



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
GIS Division
2145 Suttle Avenue
Charlotte, NC 28208

June 27, 2024

Subject: Memo for Interlocal Agreement on Address Assignment
Dear Mecklenburg County/City/Town Officials:

I am writing to bring to your attention the proposed updates to the Interlocal Agreement on Address Assignment between Mecklenburg County and the involved jurisdictions. As you may be aware, the existing agreements with only Charlotte and Davidson, lack comprehensive documentation of changes and verbal agreements that have occurred over the years. To address this deficiency, it is imperative that we draft a revised agreement that accurately reflects the current landscape of our jurisdictions.

Historical Address Assignment Workload:

To provide context, I have outlined below the historical workload associated with Address Assignment over the past few years, illustrating the growth and changes in the number and types of address assignments:

- Occupied Buildings (including individual unit numbers)
- New Developments (Single/Multi-Family, Commercial, Mixed Use)
- Retaining Walls
- Cell Towers
- Meters
- Greenway Entrances
- Accessory Dwelling Units
- Bus Stops, and others

Historical Address Assignment Workload:

- 2024 - New Number 9898 as of today
- 2023 - 20677
- 2022 - 31293
- 2021 - 20494
- 2020 - 11952
- 2019 - 11036

Addressing Working Committee:

Under the interlocal agreement, the Addressing Working Committee was established to oversee and facilitate adherence to addressing policies and practices. This committee, consisting of representatives from Development

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Appendix:

1. Mecklenburg County Street Address Ordinance September 19, 1983
2. The Abridge Mecklenburg County Ordinance 1984
3. City of Charlotte Interlocal Agreement 1984
4. Charlotte NC Code of Ordinance, Chapter 19
5. Mecklenburg County House Numbering Procedure 1996 Article I Title, Purpose, Authority, Jurisdiction.
6. The Town of Cornelius Code of Street Address Ordinance
7. The Town of Davidson Letter to Mecklenburg County dated 2001. This is a formal request letter to the Mecklenburg County Authority to assign addresses.

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INTERLOCAL AGREEMENT FOR **ASSIGNMENT OF STREET ADDRESSES**

This Interlocal Agreement ("Agreement") made and entered into this 15 of October, 2024 to be effective upon the date of full execution, by and between Mecklenburg County, a political subdivision of the State of North Carolina (the County), the City of Charlotte, a municipal corporation, organized under the State of North Carolina (the "City") and the Towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville, all municipal corporations, collectively referred to as ("Participants") for the assignment of street addresses.

WITNESSETH:

WHEREAS, Participants acknowledge the importance of displaying proper street address numbers for effective emergency response, mail delivery, and general identification of properties;

WHEREAS, Charlotte, Davidson, Huntersville, Matthews, Mint Hill, Cornelius, and Pineville municipalities are willing to and do hereby delegate to Mecklenburg County the responsibility for the assignment of street addresses per the provisions of the Mecklenburg County Street Address Ordinance;

WHEREAS, Participants recognize the need for a unified approach to the assignment of addresses within Mecklenburg County, promoting consistency and efficiency.

WHEREAS, Participants desire and agree to addresses within their corporate limits being assigned by Mecklenburg County pursuant to the Mecklenburg County Street Address Ordinance, which sets forth the rules and requirements for the proper display of street address numbers;

WHEREAS, Participants intend to establish a joint agency as authorized by N.C. Gen. Stat. 160A-462, the "Addressing Working Committee," to oversee the implementation and administration of the addressing system;

WHEREAS, Participants agree to follow the street naming approval process set forth by the Mecklenburg County Land Use and Environmental Services Agency (LUESA) and to comply with street name changes;

WHEREAS, as a result of the consolidation of the development permit process throughout Mecklenburg County LUESA, all building permits and approvals have been centralized in one location;

WHEREAS, Mecklenburg County will issue certificates of occupancy once it has been certified that the street address numbers required by either Charlotte, Davidson, Huntersville, Matthews, Mint Hill, Cornelius, or Pineville ordinances have been posted.

