

**PALMYRA TOWNSHIP**  
**PIKE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 108 -2009**

AN ORDINANCE ESTABLISHING A COORDINATED AND UNIFORM SYSTEM FOR NAMING STREETS, ASSIGNING STREET ADDRESSES, AND ERECTING STREET NAME SIGNS IN PALMYRA TOWNSHIP; AUTHORIZING THE TOWNSHIP TO INSTALL REQUIRED SIGNS UPON FAILURE OF THE RESPONSIBLE PARTY TO DO SO AND TO ASSESS THE COSTS OF THE SAME; AND PRESCRIBING PENALTIES FOR VIOLATIONS.

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**This Ordinance is duly ordained and adopted as follows and shall repeal and replace Palmyra Township Ordinance 89-2001 in total:**

**SECTION 1 SHORT TITLE**

This Ordinance shall be known and may be cited as *The Street Name, Address and Sign Ordinance* of Palmyra Township.

**SECTION 2 AUTHORITY**

This Ordinance is adopted pursuant to the provisions of the Pennsylvania Second Class Township Code, Act of May 1, 1933 (P. L. 103, No. 69), reenacted and amended November 9, 1995 (P. L. 350, No. 60), as amended.

**SECTION 3 PURPOSE AND CONTENT**

The purpose of this Ordinance is to enhance public safety and security, and generally protect the public health, safety and welfare, by improving the ability of emergency response personnel to navigate and locate dwellings and other structures in the Township, and to provide for the convenience of the general public. This Ordinance:

- A. Provides the authority to the Township Board of Supervisors to assign road names to all public and private roads in the Township to eliminate duplicates and minimize confusion.
- B. Requires conformance to the street addressing system established by Pike County for the 911 emergency call system.
- C. Establishes a uniform system for street name signs and street number signs.

**SECTION 4 STREET NAMES****4.1 Street Names Required**

All public and private streets, driveways and access roads in the Township which serve two (2) or more principal structures shall be named and posted with a street name sign in accord with this Ordinance.

**4.2 Street Name Assignment**

The Board of Supervisors shall have the sole authority to assign names to all public and private streets, driveways and access roads in the Township, and to change such names if deemed necessary to achieve the purposes of this Ordinance. In the case of new subdivisions and land developments, the road names shall be included on the plans required by the Township Subdivision and Land Development Ordinance.

**4.3 Street Name Duplication**

No street name sign shall be posted on any public or private street, driveway or access drive unless such name has been approved by the Township in order to avoid duplication of names.

**SECTION 5 STREET ADDRESSES**

All street addresses in Palmyra Township shall conform to the street addressing system established by Pike County for the 911 emergency call system, and all occupied structures shall have a street number sign conforming to the requirements of this Ordinance.

**SECTION 6 STREET NAME SIGNS AND STREET NUMBER SIGNS**

The street name sign standards in this section are intended to generally conform to the recommendations of the National Committee on Uniform Traffic Control Devices published in the March 2001 Manual on Uniform Traffic Control Devices and exceed Pennsylvania Department of Transportation (PennDOT) requirements per 67 PA Code 211.841, including the use of the term *street name sign*.

**6.1 Responsibility for Sign Installation**

- A. Street Name Sign Installation - It shall be the responsibility of the owner and/or whoever is responsible for maintenance of any street which has been assigned a name by the Township to install and maintain a street name sign which conforms to the requirements of this Ordinance.
- B. Street Number Sign Installation - It shall be the responsibility of the owner of any occupied structure in the Township to install and maintain a street number sign which conforms to the requirements of this Ordinance.

