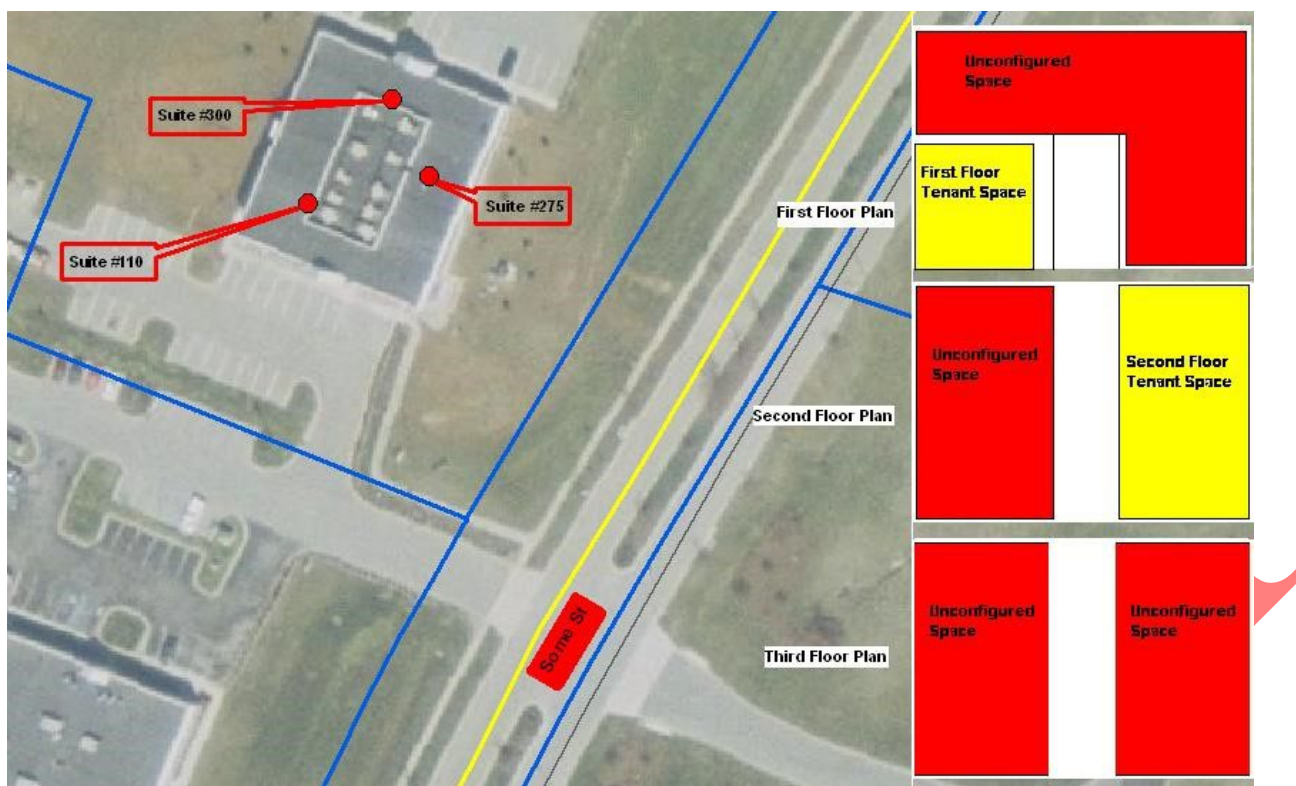


Fig. 10 Initial Suite Assignments

The figure above illustrates initial suite assignments within a multi-tenant space which are made when a building first becomes available for occupancy and the floor plan is flexible enough to allow for varied configurations. Generally, the initial suite numbers will be assigned to the first tenant recognizing that additional fit-ups will be forthcoming. In this instance, an occupant is identified to take the first unit (front left) of the first floor and is assigned a suite number 110. Likewise, an occupant is identified to take the entire right side of the second floor and is assigned suite number 275. Any additions or modifications made to these recorded locations or assignments may impact the ability of emergency personnel to respond efficiently and could therefore result in additional assignments as well as necessitate the re-numbering of existing, previously numbered spaces.



