

**Burlington City Hall**  
**300 N. Pine Street**  
**Burlington, WI**  
**53105**  
**262.342.1161**



**CITY OF BURLINGTON  
COMMON COUNCIL**

Robert Miller, Mayor  
(262) 342-1161

First District Aldermen

**Ed Johnson**  
(262) 763-8321

**John Ekes**  
(262) 763-8646

Second District Aldermen

**Ruth Dawidziak**  
(262) 763-3965

**Bob Grandi**  
(262) 767-0912

Third District Aldermen

**Tom Vos**  
Council President  
(262) 763-2213

**Jon Schultz**  
(262)757-8580

Fourth District Aldermen

**Tom Preusker**  
(262) 661-4488

**Todd Bauman**  
(262) 210-9257



Information/Item	Department/Organization	Phone Number
Assessment Questions	Accurate Appraisal Corporation	800-770-3927
Brush & Leaf Pick-up	Public Works Department	539-3770
Building Permits	Building Inspection	342-1164
Burning Permits	Fire Department (Non-Emergency)	763-7842
Digging Underground	Digger's Hotline	800-242-8511
Dog & Cat Licenses	City Clerk	342-1161
Elections	City Clerk	342-1161
Health Services	Central Racine County Health Department	262-898-4460
Marriage Licenses	City Hall	342-1161
Parks – Rental & Maintenance	Public Works	539-3770
Recycling & Refuse Collection	John's Disposal	888-473-4701
Sidewalk & Street Repair	Public Works	539-3770
Street Light Outages	Public Works	539-3770
Tax Bills (Property Tax)	City Treasurer	342-1161
Traffic/Parking Tickets	Municipal Court Clerk	342-1129
Vital Records	City Hall	342-1161
Water/Sewer Bills	Public Utilities	342-1173

Visit the Chamber of Commerce website at [burlingtonchamber.org](http://burlingtonchamber.org) for a list of current events.

**CITY STAFF DIRECTORY**

**City Hall**

**300 N. Pine Street - 342-1161**

Robert Miller	Mayor
Carina Walters	City Administrator
Megan Watkins	Dir. of Administrative Services
Steve DeQuaker	Treasurer/Budget Officer
Diahnn Halbach	City Clerk
Gregory Guidry	Building Inspector

**Fire Department**

**165 E. Washington Street - 763-7842**

Perry Howard	Fire Chief
John Niederer	Fire Inspector

**Public Library**

**166 E. Jefferson Street - 342-1130**

Gayle Falk	Library Director
Joy Schupp	Youth Services Director
Barb Lebak	Reference Librarian

**Police Department**

**224 E. Jefferson Street - 342-1100**

Mark Anderson	Police Chief
Vacant	Lieutenant

**Public Works - Streets/Parks/Water**

**2200 S. Pine Street - 539-3770**

Vacant	Public Works Director
Dan Jensen	Supervisor - Streets & Parks

**Public Works - Wastewater**

**2100 S. Pine Street - 539-3646**

Vacant	Public Works Director
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**Municipal Court**

**300 N. Pine Street - 342-1129**

Marvin Daniel	Municipal Court Judge
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**Recycling Collection Schedule**

- Week of September 8-11
- Week of September 21-25
- Week of Oct. 5-9
- Week of October 19-23
- Week of November 2-6
- Week of November 16-20
- Week of Nov 30- Dec 4
- Week of December 14-18

**September Meetings**

- |      |           |                       |
|------|-----------|-----------------------|
| 9/1  | 5:00 p.m. | - Police & Fire Comm. |
| 9/1  | 5:30 p.m. | - CDA                 |
| 9/1  | 6:30 p.m. | - Common Council      |
| 9/8  | 6:30 p.m. | - Plan Commission     |
| 9/15 | 6:30 p.m. | - Common Council      |
| 9/17 | 6:30 p.m. | - Park Board          |
| 9/22 | 4:00 p.m. | - Library Board       |
| 9/24 | 6:00 p.m. | - Airport Committee   |
| 9/24 | 6:30 p.m. | - HPC                 |