## **6.2 Street Name Sign Construction and Appearance**

- A. **Sign Dimensions** - All street name sign blades shall be a minimum of six (6) inches high and shall be long enough to contain the street name without compressing the font in the horizontal direction.
- B. **Sign Construction** - All street name sign blades shall be constructed of extruded or rolled aluminum with a minimum thickness of 0.080 inches.
- C. **Sign Facing** - All street name sign blades shall be double faced with Class I, Class I-A or Class II reflective sheeting as listed in the most current PennDOT Publication 35.
- D. **Sign Color** - All street name signs shall have a background which may be any color but shall distinctly contrast letter color.
- E. **Letter Height** - All lettering shall be of a color to distinctly contrast with the background color and shall be made of reflective material a minimum of four (4) inches high in an uppercase font in accord with the Federal Highway Administration's *Standard Highway Signs*, 2004 Edition, Chapter 9 - Standard Alphabets For Traffic Control Devices or most recent edition. (see <http://mutcd.fhwa.dot.gov/SHSe/Alphabets.pdf>) In the case of the development names required by §6.2,F, the letter height may be reduced to three (3) inches.
- F. **Name on Sign** - The full street name as assigned by the Township in accord with §4 shall be the only name permitted on each sign, except at intersections of private streets with public streets where the name of the residential development shall be noted on sign above the street name. All words shall be spelled out in full, with no abbreviations or contractions except for suffixes as noted below. Numbered streets shall be spelled out as ordinal numbers (THIRD ST, FOURTEENTH AVE, etc.). Apostrophes shall be included when part of the official name, but other punctuation shall not be included. Abbreviations for suffixes shall be taken from the most recent edition of the United States Postal Service Publication 28, *Postal Addressing Standards*, Appendix C1 *Street Suffix Abbreviations* column labeled "Postal Service Standard Suffix Abbreviation." (see [http://pe.usps.gov:80/text/pub28/pub28apc\\_002.htm](http://pe.usps.gov:80/text/pub28/pub28apc_002.htm))
- G. **Township and State Road Numbers** - Township street signs shall include the road name and the Township Road number following the notation *TR* (for example, OLD GREENTOWN RD TR-350). State street name signs shall include the road name and the state road number following the notation *SR*.
- H. **Directional Arrows** - A white, single-headed, directional arrow shall be included on signs where more than two streets intersect at a single intersection, or where there is ambiguity in the meaning of any street name sign.
- I. **Sign Posts** - Sign posts, post foundations, and sign mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist displacement by wind or vandalism. Wherever a private road intersects a public road sign posts shall, at a minimum, meet the standards of the most current PennDOT Publication. If used, concrete bases shall be flush with the ground. Trees shall not be used as sign posts.

## **6.3 Street Name Signs Placement and Coverage**

- A. **Signs at Intersections** - Street name signs shall be placed at all intersections.
- B. **Names Required** - A sign blade for each intersecting street shall be included on each post at an intersection. For short intersecting streets with six or fewer residential lots and no other outlet, the sign with the name of the major thoroughfare may be omitted.
- C. **Orientation** - Sign blades shall be oriented as near as possible to parallel with the street that they name, so as to be visible from the intersecting street.

- D. Major Street Intersections - For streets which have a principle direction of travel from a state or Township street or other major thoroughfare, the street name sign shall be placed on the right side of the street, just before the intersection (in the direction of travel from the primary thoroughfare).
- E. T-Intersections - For T-intersections, the street name sign post shall be placed on the right side of the major street, and before the intersecting street, where the intersecting street is on the right.
- F. Turn Judgement - The standard street name sign post placement shall enable emergency vehicle drivers to judge turns as follows: a turn from a major into a minor intersecting street with a street name sign on the right side will be made beyond the sign, a turn into an intersecting street with a street name sign on the left side will be made before the sign.
- G. Obstructions - Obstructions shall be removed to permit the sign to be visible for a distance of not less than two hundred and fifty (250) feet from the intersection in all directions of travel where a public road is involved, and one hundred and fifty (150) feet where only private roads are involved.
- H. Sign Height - The bottom of the lowest sign blade shall be between seven (7) feet and nine (9) feet above the edge of the street. The post shall generally be offset six (6) feet horizontally from the edge of the road travelway (not including shoulder), but in all cases shall be located to assure visibility of the sign.