Fig. 11 Suites 110 to 175

The figure above illustrates the assignment of commercial unit numbers in a strip mall where the first unit on the left (facing the front) has been assigned unit 110. In this application, notice that the units are assigned in increments of 5 or 10 which preserves additional unit numbers for future expansion. Potentially, multiple spaces could be created on the building face which has units 150, 160, 170 and thus the larger increment in unit numbers is used. Fewer spaces are likely to be created on the other face of the building and so the smaller increment is used. In this manner, when an existing tenant requires less space and the building owner creates a new space (on either side of 110), there is sufficient units available and the integrity of the 100 to 199 range is preserved. The same reasoning applies to the last unit in the mall (on the extreme right when facing the mall) which has been assigned unit 175. In this case, it is reasonable to assume that at some point, the building owner will create a new space right of the 175 suite and again, numbers are held in reserve for that time.

*Signage requirements apply.



Fig. 12 Condominium Suites

Recording units for condominium purposes creates an address which includes an assigned unit number for a space which is then recorded as a property record with the PVA. This method allows for the owner to record, sale, transfer, or fit-up of a portion of a structure, identified by its suite number, as a separate piece of property. A single parcel of land may then have a structure, or structures, which may then have multiple owners and may also have multiple tenants.

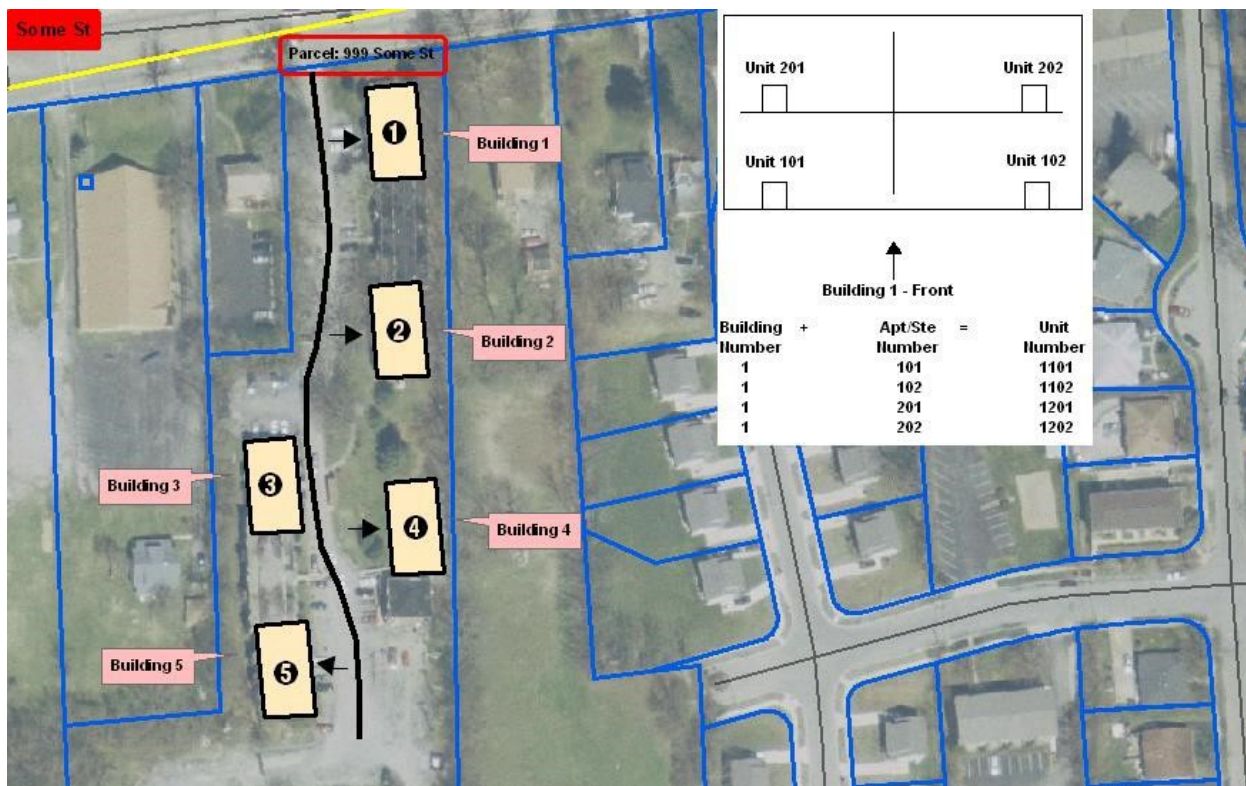


Fig. 13 Combining Building Numbers With Suite Numbers

The figure above illustrates how building numbers are combined with individual unit numbers (apartment or suite numbers) to create a new, unique unit number. In this example, building numbers were assigned (Buildings 1,2,3,4 and 5) for each building located on the parcel identified as 999 Some Street. The buildings are numbered sequentially as they are encountered and in this case, it is understood that there is no future construction which could create sequence issues with building numbers.

Each of these buildings contain 4 apartments which are numbered as 101, 102, 201, 202. The units are numbered sequentially, in increments of 1, left to right (facing the building) where the 100's indicate ground (first) floor units and the 200's indicate second floor units. Also note that in a multi-storied structure it is desirable, but not always practical, to maintain vertical consistency in numbering – unit 201 is directly above unit 101 and unit 202 is directly above unit 102. Combining the building number with the apartment number creates a distinct unit number that indicates “which” building and “which” unit. For example, unit 1102 indicates the building as number 1 and the apartment as number 102. This numbering method is advantageous to emergency responders so that they know the building number, the floor level, and that there are multiple units on the first floor in advance of their arrival on the scene.