**October Meetings**

- |       |           |                       |
|-------|-----------|-----------------------|
| 10/6  | 5:00 p.m. | - Police & Fire Comm. |
| 10/6  | 5:30 p.m. | - CDA                 |
| 10/6  | 6:30 p.m. | - Common Council      |
| 10/13 | 6:30 p.m. | - Plan Commission     |
| 10/15 | 6:30 p.m. | - Park Board          |
| 10/20 | 6:30 p.m. | - Common Council      |
| 10/22 | 6:00 p.m. | - Airport Committee   |
| 10/22 | 6:30 p.m. | - HPC                 |
| 10/27 | 4:00 p.m. | - Library Board       |

**November Meetings**

- |       |           |                       |
|-------|-----------|-----------------------|
| 11/3  | 5:00 p.m. | - Police & Fire Comm. |
| 11/3  | 5:30 p.m. | - CDA                 |
| 11/3  | 6:30 p.m. | - Common Council      |
| 11/10 | 6:30 p.m. | - Plan Commission     |
| 11/17 | 6:30 p.m. | - Common Council      |
| 11/19 | 6:30 p.m. | - Park Board          |
| 11/24 | 4:00 p.m. | - Library Board       |
| TBD   | 6:00 p.m. | - Airport Committee   |
| TBD   | 6:30 p.m. | - HPC                 |



Volume 30 / Autumn 2015

The City's Official Newsletter

PRE SORT  
STANDARD U.S.  
POSTAGE PAID  
BURLINGTON, WI  
PERMIT NO. 2

City of Burlington  
300 N. Pine Street  
Burlington, WI 53105

## Leaf, Brush and Yard Waste Disposal Options



### Brush Collection

The Common Council recently approved an amendment to the brush collection ordinance and policy to help streamline the program and make it more efficient. The brush collection program serves dwellings from one to four units. Brush pick up is provided for tree and shrub trimmings where property owners maintain their own properties. Material cut by contractors will NOT be collected. Please make arrangements with the contractor for material disposal.

To schedule to have your brush picked up, please call the DPW at 539-3770 before 3:30 pm, no later than the Tuesday before pick up. If you do not call your address in, the brush will not be picked up. The City's brush collection program is conducted on the 2nd and 4th Wednesdays of each month. Qualified brush includes tree limbs, bush and hedge trimmings that are at least 18 inches in length, but do not exceed 8 feet in length and 8 inches in diameter.

Place brush on the terrace at the street edge, away from trees, parked cars, fire hydrants, utility poles, mail boxes and other obstructions. Do not put brush in the street. Stack brush with the cut ends facing the same direction. Residents can place two piles per pickup, no larger than 4 feet high by 4 feet wide

and 10 feet long.

Brush will not be picked up if it has any of the following materials contained in the pile:

- Bags, dirt, leaves, garbage, rocks, vines, boxes, mainly twigs/sticks less than 8 inches, animal waste, grass clippings, logs with diameters greater than 8 inches, hay or straw, garden waste, branches longer than 8 feet, decorative grasses, root balls, sawdust, and/or pumpkins.

### City Compost Site

The Compost Site, located off of Maryland Avenue, is open for City residents until the last Saturday of November. The site remains free of charge to City residents. There will be an attendant on site during open hours. Please provide proof of address when you arrive.

#### Hours of operation

- Sunday - 12 to 6 PM
- Tuesday - 3 to 8 PM
- Thursday - 12 to 8 PM
- Saturday - 10 AM to 6 PM
- Closed Monday, Wednesday & Friday

Materials accepted include grass, leaves, garden waste, wood chips and brush. The City will not accept brush or logs greater than 8 inches in diameter, plastic bags, plastic containers, foreign debris, stumps or root balls.

