



NEW surface mailing address for:

Cloverdale Heights HOA *and why ...*

P.O. Box 1201

Charles Town, WV 25414

(at the Charles Town Post Office)

On 5/5/2014 9:44 AM, Todd Fagan wrote:

Todd Fagan, Director GIS Addressing tfagan@jeffersoncountywv.org

Steven Groh, General Council sgroh@jeffersoncountywv.org

Martin, Rick, Postmaster, Ranson Richard.A.Martin@usps.gov

Ms. Briscoe,

Our County's Addressing Ordinance references a policy guideline on addressable/non-addressable structures.

Group mail delivery containers, or cluster boxes, typically providing service to a subdivision, neighborhood or apartment complex are considered non-addressable.

Addressable structures are commonly where people live, work, worship or play (homes, offices, stores, schools, churches, etc).

Additionally, there is a USPS policy implemented a few years ago that no longer allows for addresses to be given to mail sheds or HOAs for the sole purpose of receiving mail. Your postmaster is steadfast on this policy.

In the end, the County will not assign a 911 physical location number to a structure that's non-addressable; but even if we did, the USPS would not deliver mail to it.

You provided past letters from our office to another HOA that did assign an address to a mail shed or HOA group. This old practice is no longer held, we have corrected these mistakes in policy as our ordinance allows, and their addresses have been removed from the 911 map and database. I imagine their postmaster will soon discontinue delivery as well, if they haven't already. We also removed another dozen or so cluster boxes from our database through our Address Compliance Program. Cloverdale is not alone in this respect.

In conclusion, the County has carefully considered the matter by surveying surrounding jurisdictions (none issue addresses to mail cluster boxes) and consulting with the US Postal Service. Our Ordinance and supporting policies intend to provide addresses for qualifying emergency response purposes. 911 physical location addresses may be used as mailing addresses, but are not issued solely for such a purpose.

I know this is not the answer you hoped to hear, but the County stands with the USPS in our determination that mail sheds are non-addressable.

If you have any further questions, please contact us.

Sincerely,
Todd

Todd Fagan, GISP
GIS/Addressing Office Director
Jefferson County Commission
116 E. Washington St. Suite 201
Charles Town, WV 25414
Office: 304.724.6759
Fax: 304.724.8992
tfagan@jeffersoncountywv.org

-----Original Message-----

From: Nance Briscoe [mailto:briscoen@frontiernet.net]
Sent: Saturday, **April 12, 2014 9:49 AM**
To: GIS
Subject: Re: for Todd please - Street Address ???

Gosh thanx for the reply Todd - the issue is actually identifying by GIS the Cloverdale HOA's physical mailing address - HOAs need a true address for their subdivision - using the existing GIS rule of requiring a structure with foundation & utility was my reason to justifying compliance.

Read ya' later, and THANX AGAIN for all that you do - very important to all HOAs not just Cloverdale!
Nance

On **4/10/2014 8:53 AM**, GIS wrote:

Hi Nance,
Our ordinance does not consider a cluster mail box an addressable structure.

I'm aware of the addresses given in the past. I am researching this matter further and will get back to you when I have a more informed answer, perhaps next week.

Thank you,
Todd

-----Original Message-----

From: Nance Briscoe [mailto:briscoen@frontiernet.net]
Sent: **Monday, April 07, 2014 8:13 AM**
To: Todd Fagan
Subject: for Todd please - Street Address ???

Hi Todd,
Have a question concerning GIS addressing of a mailbox cluster. I spoke with Neal Nilsen during our EPOHOA R&R Dinner and he sent me info & files (below) thru you that certainly aids our community to preserve an important address (in the long run, it also helps all the HOAs).

Apparently River View Park HOA was able to retain their HOA address at their mailbox cluster because it is a physical structure.

Here's the senario:

209 Cloverdale Road is a physical structure, a structure with a foundation & electricity, it is the address of our mailbox cluster. Thru GIS we have continued to receive HOA mail using that address. The same with legal documents, assessments and of course correspondence. Our community is replacing the metal cluster boxes as a scheduled maintenance requirement. We have been told by the Ranson Postmaster, Richard Martin that we cannot use our HOA address anymore. Can you Please help us?

With that we've looked into a post office box, that will cost \$5/day (\$1,560/year) just in gas alone to go round trip each day to check mail in Ranson. In my opinion there has to be a better way! We have plenty of boxes in our cluster, we are not adding more or less. We are not crossing any lines or asking for anything different or changing any GIS locators. The added expense will create a major increase in our annual assessments.

We cannot use an individual's home address due to the ever changing elections of our officers each year. To remain one address for our HOA on-site is all that we ask. Everything we have done since the conception of our subdivision has been recorded at 209 Cloverdale Road to and including filing with the federal, state and local authorities.