*Signage requirements apply.

E. Sample Addresses

For the 911 System to function properly, the different components of an address need to be recorded correctly. In emergency situations a caller may be confused or the caller may not know the address of their location. The originating phone number will determine where the call is routed and provide an address to the call taker. In order to respond to the service request, the address must have the appropriate combination of number, direction, street name, type, and unit as depicted below.

Number	Directional	Street Name	Street Type	Unit
200	E	MAIN	ST	718
100		BELL	CT	
110	S	LIMESTONE		201
900		MASON HEADLEY	RD	
157		SOME	ST	

IV. ADDRESS ADMINISTRATION

A. How Addresses are Assigned, Changed, and Communicated

Major Development Plans, record plats, and their subsequent amendments are submitted to the Versailles Midway Woodford County Planning Commission office on a monthly basis. Generally, these plans are available for review by Planning, Addressing, Building Inspection, Engineering, Fire, Waste Management, Water Quality, US Postal Service, Health Department, gas companies, power utilities, water utilities as well as telephone companies and broadband agencies. These groups provide assurance that any plans ultimately approved by the Planning Commission are done so in accordance with existing regulations. The Addressing Coordinator, under Woodford County Fiscal Court, reviews, assigns, changes and approves addresses on the aforementioned plans as a part of the plan approval process.

Plans for new construction projects or additions which require a building permit are reviewed by Addressing, Building Inspection, Department of Emergency Management, Engineering, Fire Prevention, Planning, Health Department, and Waste Management daily as needed. These groups provide assurance that any construction projects are done so in accordance with existing regulations. The Addressing Coordinator assigns, changes and approves addresses, as needed, concerning the aforementioned plans as a part of the plan approval process.

Plans for remodeling, renovations or fit-up projects which require a building permit are also reviewed on a daily basis. The above mentioned groups provide assurance that any projects permitted are done so in accordance with existing regulations. The Addressing Coordinator assigns, changes and approves addresses on the aforementioned plans, as needed, as a part of the plan approval process.