### Leaf Collection

Leaf collection generally begins around October 15 and ends around November 15 (weather permitting). Leaves should be placed in the street next to the gutter, while leaving the flow line of the curb clear for stormwater to pass. **Please keep all garden waste (tomato plants, pumpkins, etc.) and sticks out of the leaves** so that we may spend our time more efficiently.

The Department of Public Works (DPW) strives to provide the best service possible to the public and requests your help in doing so. If you have any questions regarding leaf pick up please contact the DPW at 539-3770.

## Pets Out on the Town

While out and about with your leashed pet please remember to clean up after them. Cleaning up after your dog in public places and on private property not only helps keep areas clean, but failure to do so leaves a mess for someone else to clean up, or step in. Health concerns are also a big motivation to clean up after your dog. There are many parasites that can be transmitted to humans. We hope you enjoy walking your dog, but please remember to take the necessary steps to keep our city clean.

Please note that dogs are not allowed in city parks and baseball fields per city ordinance. They are, however, allowed at the Dog Park located at 480 S. Calumet Street. The area is fenced off and the dogs are allowed to run "leash-free". Aggressive dogs and dogs in heat are not allowed

in the park due to the safety of other visitors. Pets must wear collars and tags, be fully vaccinated and licensed.



## Park Restrooms Close October 1

The City of Burlington park restrooms officially close October 1st. While you may continue to enjoy the beauty of the parks and other amenities, water supplies will be shut off to restrooms to prevent pipes from freezing.



## Fire Prevention Week October 4 -10, 2015



Fire Department works with local school officials, educators and business owners to deliver high quality public education and training opportunities developed for the specific age groups at each facility.

In 2014 City of Burlington Fire Department members had the opportunity to make contact with over 9,000 children and 4,200 adults through the delivery of fire safety, public education, and fire prevention activities throughout the year. Please contact the City of Burlington Fire Department for additional information on fire prevention activities in our community at 763-7842.

Each year, Fire Prevention Week commemorates the Great Chicago Fire that occurred on October 8, 1871 where more than 250 people died, 100,000 were left homeless and over 17,000 structures were burned. While The Great Chicago Fire is well known, the Peshtigo Fire which occurred on the same day was designated as the most devastating forest fire in American History. The Peshtigo Fire burned many towns, killing over 1,100 people and burning well over one-million acres of land.

We have come many years since the

Great Chicago Fire and the Peshtigo Fire with advancements in technology that have brought us early alert devices in the form of alarms and detectors. The 2015 National Fire Protection Association's Fire Prevention Week campaign is "Hear the Beep Where You Sleep: Every Bedroom Needs a Working Smoke Alarm".

Each year fire departments across the country provide coordinated public education events and opportunities to their citizens in an effort to provide fire safe communities. The City of Burlington

### A Reminder About Open Burning



There is no open burning in the City of Burlington. Burning Restrictions prohibit the burning of yard waste and leaves in the city.

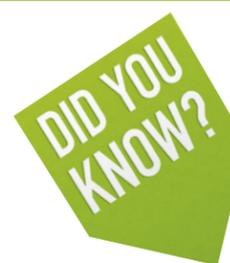
## Have You Visited the Senior Center?

Come to the Burlington Senior Center (BSC), located at 201 N. Main Street, to meet with old friends and make new ones. Play card games like Bridge, Euchre, Hand & Foot, Pinochle and Sheepshead, or play Bunco and Mexican Train Dominoes. Throughout the year, there are opportunities to join 50+ Sports such as bowling, pickle ball, softball or volleyball. BSC offers a jam session, movies, Wii games, an in house library, Fox River Harmony Club, Meals on Wheels and more.