Can you please preserve our structure's address of 209 Cloverdale Road, Charles Town, WV 25414

Give me a call anytime,
Nance

Nance Briscoe
22 Cloverdale Place
Charles Town, WV 25414
304.728.2201 H
202.460.5181 C
304.724.6323 F
briscoen@frontiernet.net

- - - - - - -Start Original Message- - - - - - -

On **3/20/2014 9:46 AM**, Neal Nilsen wrote:
Attached are research links and the letters creating 2 boxes at the same physical mail shed.

The issues was resolved when;
A 911 address was assigned to the physical mail box cluster location
And they applied the same assignment scheme that is used for
apartments, or units at one physical address

- - - - - - -End Original Message- - - - - - -

NANCE BRISCOE
22 Cloverdale Place
Charles Town, West Virginia 25414

briscoen@frontiernet.net

FAX

To: **Todd Fagan, GISP, Director** From: Nance Briscoe
Fax: (304) 724-8992 Pages: 5 incl. this cover page
Phone: (304) 724-6759 Date: April 7, 2014
Re: **GIS Structure Address**

Hi Todd,

Have a question concerning GIS addressing of a mailbox cluster. I spoke with Neal Nilsen during our EPOHOA R&R Dinner and he sent me info & files (below) thru you that certainly aids our community to preserve an important address (in the long run, it also helps all the HOAs). Apparently River View Park HOA was able to retain their HOA address at their mailbox cluster because it is a physical structure.

Here's the scenario:

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On 4/7/2014 8:13 AM, Nance Briscoe wrote:

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-----End Original Message-----

--

Nance Briscoe
304.728.2201



JEFFERSON COUNTY 9-1-1 ADDRESSING OFFICE

Jeffrey A. Polczynski • Director of Communications
116 East Washington Street • Mason Building • Room #25
P.O. Box 208 Charles Town, WV 25414-0208
Telephone: (304) 724-6759 • FAX: (304) 724-8992
addressing@jeffersoncountywv.org

June 16, 2005

SHANNONDALE GYPSY MOTH COMMITTEE
RR 2, BOX 378
HARPERS FERRY, WV 25425
C/O CAMILLE CAMPBELL

TO WHOM IT MAY CONCERN:

This letter is to certify that your residence is located in the **KABLETOWN District, Map Page 6G on Parcel 66** and has been identified as **24A UPPER CLUB HOUSE DRIVE, HARPERS FERRY, WV 25425.**

 Jefferson County has undergone conversion and has assigned physical addressing to every structure in the County. The U.S. Post Office is adopting the physical addressing system implemented by the County.

You must place the new physical address number on your structure in 3" high numbers. If the front door is more than fifty (50) feet from the road, you must place an address number at the end of the driveway also.

Should you have any questions, please contact the Jefferson County Addressing Office at (304) 724-6759 or via email at addressing@jeffersoncountywv.org.

Sincerely,



 Ms. Donita Scott, Supervisor
Jefferson County Addressing Office

DS/bg



JEFFERSON COUNTY 9-1-1 ADDRESSING OFFICE

Jeffrey A. Polczynski • Director of Communications
116 East Washington Street • Mason Building • Room #25
P.O. Box 208 Charles Town, WV 25414-0208
Telephone: (304) 724-6759 • FAX: (304) 724-8992
addressing@jeffersoncountywv.org

June 16, 2005

SHANNONDALE SAFETY PATROL
RR 2, BOX 502
HARPERS FERRY, WV 25425
C/O NAT HUGHES

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Sincerely,

Ms. Donita Scott, Supervisor
Jefferson County Addressing Office

DS/bg

Jefferson County GIS/Addressing Office
Contact Form

Contact Details

Name: Nance Briscoe
Phone: 304 728-2201
Physical Address: 22 Cloverdale Place - Charles Town WV 25414
Email: briscoen@frontiernet.net

Feedback Details

Comments: Hi Todd, I hope you've received my fax and e-mail. I really believe that our structure with a foundation and electricity utility complies with the GIS regulations to preserve 209 Cloverdale Road as the Cloverdale Heights HOA address. I read your FAQ and it appears we do comply. The structure has a roof, gutters, down spout, walls, lighting and certainly a foundation.

"... only structures are assigned a physical address. Empty lots will not have an address assigned until a structure foundation is in place...."

"Outbuildings are not typically considered addressable structures, but will be reviewed per ordinance and policy to determine if telephone, utilities, or other reasons cause the outbuilding to require a physical address."

Much appreciated,
Nance

Form Name: Contact Form
Date of Submission: Mon, 07 Apr 2014 21:05:52 +0200
Form Name: Contact Form
URL of page containing form: <http://www.jeffersoncountywv.org/government/departments/gis-addressing/contact-gis.html>
Domain: www.jeffersoncountywv.org
Your IP address: 74.47.205.38