Condominium plats are required to be addressed before they can be recorded.

Property records may need to be changed because of an address change. The Addressing Coordinator shall provide, to the best of their ability, a list of these changes to the Planning, Addressing, Building Inspection, Engineering, Fire, Waste Management, Water Quality, US Postal Service, Health Department, gas companies, power utilities, water utilities as well as telephone companies and broadband agencies on an as needed basis.

B. Problems Requiring Correction

Missing Addresses – structure which is not identified by an address



Duplicated Addresses – 2 or more unique structures using the same address



Odd numbered addresses on even side of street or even numbered addresses on the odd side of street



Sequence – Addresses on same side of the street out of order



Sequence – Addresses on opposite sides of the street in different block range



Flips – Odd or even numbered addresses inconsistent for entire street



PVA Account address different from address used by occupant



Unit designations like A,B, 1,2, ½, D6, etc



Multiple structures sharing a common address



Addresses which misidentify the named access easement



Street segments which are not continuous for the entire length of the street



C. Appeal Process

What should the appeal process look like

V. APPENDIX

A. Private Street Sign Guidelines

Federal Highway Authority guidelines as defined in the Manual of Uniform Traffic Control Devices.

Lettering

Lettering on ground-mounted Street Name signs should be at least 150 mm (6 in) high in capital letters, or 150 mm (6 in) upper case letters with 113 mm (4.5 in) lower-case letters.

On multi-lane streets with speed limits greater than 60 km/h (40 mph), the lettering on ground-mounted Street Name signs should be at least 200 mm (8 in) high in capital letters, or 200 mm (8 in) upper-case letters with 150 mm (6 in) lower-case letters.

Option:

For local roads with speed limits of 40 km/h (25 mph) or less, the lettering height may be a minimum of 100 mm (4 in).

Color

Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend.

Private Designation (PVT)

If a private designation is used, the height and width of the designation shall not exceed the letter height of the sign. The private designation should be positioned to the left of the street name.

Section 2A.08

Retro reflectivity

The Street Name sign shall be retroreflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors.

Section 2A.19

Support

Sign posts, foundations, and mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist swaying in the wind or displacement by vandalism.

Section 2A.16

Location

Signs should be located on the right side of the roadway where they are easily recognized and understood by road users.

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Addressing and Street Naming

All properties within the county, both incorporated and unincorporated, vacant and/or established, to include but not be limited to both primary and/or secondary structures, shall be addressed with a number and street name for the purposes of public safety, including but not limited to Enhanced 911 and NG911, taxation, and provision of services.

Assignment of Address Numbers and Street

The Woodford County Fiscal Court, City of Versailles and City of Midway and the 911 Board, shall authorize the GIS Director, acting as the Addressing Coordinator under Fiscal Court, to be the sole entity authorized to assign or cause to be assigned, delete, or change a property number, site number, unit number, and/or a building number where appropriate, as well as approve all new street names. The GIS Department shall maintain a street index file and number file containing the official list of valid street names and address numbers. No other government entity, agency, department or division, other than the GIS Department, under Woodford County Fiscal Court is authorized to assign site, unit, property or building numbers. **The Woodford County Versailles Midway Addressing Guide**, which is attached hereto and filed with the Woodford County Clerk as a part of the public records of this government, shall be incorporated herein as additional more in-depth guidance in numbering and addressing properties and the naming and renaming of streets, new and old.

Actions may be reviewed by the different emergency services agencies for public safety when deemed necessary by the Addressing Coordinator or this ordinance.

The Woodford County Fiscal Court, City of Versailles, City of Midway, **and/or** the Addressing Coordinator are hereby authorized to change the names of the roads or streets in accordance with all applicable laws, including KRS 179.330 and KRS 82.082.