Call the Burlington Senior Center for more information at 767-9880 or visit their website at [www.burlingtonseniorcenter.com](http://www.burlingtonseniorcenter.com). Below is a schedule of some of the weekly activities at the BSC:

- Bridge: Monday and Friday, 9 am
- Bunco: 2nd Friday, 1 pm
- Cards: Sheepshead/Schafkopf: Monday, Wednesday & Friday, 9-11 am
- Cards: Pinochle: Tuesday, 12:30pm
- Cards: Euchre, Sheepshead/Schafkopf and Hand & Foot: Tuesday, 1pm
- Dominoes: 2nd and 4th Wednesday, 9:30-11:30am
- Harmony Club: 1st & 3rd Wednesday, 9 am-3 pm
- Jam Session: 3rd Wednesday, 1 pm
- Library (BSC): Open daily
- Movies: 1st and 3rd Thursday, 9:30-11:30am
- Senior Sports (55+): October - April. Volleyball and more.



### Come Visit with the Mayor!

Mayor Miller holds open office hours from 9 to 11 a.m. on the first Saturday of every month to meet with the public. Do you have something you'd like to discuss with the mayor? Do you just want to meet the mayor? Come see him at City Hall, 300 N. Pine Street! No appointment is necessary. The Mayor would love to meet with you!

## Autumn Fun at the Burlington Public Library!

### Programs For Children

#### Time Out for Play

Join the library's informal play group for kids and their adults on Mondays in the Children's Room from 9:30-11:30 a.m. Puppets, puzzles, and books provided; or bring your own toys. Free coffee available. No registration needed.

#### Lap-Sit with Ms. Jane

Finger plays, bouncing movements, rhythmic play and stories are the core of this program for toddlers ages 2 and under and their caretakers. We meet Tuesdays at 10:30 a.m., Sep. 1, 8, 15, 22, and 29, and Nov. 3, 10, 17, and 24. No registration necessary.

#### Story Time with Ms. Joy

Come listen to books, learn finger plays and rhymes, and sing and dance! Preschool children are invited Tuesdays at 10:30 a.m., Oct. 6, 13, 20, and 27. No registration necessary.

#### ABC, Music and Me

Musical activities based on Kinder-musik, listening to books, and social play are the highlights of this program for babies and children up to 4 years old and their adults (siblings are welcome). Linda Breuer, Children's Resource Coordinator at Love, Inc. hosts this program. We meet Wednesdays at 9:30 on Sep. 23 and 30, and Oct. 7 and 14. Free; registration is onsite.

#### WannaWatchaMovie?

Films for kids are fun at the library! Sign up to see a full-length, recently released movie on Thursday, Nov. 5 at 1:45 p.m. A Disney Nature documentary, this film follows the struggles of a young monkey mother to care for and raise her new baby in the wilds of southern Asia. It is rated G. Registration is required.

#### Story Wagon

Meet Jim Hyatt from Schlitz Audobon

#### Wednesday Game Nights

Join the fun on the fourth Wednesday of each month as we get together to play board games. We meet from 6:30 to around 8:30 pm. Bring your own favorites or use the library's!

Be sure to put these dates on your calendar: September 23, October 28, November 25, and December 23.

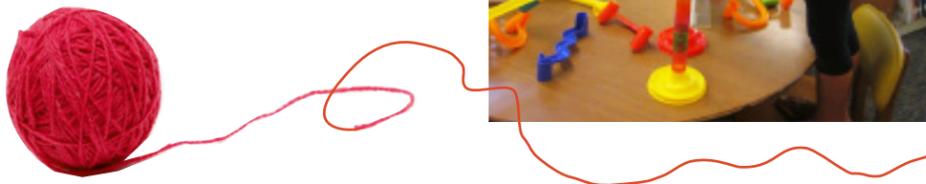
Nature Center and his amphibian and reptilian friends Friday, Sept. 25 at 10 a.m. This free event is happening on a No-School Day, so come have fun learning about cool creatures!

#### LEGO Family Night

Imagine and create with LEGOs provided by the library on Thursdays, Sep. 17, Oct. 22, and Nov. 19 from 5-6:30 p.m. Drop in; no registration necessary. Children must be accompanied by an adult.