WHEREAS, Mecklenburg County will report all assignments of street addresses and certificates of occupancy within the city and town limits on a regular basis according to a schedule agreed upon by the respective staff.

WHEREAS, Mecklenburg County will accept the responsibility for the enforcement of all relevant ordinances pursuant to this Interlocal Agreement. Mecklenburg County will apprise other Participants of enforcement actions on an ongoing basis.

NOW, THEREFORE, the Participants agree as follows:

Section I. Applicability

This Agreement shall apply to all incorporated and unincorporated areas within Mecklenburg County, including the City of Charlotte, and the Towns of Davidson, Huntersville, Matthews, Mint Hill, Cornelius, and Pineville.

Section II. Display of Street Address Numbers

Owners of residential, institutional, or commercial buildings are required to prominently display the proper street address numbers on the front of the building, ensuring visibility and legibility from the nearest public travel way.

Section III. Assignment of Street Address Numbers

The Geospatial Information Systems (GIS) Division within the Mecklenburg County Land Use and Environmental Services Agency (LUESA) shall be responsible for assigning proper street address numbers. Property owners shall apply to the Mecklenburg County LUESA department through the web, telephone, mail, or in-person methods to obtain the correct address assignment.

Section IV. Numbering Rules

LUESA shall provide detailed numbering rules that govern the assignment and display of street address numbers. These rules shall be made available to property owners and stakeholders upon request and through official communication channels.

Section V. Timeframe for Displaying Street Address Numbers

a. Address identification characters should contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of 6 inches high with a minimum stroke width of $\frac{3}{4}$ inch. Where required by the fire code official, address identification should be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and building address cannot be viewed from the public way, a monument, pole, or other approved sign or means shall be used to identify the structure. (2018 NC State Building Code – [F] 501.2 Address Identification)

b. Address information not on face area: Street address numbers shall be at least 4 inches in height or 1 inch in height for every 10 feet of distance between the displayed number and the centerline of the adjacent roadway, whichever is greater. The maximum number size will not exceed 1.5 times the required size and not exceed 30 inches.

c. "Clearly visible" shall be defined as having sufficient size and contrast to be easily read and identified without being overly attention-grabbing or distracting.

d. For sites that have been recently addressed for building permit submittal and will not be constructed within the next 30-day period, property owners are required to post temporary address markers or numbers that meet the specified size and visibility requirements. Utility equipment on sites without buildings shall also be required to display addresses according to the same rules for buildings.

Section VI. Prohibited Acts

It shall be unlawful for anyone or other legal entity to remove or deface a street address that is displayed in accordance with Section V of this Agreement. It shall also be unlawful to allow an incorrect street address to remain on a building.

Section VII. Street Name Approval and Street Name Changes

a. LUESA shall review new street names and proposed street name changes. Participants agree to follow the street naming approval process set forth by the County and comply with approved street name changes.

b. N.C. Gen. Stat. § 153A-239.1. Naming roads and assigning street numbers in unincorporated areas for counties.

a. A county may by ordinance name or rename any road within the county and not within a city, and may pursuant to a procedure established by ordinance assign or reassign street numbers for use on such a road.

b. In naming or renaming a road, a county may not:

i. Change the name, if any, given to the road by the Board of Transportation, unless the Board of Transportation agrees ;

ii. Change the number assigned to the road by the Board of Transportation, but may give the road a name in addition to its number; or

iii. Give the road a name that is deceptively similar to the name of any other public road in the vicinity.

c. A county shall not name or rename a road or adopt an ordinance to establish a procedure to assign or reassign street numbers on a road until it has held a public hearing on the matter. At least 10 days before the day of the hearing to name or rename a road, the board of commissioners shall cause notice of the time, place and subject matter of the hearing to be prominently posted at the county courthouse, in at least two public places in the township or townships where the road is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county. At least 10 days before the day of the hearing to adopt an ordinance to establish a procedure to assign or reassign street numbers on a road, the board of commissioners shall publish a notice of such hearing in a newspaper of general circulation in the county. After naming or renaming a road, or assigning or reassigning street numbers on a road, a county shall cause notice of its action to be given to the local postmaster with jurisdiction over the road, to the Board of Transportation, and to any city within five miles