#### **6.4 Street Number Signs**

- A. Sign Required - All principal structures in Palmyra Township shall have a street number sign containing the street address assigned by Pike County for the 911 emergency call system.
- B. Sign Dimensions - All street number sign blades shall be a minimum of four (4) inches high and a maximum of nine (9) inches, and shall be long enough to contain the street number.
- C. Sign Construction - All street number sign blades shall be constructed of extruded or rolled aluminum with a minimum thickness of 0.080 inches.
- D. Sign Facing and Color - All street number sign blades shall be double faced with Class I, Class I-A or Class II reflective sheeting as listed in the most current PennDOT Publication 35. All street number sign blades shall have black letters on a white or silver background.
- E. Sign Letters - All lettering shall be a minimum of three (3) inches high in a black, plain blocked font.
- F. Obstructions - Obstructions (including snow) shall be removed to permit the sign to be visible for a distance of not less than fifty (50) feet from the sign in both directions of travel.
- G. Sign Location - Street number signs may be mounted flat on the wall of the principal structure facing the addressed street provided the wall is no greater than fifty (50) feet from the edge of the street shoulder and the sign is plainly visible from the addressed street. If the principal structure is greater than fifty (50) feet from the addressed street or the sign cannot be mounted so it is plainly visible from the addressed street, the street number sign shall be mounted as follows:
  - 1. Sign Orientation - All street number signs shall be oriented perpendicular to the named street, so as to be visible to drivers approaching from either direction. On cul-de-sacs and circles, signs shall be oriented so that the numbers are visible to traffic entering the cul-de-sac or circle.
  - 2. Sign Height - The bottom of the street number sign blade shall be between four (4) feet and six (6) feet above the ground elevation where the sign is mounted.

3. Sign Mounting - The sign post shall be placed to the right of the intersection of the drive and the named street, as viewed from the street facing the drive. The post shall be offset approximately four (4) feet horizontally from the drive, and not more than twelve (12) feet from the pavement of a named street. Sign posts, post foundations, and sign mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist displacement by wind or vandalism. If used, concrete bases shall be flush with the ground. Trees shall not be used as sign posts.

### **6.5 Imitators Prohibited**

Signs which conform or nearly conform to the standards in §6, and which are not street name signs or street number signs, and which may be interpreted as street signs or street number signs, are prohibited.

## **SECTION 7 ENFORCEMENT**

### **7.1 Enforcement Officer**

The Township Board of Supervisors shall appoint an Enforcement Officer who shall have the authority to enforce this ordinance.

### **7.2 Failure to Install Street Name Signs**

Should private street owners, including property owner associations, fail to comply with the street name requirements of this Ordinance, the Supervisors may procure and install the required street name signs for those private street owners and charge the owners, including any members of a property owners association, for the cost of the signs and sign installation plus ten (10) percent collection and administrative costs, and concurrently pursue the violations, penalties and remedies prescribed in §10.

### **7.3 Street Number Signs; Certificate of Use**

No zoning permit and no certificate of use shall be issued for any existing or proposed structure until a street number sign has been installed on the property in accord with this Ordinance.

## **SECTION 8 IMPLEMENTATION**

The installation of street name signs and street number signs shall be coordinated with the implementation of the Pike County Enhanced 911 System in accord with the following:

### **8.1 Street Name Signs**

- A. New and Modified Signs - All street name signs placed, replaced, modified or maintained after the effective date of this Ordinance shall conform to the requirements of this Ordinance.
- B. Existing Signs with Correct Name and Meeting Specific Requirements - Any street name sign existing before the effective date of this ordinance, and displaying the correct name in a reflective surface, regardless of size or color, need not conform with the size, color, and placement requirements of this ordinance until January 1, 2012, unless such sign requires replacement, modification or maintenance, including painting, in which case the sign shall be replaced or modified to conform to the requirements of this Ordinance.
- C. Existing Signs with Correct Name, not Meeting Specific Requirements - Any street name sign existing before the effective date of this ordinance, and displaying the correct name, but not on a reflective surface, need not conform with the size, color, material and placement requirements of this ordinance until January 1, 2007, unless such sign requires replacement, modification or maintenance, including painting, in which case the sign shall be replaced or modified to conform to the requirements of this ordinance.
- D. Existing Signs with Incorrect Names - Any street name sign existing before the effective date of this ordinance, and displaying an incorrect name shall be replaced or modified to conform to the requirements of this ordinance.

- E. Time Limit for Installation and Replacement - New street name signs shall be installed and existing incorrect street name signs shall be replaced by September 15, 2002.

### **8.2 Street Number Signs**

Street number signs as required by this Ordinance shall be installed and nonconforming street number signs shall be removed within one (1) year of official notice that the street address has been assigned.

### **8.3 Public Notice**

Notice of the required compliance dates in this Ordinance shall be published in the official Township newspaper and/or shall be made in any other form deemed adequate by the Board of Supervisors not more than thirty (30) days following the adoption of this Ordinance and between sixty (60) and thirty (30) days prior to September 15, 2002.