#### Yarn Club

If you have an itch to stitch – crochet or knit – you are welcome to drop in on Mondays from 3:30-5. Ages 13 through adult are welcome; no experience necessary. Beginners should bring one pair of size 15 needles, long or short; two skeins of super bulky yarn; and a crochet hook, size I or J. Hosted by instructor Lori Hintz.



BASD Preschool Screening  
District staff will screen any child between the ages of birth to 5 who is not attending 5K in the areas of development, social skills, fine motor (small muscle), gross motor (large muscle), and speech/language development for free. Appointments are necessary; call BASD at (262)763-0210 to schedule one for Nov. 4 from 9-11:30 a.m.



### Book Clubs for Adults at the Library

#### Afternoon Adult Book Club

##### September 10 at 1 pm

All-Girl Filling Station's Last Reunion by *Fanny Flagg*  
Driven by a secret she discovers about her mother's past, a young woman goes on a journey of self-discovery.

##### October 8 at 1 pm

Everything I Never Told You by *Celeste Ng*  
The death of the favorite daughter of a Chinese American couple sends the family and its hopes into chaos. *New York Times* Book Review Editor's Choice.

##### November 12 at 1 pm

We Are Not Ourselves by *Matthew Thomas*  
A young Irish woman with hopes of attaining the American Dream perseveres in driving those around her toward helping her meet life-long goals.

#### Evening Adult Book Club

##### September 28 at 7 pm

Shotgun Lovesongs by *Nickolas Butler*  
Shotgun Lovesongs explores the question of whether or not we can ever go home again and the demands required in the effort.

##### October 26 at 7 pm

Wind is Not a River by *Brian Payton*  
A tale of survival in which a couple separated by war struggle to reunite in the Aleutian Islands.

##### November 23 at 7 pm

You Know When the Men Are Gone by *Siobhan Fallon*  
This collection of interconnected short stories takes the reader into the homes and lives of women waiting for their soldiers to return to Fort Hood.

**All programs at the Burlington Public Library are free and open to the public.**

## Citizen Budget Partners Success

This year marked the City's fourth Citizen Budget Partners (CBP) session. The 10 member CBP met in August and September. During these meetings, an overall review of the budget process, along with departmental overviews, were presented to the CBP by the Mayor, City Administrator and the City Treasurer. CBP members had the opportunity to meet City department heads and hear about the function of each department along with key issues in each departmental budget.

The last meeting was devoted to City policy issues that affect the annual budget, such as street/sidewalk improvements, water/sewer issues, parks maintenance, equipment replacement funding and other issues. These issues, as well as the overall budget process, were presented and discussed with the CBP in an effort to gain some feedback on how the city creates its budget, how the city determines priorities and discovery of issues that are important to the citizens of the City of Burlington.

## Distracted Driving: A Recipe for Disaster

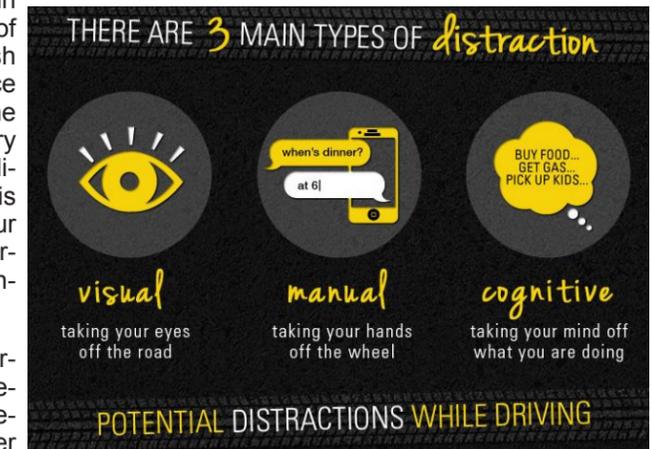
According to the National Highway Traffic Safety Administration, more than 3,000 people are killed and more than 400,000 people are injured each year in crashes involving distracted driving. One common form of distracted driving involves the use of cell phones. Cell phone use combines three types of diversion: visual, manual and cognitive, and using a cell phone to text involves taking your eyes off the road, your hands off the wheel, and your mind off the task of driving. According to the Virginia Tech Transportation Institute, sending or receiving a text takes a driver's eyes off the road for an average of 4.6 seconds which is the equivalent of driving 55mph the length of Lambeau Field.