of the road. Names may be initially assigned to new roads by recordation of an approved subdivision plat without following the procedure established by this section. (b) Repealed by Session Laws 1993, c. 62, s. 3. (1979, 2nd Sess., c. 1319, s. 2; 1981, c. 568; 1983, cc. 98, 299; 1987 (Reg. Sess., 1988), cc. 900, 906; 1989, c. 335, s. 1; 1989 (Reg. Sess., 1990), cc. 836, 854, 911; 1991, c. 9, s. 2; 1991 (Reg. Sess., 1992), c. 778, s. 2; c. 849, ss. 2, 2.2; c. 936, s. 2; 1993, c. 62, s. 3; 2001-145, s. 1.)

Section VIII: Municipal Street Maintenance Adoption (Related to the NC Powell Bill)

Cities and Towns will submit a Street Acceptance notification to the LUESA - GIS Addressing Program when adopting street segments for municipal road surface maintenance and responsibility. This notification should be in the form of a formal letter or an official email, providing comprehensive details about the street acceptance process. The documentation should include specific information related to the town or city council's action item and approval, ensuring clarity and transparency in the adoption procedure.

Additionally, the Street Acceptance Report notification must indicate when streets have been formally adopted for maintenance purposes. This notification serves as an official record of the adoption and must be submitted promptly to LUESA – GIS Addressing Program.

Section IX. Enforcement

Mecklenburg County shall be the responsible party for enforcing the addressing standards set forth in this Agreement. Enforcement actions may include issuing citations, notices of violation, or other appropriate measures to ensure compliance. Enforcement will be primarily complaint-driven.

Section X. Treatment of Existing Nonconforming Address Numbers

Existing nonconforming address numbers shall be required to be updated to meet the new addressing standards within a reasonable timeframe after the effective date of this Agreement. Property owners shall be provided with a grace period to make the necessary adjustments.

Section XI. Corner Lot Address Posting

On lots adjoining more than one street, placement of address numbers on structures shall make clear to which street or road the number refers. Where this cannot be attained by choice of placement location, both the street name and number shall be displayed (e.g., 234 Bay Street).

Section XII. Supplementary Numbers for Buildings with Rear Parking Lots

Buildings with rear parking lots shall be required to display supplementary numbers at a size of at least two (2) inches in height and one (1) inch in width, visible from the parking lot and meeting the same visibility requirements as specified for other street address numbers.

Section XIII. Amendment(s)

The Address Working Committee, composed of representatives from Mecklenburg County, Charlotte, Davidson, Huntersville, Matthews, Mint Hill, Cornelius, and Pineville, shall establish procedures for amending this Agreement, subject to the approval of the Participants.

This Committee would be responsible for overseeing the implementation, administration, and enforcement of the addressing system as outlined in this Agreement. The composition of this joint committee would include delegates or representatives appointed by the management of each entity, such as County Manager, City Manager and the town managers (Mecklenburg County, City of Charlotte, and the towns of Davidson, Huntersville, Matthews, Mint Hill, Cornelius, and Pineville). The purpose of the joint agency is to ensure cooperation and coordination among all involved parties for the effective implementation of the Agreement's provisions.

Section XIV. Termination

Any party may withdraw from this agreement upon sixty (60) days' written notice to the Committee.

Section XV. Other Matters

Any other necessary or proper matters related to the implementation, administration, or enforcement of the addressing system shall be recommended by the Committee and is subject to the approval of the Participants.

Section XVI. Effective Date and Term

This Agreement shall become effective on the date signed by all Participants and shall remain in effect unless modified or terminated by mutual agreement of the Participants.

City of Charlotte Signature:

County of Mecklenburg County Signature:

Town of Cornelius Signature:

Town of Davidson Signature:

Town of Huntersville Signature:

A handwritten signature in cursive script, appearing to read "Christy Clow".

Town of Matthews Signature:

Town of Mint Hill Signature:

Town of Pineville Signature: