

MEMORANDUM OF UNDERSTANDING

BETWEEN

BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND,
TOWN OF BOONSBORO, TOWN OF CLEAR SPRING, TOWN OF FUNKSTOWN, TOWN OF
HANCOCK, TOWN OF KEEDYSVILLE, TOWN OF SHARPSBURG, TOWN OF SMITHSBURG,
AND TOWN OF WILLIAMSPORT

Re: Addressing and Road Naming

This Memorandum of Understanding (“MOU”) is entered into this ____ day of _____, 2019, by and between the Board of County Commissioners of Washington County, Maryland, hereinafter referred to as the “County”), the Town of Boonsboro, the Town of Clear Spring, the Town of Funkstown, the Town of Hancock, the Town of Keedysville, the Town of Sharpsburg, the Town of Smithsburg, and the Town of Williamsport, hereinafter referred to as the “Town” or “Towns.”

RECITALS

The purpose of this MOU is to memorialize the Towns’ and County’s agreement regarding responsibility for assignment of site addresses and approval of proposed road names within the incorporated towns and unincorporated areas of Washington County, Maryland.

The County maintains a geographic information system (“GIS”) and address attribute database for property located within Washington County, Maryland, including unincorporated and incorporated areas.

The Towns and the County recognize the importance of developing and maintaining accurate addresses and road and name information for the protection of public health, safety, and welfare.

The County GIS and attribute databases support the functions of the Washington County Emergency Communications Center by providing a means of verifying information contained within the Master Street Address Guide (“MSAG”).

Duplication of road names and inconsistent addressing has the potential to create confusion among emergency responders, service providers, and the general public.

NOW, THEREFORE, in consideration of the foregoing, the Towns and the County hereto agree as follows:

1. **Effective Date and Term.**

The effective date of this MOU is _____, 2019. The initial term of this MOU shall commence on its effective date and continue indefinitely unless terminated by the mutual agreement of all of the parties hereto.

2. **Addressing Ordinance.**

By Ordinance No. ORD-2012-38, the County enacted an ordinance entitled, "An Ordinance to Enact the Addressing Ordinance for Washington County, Maryland," (the "Ordinance"), effective December 18, 2012. The Ordinance, which may be amended from time to time, forms the basis of this MOU.

3. **Authority and Purpose.**

The purpose of this MOU is to formalize an agreement between the municipalities located in Washington County, Maryland, and the County, the authoritative body authorized by the Ordinance to give authority for addressing and road naming within the municipalities of Washington County, Maryland, and to:

- (a) closely coordinate the development review processes within the respective jurisdictions so that further duplication of road names will be minimized;
- (b) ensure that addresses will be assigned to new development that follow a systematic and consistent scheme, and to reduce errors;
- (c) maintain the Master Address File for the entire county in one repository;
- (d) facilitate implementation of Next Generation 911 initiative; and
- (e) to remedy address or road name errors as set forth herein.

4. **Definitions.**

Terms defined in the Ordinance shall be given the same meaning when used in this MOU.

5. **New Road Names.**

The Towns shall submit any new road names to the County for approval as soon as they are submitted for review by the respective jurisdiction. In general, road naming or the naming of private lanes can be initiated by either an entity or a property owner but shall be completed

using the standards promulgated in the Ordinance. The Towns shall have the ability to veto a proposed name, but the Towns have no authority to waive any requirement of the Ordinance.

6. **Road Signage.**

The Towns or private developers shall be responsible for providing or updating road signage, as needed or required. The County shall not provide signage inside municipal jurisdictions. House number sizing shall be in accordance with the specifications outlined in the Ordinance or the Towns' formally adopted building codes. Location of posted numbers to the structure or property access shall follow the provisions of the Ordinance. The Towns or entity that is responsible for issuing Use & Occupancy Permits shall enforce proper address posting on new and existing structures.

7. **New Land Development Activity.**

Any new land development activity within the Towns (building permit, entrance permit, site plan, plat, or other request from a property owner) shall be routed to (or require that an application for an address be sent to) the County. The addresses shall be assigned to conform to the existing numbering schema of the Towns. A Town Numbering System Boundary ("NSB") shall be drawn around the existing town numbering area and approved by the both the Town and the County. That NSB shall remain fixed, even if the Town annexes additional land outside of the NSB. The County shall have the authority to provide an address for any new land development activity. Once assigned, the address will be provided to the Town and the Town will notify the applicant. Either a paper or electronic process for the submissions of applications is acceptable.

8. **Road Naming Changes.**

Overall, if an address or a road naming change are required, either as a result of land development, property owner request, or through identification by the Division of Emergency Services, the County Planning Department, or other emergency services entities, the County shall work with the Towns in an efficient manner using standards promulgated in the Ordinance in order to change the address or road name to ensure the safety of citizens.

9. **Duty of Owner.**

The duty of Owner, as that term is defined in the Ordinance, shall apply within the Towns as well.

10. **Addressing File.**

The Towns and the Division of Emergency Services shall consider the Addressing File as maintained by the County Planning Department as the master address file for the County. The County Planning Department shall also maintain the master road list, and the prohibited words list for Washington County.

11. **Violations and Penalties.**

The Towns shall decide if they will adopt the Violations and Penalties section of the Ordinance. The County shall not be responsible for enforcement inside of Town municipal boundaries. The County may provide notification to municipalities when property owners are not in compliance with any portion of the Ordinance. Any correspondence to resolve these violations must come directly from the Towns and reference an appropriate section of this MOU or adopted ordinances. The Towns must also follow the Notification of Address Change and information to be included on an address change letter portion of the Ordinance to maintain a minimum level of information for relevant agencies. The Washington County Planning Department must be notified of all Address Changes that are initiated by the Towns.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals by their duly authorized representatives and signatories.

ATTEST:

Krista L. Hart, Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

BY: _____(SEAL)
Jeffrey A. Cline, President

ATTEST:

Sarah Campbell, Town Clerk

MAYOR AND COUNCIL OF THE TOWN
OF BOONSBORO

BY: _____(SEAL)
Howard W. Long, Mayor

ATTEST:

Juanita Grimm, Town Clerk

MAYOR AND COUNCIL OF THE TOWN OF
CLEAR SPRING

BY: _____(SEAL)
Paul D. Hose, Jr., Mayor

ATTEST:

Brenda Haynes, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF
FUNKSTOWN

BY: _____(SEAL)
Paul Crampton, Jr., Mayor

ATTEST:

David Smith, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF
HANCOCK

BY: _____(SEAL)
Dr. Ralph Salvagno, Mayor

ATTEST:

Richard L. Bishop, Town
Administrator

MAYOR AND COUNCIL OF THE TOWN OF
KEEDYSVILLE

BY: _____(SEAL)
Ken Lord, Mayor

ATTEST:

Kimberly Fulk, Town Clerk

MAYOR AND COUNCIL OF THE TOWN OF
SHARPSBURG

BY: _____(SEAL)
Hal Spielman, Mayor

ATTEST:

Debra Smith, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF
SMITHSBURG

BY: _____(SEAL)
Jack Kesselring, Mayor

ATTEST:

Donald L. Stotemyer, Town
Manager

MAYOR AND COUNCIL OF THE TOWN OF
WILLIAMSPORT

BY: _____(SEAL)
William Green, Mayor