According to a 2014 article in the New England Journal of Medicine, the risk of a crash or near-crash among novice drivers increases with the performance of secondary tasks such as texting and dialing cell phones. Driving is an activity that requires your full attention and focus in order to keep yourself and others safe.

Why do so many people participate in this dangerous behavior? With the pervasiveness of technology, driver

distractions have risen to unprecedented levels. We live in a world where people expect instant, real-time information 24 hours a day, and those expectations don't stop when someone gets behind the wheel. Drivers may not realize the danger they create when they take their eyes off the road, their hands off the wheel, and their focus off driving.

Wisconsin state law forbids driving "any motor vehicle while composing or sending an electronic text message or an electronic mail message." Wisconsin's texting ban is a primary enforcement law, which means law enforcement officers may stop motorists suspected of this offense alone.



## School Has Started - Is Your Child Prepared?



Autumn is a busy time for parents as they work to ensure their children have everything they need to be prepared for school. Making sure that children receive their vaccinations on time is one of the most important things parents can do to protect their children's long term health - as well as the health of friends and classmates. All school-age children, from preschool through college, need vaccines.

The State of Wisconsin requires children attending school to be protected against certain diseases, which helps prevent outbreaks in the school setting. If you choose not to have your child protected with vaccines, it may mean that they have to stay at home in the event

of an illness or outbreak. Some vaccine-preventable diseases have become rare thanks to vaccines; however, outbreaks still happen. For instance, this year, from January 1 to June 26, 178 people from 24 states and the District of Columbia were reported to have measles. Because measles is highly contagious and can spread easily when it reaches a community with unvaccinated people, the majority of people who got sick were unvaccinated.

The good news is that vaccines save time and money. The 14 early, routine childhood immunizations given to young children over the past two decades will prevent 322 million illnesses (more than the entire population of the United States) and 732,000 deaths over the course of their lifetimes, according to a 2014 report from the Centers for Disease Control and Prevention. This means vaccines will have saved \$295 billion in direct costs over that time.

The need for vaccines doesn't end at graduation from high school. If you have a child heading off to college, talk to their healthcare provider about ensuring they are protected against meningitis, human papillomavirus (HPV), tetanus, and influenza, as college dorm life can increase their risk for these diseases.

Check with your child's doctor or school to make sure your child meets the State's/their school's requirements. Doing this as soon as possible means you can get your child any vaccines he or she needs before the back-to-school rush.

Immunizations are given at the Central Racine County Health Department once a week by appointment. For eligibility requirements, visit their website at www.crchd.com and go to the Immunization link. Call CRCHD for an appointment or questions at 262-898-4460.

## Keeping Your Property in Great Shape

The Building Inspection Department has been very busy recently with several new construction projects, as well as with property maintenance inspections. Property maintenance has also been on the forefront with both City staff and property owners concerned with the appearance of their city. Property ordinance violations can vary from overgrown grass and weeds, excessive debris and/or abandoned vehicles in the yard, structural damage inside and outside of the building, and a whole list of others. The City asks that everyone please be conscious of the appearance of your property from your neighbor's view and to maintain a safe environment for primary and rental properties.

As the cold weather season quickly approaches, below are a few tips to help winter-proof your home and prevent unnecessary damage to the structure.

### Clean the gutters

Once the leaves have fallen, and before the snow has fallen check your gutters to prevent ice damage.