Numbering and street name Qualifiers

All properties or parcels of land, all residences, mobile homes, offices and businesses, and any structures of which individuals might occupy for a period to which emergency services might be required in Woodford County, both incorporated and unincorporated, are hereby required to have visible and legible address numbers on the structure. The numbered address of the structure shall be corresponding to the street or road (public or private) on which the structure is accessed.

No private access easement shall be named without the prior approval of the Addressing Coordinator. All private access easements that are named with the approval of the Addressing Coordinator shall have a regulation street sign placed at each intersection of the named easement and any other named easement or street. The regulation street sign shall be purchased and erected at the expense of the owner of the private access easement unless the street sign is located at the intersection of a private access easement and the public right-of-way. At these locations the local governing body will purchase and erect the regulation street sign.

The Addressing Coordinator is hereby authorized to assign names and numbers to any private access with 3 or more structures of which individuals might occupy for a period to which emergency services might be required, for but not limited to Enhanced 911 and NG911.

Addresses that are annexed into the incorporated areas shall be changed to extend into the newly incorporated area and stop at the next logical termination before the annexation boundary. This only pertains to annexations that annex the entirety of the street, its right of way, and all the properties on both sides of the street.

Who is responsible for posting and maintenance of numbers and streets signs

All properties or parcels of land, all residences, mobile homes, offices and businesses, and any structures of which individuals might occupy for a period of time to which emergency services might be required shall receive an address number. In all parts of Woodford County, both incorporated and unincorporated. Address numbers shall be placed on the property within 60 days of the passage of this ordinance or prior to the delivery of a certificate of occupancy or finalization of a zoning permit regarding any new construction.

When address numbers have been assigned or changed, the owner, occupant or agent, shall remove any old numbers that have been changed and no longer apply. He or she will then place or cause to be placed upon each house or building controlled by him or her the number or numbers assigned under the uniform numbering system. These numbers shall be placed on existing buildings within 60 days of notification of the assigned address.

The Woodford County Fiscal Court, City of Versailles, City of Midway, and the Addressing Coordinator is authorized to require the owner of all properties or parcels of land, all residences, mobile homes, offices and businesses, and any structures of which individuals might occupy for a period of time to which emergency services might be required, in Woodford County, both incorporated and unincorporated, from which the address, or any part thereof, has been removed or damaged to cause the same to be replaced at the expense of the owners thereof.

The Woodford County Fiscal Court, City of Versailles, City of Midway, and the Addressing Coordinator are hereby authorized to direct the placement of street signs at intersections within Woodford County, both incorporated and unincorporated, by the local governing body.

The Woodford County Fiscal Court, City of Versailles, and City of Midway shall be responsible for all street signs replaced or erected in their respective jurisdictions in accordance with KRS 179.330 and KRS 82.082.

The owner of any new subdivision or other development shall erect or cause street signs to be erected, in conformance with this ordinance within the subdivision of development, upon construction on any street on or after the effective date of this ordinance. Where any subdivision owner is currently required to erect street signs but has failed to do so, the future erection of street signs shall be in conformance with this ordinance.

All new street signs erected within the county shall be in conformance with the uniform traffic control guidelines. The assignment of names and numbers or placement of signs as public or private shall in no manner be a determination whether any road is public, private, county or state, nor affect its legal status in any way.

The Woodford County Fiscal Court, City of Versailles, and City of Midway or the Addressing Coordinator is authorized by this ordinance to have the designated public safety and/or codes enforcement officer issue notices of violations and citations to enforce these responsibilities as stated and such citations may be enforced as civil offenses pursuant to the procedure set forth in this ordinance.

Address Definition

All Addresses are assigned based on 1000 per mile, proportionally spaced, in rural areas.

All addresses in the incorporated areas and their immediate surroundings are based on block addressing.

Addresses in rural subdivisions will be based on block addressing.

All addresses must contain a number.

All addresses must contain a street name.

An address shall not contain duplication.

Structures must have an entrance to the street on which their address is assigned. Basing an address on the road to which the structure faces in lieu of the access entrance location will be on a case-by-case basis. This will greatly depend on how visible the access entrance is to the structure and whether it is clearly marked and recognizable.

Address Numbering and Standards

The assigning of numbers for addressing shall be initiated by the preliminary plat, major subdivision plat, minor subdivision plat, development plan, the building or zone permitting process within the Versailles Midway Woodford County Planning Commission office or as needed to adjust and make modifications to ensure a logical and efficient street address system.

All major subdivision plats shall have the address numbers assigned and labeled before recording.

Condominium plats are required to be addressed and approved by the Addressing Coordinator before they can be recorded.

The address numbers of each property or structure shall be displayed with numbers of a minimum height of 4 inches.

The number shall be reflective and durable to withstand the elements.

Materials not allowed or acceptable: wood, rock, cloth.

Address numbers for commercial and industrial structures and properties shall be a minimum of 4 inches in height if located within 25 feet of a roadway and a minimum of 10 inches in height if located greater than 25 feet from the street. The number shall be placed on or above the main entrance to the structure when possible. The numbers shall be placed on the ends or corners of buildings if the situation of best visibility dictates.

Apartments and similar complexes assigned an address number shall display address numbers on each assigned structure using numbers having a minimum height of 10 inches. Numbers or letters for individual apartments or units within these complexes shall be displayed on or above or to the side of the main doorway of each apartment or unit and shall be at least 3 inches in height.

Only whole numbers may be used in addresses, except where they already exist.

All address numbers must contain a number. Unit numbers may contain whole numbers or letters.

All address numbers on a street shall be in sequence.

All address numbers shall be affixed to the structure and be visible in multiple directions for approaching emergency vehicles.

If the number is not visible from the street, the number shall be placed at the drive entrance, along a drive, at intersections as way points or directionals, or on a sign visible from the street. This is not a replacement for address numbers being erected or affixed to all residences, mobile homes, offices and businesses, and including any structures of which individuals might occupy for a period to which emergency services might be required.

Postings will only be satisfactory if they clearly indicate the correct structure and are always clearly visible and identifiable, from any direction, from the street or named easement upon which the structure is accessed.

Address renumbering

Whenever the Woodford County Fiscal Court, City of Versailles, City of Midway, or the Addressing Coordinator find it necessary or advisable to readdress ALL properties along a publicly owned thoroughfare, they shall authorize the Addressing Coordinator to make a list of all addresses for consideration of readdressing, notify the owners of the consideration for readdressing, and post the consideration on the appropriate media outlets for no less than 90 days. Once identified, all properties that are to be readdressed shall be presented to each emergency services agency for recommendations concerning public safety and then presented to the corresponding local governing body: the Woodford County Fiscal Court, City of Versailles, and City of Midway, who may approve through resolution. If a majority of the emergency services agencies and the local governing body do not reject the suggested changes set forth by the Addressing Coordinator within 60 days, then the addresses shall be renumbered.

The Addressing Coordinator, in the instance of renumbering any or all properties to make minor adjustments and modifications to ensure a logical and efficient street address system, is authorized to do so without consideration from the emergency services agencies or the local governing body. To include but not limited to single properties, malls, strip malls, single apartment buildings, single properties with multiple apartment buildings, farms, and addresses along long driveways.

Incomplete streets under construction and designated as one yet are separate due to construction and or unapparent reasons shall maintain duplicate names until it is determined that their connection is not applicable. If no connections have been proposed within five (5) years, the Addressing Coordinator will evaluate the disconnected streets. Once the roadways are reevaluated as being unable to connect to one another, the segment of street with the least number of addresses affected shall be changed and assigned a unique address.

Address numbers that are annexed into the incorporated areas shall be changed to extend into the newly incorporated area and stop at the next logical termination before the annexation boundary. This only pertains to annexations that annex the entirety of the street as it will be renamed per this ordinance, the streets right of way, and all the properties on both sides of the street.

Appeal Process?????????

Street naming and standards

The naming of streets, public or private, shall be initiated by preliminary plat, major subdivision plat, minor subdivision, development plan, as a need to adjust and make modifications to ensure a logical and efficient street address system, and as a street name change in accordance with all applicable laws, including KRS 179.330 and KRS 82.082.

A street name must be between 2 and 20 characters, which is made up of letters and spaces.

A street may be named for the full name (first and last name) of a person only if that person has been deceased for twenty (20) years and the person was culturally, historically, or socially relevant to the geographic area. Names recognizable worldly, nationally, or throughout the state of Kentucky may be acceptable if all other criteria can be met.

Street names shall not be reserved.

Street names shall not be reused after they have been retired/changed due to reasons of public safety.

The following are prohibited in new street names:

- (1) Numerical digits or numerical names;

- (2) Leading single letter phrases;
- (3) Confusing, obscene, or irregularly spelled words;
- (4) Duplicate or names that sound a like or names that are closely approximate to names of other streets;
- (5) Road types such as “service”, “street”, “drive”, or “avenue” etc. as part of the name. To be used as road types only.
- (6) Definite or indefinite articles as the street names
- (7) A living person and/or politicians
- (8) Directionals and standard suffixes as names (e.g. East St)
- (9) Special characters such as hyphens, apostrophes, or dashes.
- (10) Abbreviations with the exceptions of the following:
 - A) Fort shall be abbreviated as FT
 - B) Mount shall be abbreviated as MT
 - C) Saint shall be abbreviated as ST
 - D) Senior shall be abbreviated as SR
 - E) Junior shall be abbreviated as JR

The Woodford County Versailles Midway Addressing Guide, which is attached hereto and filed with the Woodford County Clerk as a part of the public records of these governments, shall be incorporated herein as an additional more in-depth guidance in naming of streets.

Street Renaming

Street name changes shall be in accordance with all applicable law, including KRS 179.330 and KRS 82.082.

Existing and approved road names shall not be changed unless there are public safety issues which require a change, there is a need to adjust and make modifications to ensure a logical and efficient street address system, or the local governing body: the Woodford County Fiscal Court, City of Versailles, and City of Midway initiates the change.

Street names that are annexed into the incorporated area shall be renamed to the extent of the name of the existing name with in the incorporated area to the next logical termination for road name change. This only pertains to annexations that annex the entirety of the street and its right of way.

The Woodford County Versailles Midway Addressing Guide, which is attached hereto and filed with the Woodford County Clerk as a part of the public records of these governments, shall be incorporated herein as an additional more in-depth guidance in renaming of streets.

Penalties

If the numbered address is not properly placed within the aforementioned time, the local governing body: the Woodford County Fiscal Court, City of Versailles, and City of Midway, in its discretion, through a duly designated public safety and/or codes enforcement officer, shall send written notice to the owner, occupant or building manager of the property, requiring placement of the numbered address on the property within 10? 30? days.

Any property owner, occupant or building manager, after being notified of the numbered address requirement as provided by this chapter, who fails to properly display the numbered address, shall be subject to being cited or summoned to the Woodford District Criminal Court, and, upon conviction, shall be fined not more than (\$\$\$\$\$) for each offense. Each day's continuance, after the property owner, occupant or building manager has been notified of the provisions of this chapter, shall constitute a separate offense, and a separate fine may be imposed, therefore. The

respective local governing body shall have discretion to prosecute either the property owner, occupant or building manager under the terms of this Ordinance.

This fine shall be collected by the respective local governing body and remitted to the 911 Board. Any person who unlawfully defaces, steals, moves, removes or causes to be moved any road or street sign in such a way that it is not visible shall be subject to a fine as provided in (What is the Ord?).

Appeal Process???????

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