## **SECTION 9 MODIFICATION OF REQUIREMENTS**

### **9.1 Intent**

The provisions of this Ordinance are intended as a minimum standard for the protection of the public health, safety, and welfare. If the literal compliance with any mandatory provision of these regulations is shown by a person responsible for the installation of a sign required by this Ordinance to the satisfaction of the Township to be unreasonable or to cause undue hardship as it applies to a particular sign, the Board of Supervisors may grant a waiver from such mandatory provision. However, the granting of a modification shall not have the effect of making null and void the intent and purpose of this Ordinance.

### **9.2 Conditions**

In granting modifications the Board of Supervisors may impose such conditions as will, in its judgement, secure substantially the objectives of the standards and requirements of this Ordinance.

### **9.3 Procedure**

All requests for modifications shall be in writing and shall include:

- A. The specific sections of this Ordinance in question.
- B. Provisions for the minimum modification necessary as an alternate to the requirements.
- C. Documentation, including photographs, and justification for the modification including the full grounds and facts of unreasonableness or hardship.

The Board of Supervisors shall make a decision on the application for a modification within thirty (30) days following the date of submission of an application containing all information required by this §9.

## **SECTION 10 VIOLATIONS, PENALTIES AND REMEDIES**

### **10.1 Compliance**

Failure to comply with any provision of this Ordinance, and/or failure to comply with an order to install a required sign or correct the installation of any sign, shall constitute a violation of this Ordinance.

### **10.2 Violations and Penalties**

Any person, partnership, corporation or other entity who or which has violated or permitted the violation of any of the provisions of this Ordinance shall, upon being found liable therefore in a civil enforcement proceeding, pay a fine of not less than \$250 nor more than \$1,000 per violation per day as prescribed by the Magisterial District Judge, plus all court and other costs, including reasonable attorneys' fees, incurred by Palmyra Township as a result thereof. Each day that a violation continues shall constitute a separate violation. Each section of this Ordinance that is violated shall also constitute a separate violation. All fines, costs and reasonable attorneys' fees collected for the violation of this Ordinance shall be paid over to Palmyra Township for its general use. If the Defendant neither pays nor timely

appeals the Judgment, the Township may enforce the Judgment pursuant to the Pennsylvania Rules of Civil Procedure.

### **10.3 Failure to Install Required Signs - Complaints and Action**

Any emergency responder may file a complaint with respect to the failure to have installed a street name sign or a street number sign meeting the requirements of this Ordinance when a call is placed to 9-1-1. The Enforcement Officer shall investigate any such complaint. If the violation exists the Enforcement Officer shall issue an order to the responsible person, partnership, corporation or other entity to install the required sign within thirty (30) days of receipt of the order. The failure to comply with the order shall constitute a violation of this Ordinance.

### **10.4 Equitable and Other Remedies**

In addition to the fines and penalties prescribed in §10.2, the Township may enforce this Ordinance by equitable, injunctive and other remedies of law, and shall recover from the violator(s) reasonable attorney fees, court costs and other costs incurred by the Township in enforcing this Ordinance.

### **10.5 Correction by Township and Recovery of Costs**

In addition, if the owner or person in control of any premises at which an act or condition constituting a violation of this Ordinance is occurring, fails to respond to an order of compliance, the Enforcement Officer shall be empowered to cause such compliance to be commenced and/or completed by the Township, and the Township may enter a municipal lien upon the premises to recover the cost and expense thereof.

## **SECTION 11 SEVERABILITY**

Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as a whole, or any parts thereof.

## **SECTION 12 REPEALER**

All other Ordinances or sections of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

## **SECTION 12 ADOPTION**

This Ordinance is hereby adopted and enacted this 19<sup>th</sup> Day of MAY, 2009, and shall become effective five (5) days after its enactment.

PALMYRA TOWNSHIP SUPERVISORS

/s/ Thomas A. Simons

Thomas A. Simons, Chairman

/s/ Eric J. Ehrhardt

Eric J. Ehrhardt, Vice-Chairman

/s/ Kenneth Coutts

Kenneth Coutts, Secretary

ATTEST:

/s/ Jo-ann Rose

Jo-Ann Rose, Administrator