### Tune up the furnace

You're going to turn the furnace on soon, get them tuned up now. It adds years of life to a heating system. At the very least the filters should be changed when you switch from cooling to heating.

### Inspect chimneys

Now is the time to have them inspected and, if necessary, clean them. This is for those people who use a wood stove or fireplaces. Get them cleaned and checked out by a professional.

### Weatherstripping

Put your hands near windows to doors and feel for those cool drafts. Install weatherstripping and door sweeps where necessary.

### Prevent ice dams on the roof

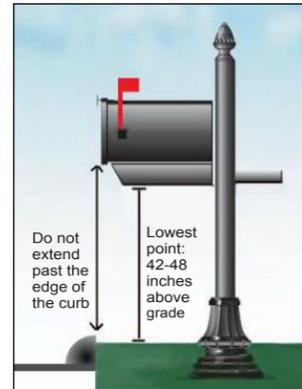
Make sure your roof is vented properly, if your house is designed to have a vented roof. Make sure your soffit vents aren't blocked and your gable vents are open.

### Drain sprinkler systems

If you have irrigation systems blow them out so they don't freeze. Drain hoses and outside spigots as well.

### Check your mailbox

A properly installed mailbox should not extend past the curb line and be 42 inches from the lowest point of the unit to the ground. Adding a newspaper box to the bottom or side of your mailbox increases the surface area of the mailbox. No part of the mailbox can extend past the back of the curb.



## Preparing For Snow



formed of the status of snow operations and parking restrictions through the City's website and social media pages.

Please remember that snow removal in front of a mailbox is the property owner's responsibility. City crews will make every effort to plow as close to the mailbox as possible. Any concerns/questions regarding snow plowing can be directed to the Department of Public Works at 539-3770.

### Sidewalks

Keeping the sidewalks clear of snow and ice is something that is not only a courtesy to other people in your neighborhood for walking, but also required by City Ordinance. As the owner, occupant or person in charge of a residence(s), you are responsible for the removal of any snow and ice that has accumulated on the sidewalk in the front of the residence(s) within 18 hours of the snowfall. Any ice that has formed on the sidewalk must be treated to prevent the area from being dangerous. Failure to maintain the sidewalk within this 18-hour timeframe may result in the DPW cleaning your sidewalk and billing the property owner.

### Streets

During round-the-clock snow and ice control operations, the City's goal is to keep streets passable and safe. Main arterial streets are the first to be plowed, followed by collector streets, then parking lots and alleys. To accomplish this goal effectively and efficiently, community cooperation is required. Residents are asked to stay in-

## Avoid Past Due Utility Charges on Your Real Estate Tax Bill

Third quarter utility bills will be sent to customers the first week in October for the period of mid-June to mid-September. Utility customers will need to make payment of the full "balance due" amount by October 31, 2015 to avoid a 1% late penalty charge.

For customers with past due amounts indicated on the October bill, the balance must be paid by October 31, 2015 or it will be transferred to the 2016 property tax bill with an additional 10% service fee added to the past due amount (per Wisconsin Statute 66.0809).

