

Memo

CITY OF MOOSE JAW Planning & Development Services

DATE: November 5, 2019

TO: City Council

FROM: Michelle Sanson
Director of Planning and Development Services

RE: Minutes of Executive Committee, October 28, 2019 – Civic Addressing Policy

At the October 28th, 2019 Executive Committee meeting, the following motion was passed:

"THAT City Council approve the Civic Addressing Policy substantially in the form attached to this report as Attachment 1."

After further consideration and review regarding comments and discussion during the Executive Committee meeting on Monday, October 28, 2019, it is recommended that one amendment be made to the proposed Civic Addressing Policy prior to approval.

Based on the discussion at the Executive Committee meeting on October 28, 2019 around the issue of number sizing and placement, it is recommended that the following section be removed:

3.2 Displaying the Civic Address

- a) The property owner is responsible for properly and permanently affixing the civic number and unit/building identifiers on the building by the time of substantial completion, as deemed by the Building Official as follows:
 - i) Each civic number must be at least 15 cm in height;
 - ii) Each civic number and unit/building identifiers must be displayed between 1 and 2 metres above the ground;
 - iii) Each civic number must be visible from all directions on the street and clear from any vegetation or other obstructions that may block its view.

And replaced with the following:

3.2 Displaying the Civic Address

- a) The property owner is responsible for properly and permanently affixing the civic number and unit/building identifiers on the building by the time of substantial completion, as deemed by the Building Official as follows:
 - i) Every address number shall be of sufficient size and shall be placed on the exterior of the building so as to be plainly visible from the street for which the address was given.

This will ensure there is no issue with enforcement of existing addresses on properties. The intent is to ensure properties are displaying an address. This also mirrors the wording in the City's Building Bylaw. The original proposal was from the City of Prince Albert's Civic Addressing Policy.

RECOMMENDATION:

It is recommended that the Executive Committee motion with respect to the Civic Addressing Policy be amended with the following:

"That the wording of Section 3.2a(i) of the policy be amended as follows:

- i) Every address number shall be of sufficient size and shall be placed on the exterior of the building so as to be plainly visible from the street for which the address was given."

Yours truly,



Michelle Sanson, MCIP, RPP
Director of Planning and Development Services

MS/