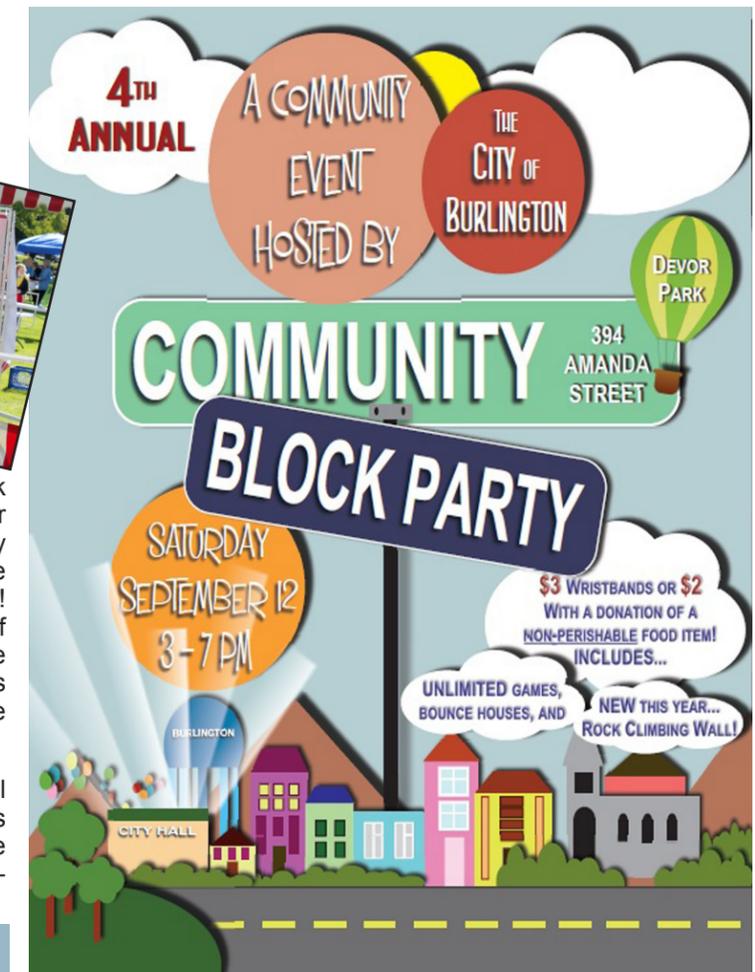
## Come to the Annual Community Block Party!



Please join us at our fourth annual Community Block Party from 3 to 7 pm on Saturday, September 12 at Devor Park, 394 Amanda Street. Take part in this family friendly event which includes games, activities, inflatable bounce houses, great food and new this year, a rock climbing wall! Wristbands will be available for \$2 with the donation of a nonperishable food item, or \$3 without a nonperishable item. Wristbands will allow unlimited games, activities and use of the bounce houses. Admission and parking are free.

**Volunteers needed** - The City is looking for high school volunteers in need of community service hours and adults to help with this event. If you would like to participate please call Megan Watkins at 342-1168 or email [mwatkins@burlington-wi.gov](mailto:mwatkins@burlington-wi.gov) to sign up.

Thank you to all of our sponsors!!



## Do You Have Address Numbers Posted?



Do you have address numbers posted? Many residents would be surprised to learn they do not. In all reality, who stands in their front yard to see if they have address numbers? Rarely anyone. Missing address numbers is a common problem occurring in the city lately.

Did you know it is legally required by City Ordinance to have address numbers displayed? Displaying numbers on a mailbox is not enough. In addition to postal and package delivery, emergency personnel rely on having address numbers displayed prominently to re-

spond to emergencies quickly. Missing numbers could mean a matter of life or death if there were a medical emergency at your home.

### Here are the requirements and guidelines for posting address numbers:

- All numbers shall be not less than three inches in height, including background, and shall be distinctly legible.
- Numbers and letters shall be of contrasting colors (e.g., black and white)
- Numbers should be readable from the road at all times of the year. Check periodically to make sure that trees, bushes or shrubbery haven't grown up and obscured your numbers.
- Arabic numbers shall be used; script and Roman numerals cannot be used alone.
- Numbers should be permanently affixed to the building. Adhesive numbers are not recommended as weather conditions often loosen the

adhesive material.

- Numbers should be posted near the front door, above eye level and within an area illuminated by a light.
- Numbers may be displayed on the mailbox, in combination with numbers posted on the house.
- It is not necessary to include the street name on your house or mailbox.
- Buildings with one address and multiple units shall use and post the suffix "A," "B," "C," etc., as may be required, at each entry location.
- Commercial buildings with a rear service door shall post numbers by the rear door with numbers no less than six inches in height.
- Commercial buildings with more than five entry points and/or two floors must post identifying numbers no less than six inches in height at each external entry point.