

**INSTRUCTION SHEET  
ADDITIONS TO  
MILWAUKEE CODE OF ORDINANCES  
VOLUME 1**

**SUMMARY**

This supplement incorporates changes to Volume 1 of the Milwaukee Code of Ordinances enacted by the following Common Council files:

201409                      A substitute ordinance relating to the naming of public streets, buildings, and other facilities.

<u>Section Affected</u>	<u>Action</u>	<u>File Number</u>	<u>Effective Date</u>	<u>Remove Pages</u>	<u>Add Pages</u>
<b>Remove <u>old</u> MEMO (Suppl. #409)</b>					
<b>Volume 1</b>					
Ch. 113 Table				v-vi	v-vi
113-4	cr	201409	04/10/2021	701-706	701-706
Ch. 113 History				"	"
				713-716	713-714

For subscription, distribution or insertion questions contact the Municipal Research Library, Code Section, (414) 286-2280.

For questions concerning the content of the Milwaukee Code or Ordinances contact the Municipal Research Library, (414) 286-2297.

Abbreviations:      am=amended              ra=renumbered and amended              rn=renumbered  
                                  cr=created                      rc=recreated                                      rp=repealed

Revised 3/23/2021  
Suppl. #410



## **MEMO**

If all supplements have been properly inserted, this book contains all actions of the Common Council through March 23, 2021.

Revised 3/23/2021  
Suppl. #410



**CHAPTER 113  
ARRANGEMENT OF CITY STREETS**

TABLE

113-1	Uniform Numbering System
113-2	Assigning of House Numbers
113-3	Naming of Public Buildings, Facilities and Streets
113-4	Alternate Naming and Renaming Procedure
113-11	Permanent Bench Marks Established
113-12	Grade and Width of Sidewalk Area
113-12.5	Sidewalks, When and Where Laid; Exceptions
113-13	Procedure When Sidewalks Laid Contrary to Grade
113-14	Grades of Alley Approaches
113-17	Mitchell Center Project Pedestrian Malls
113-18	North Division Neighborhood Pedestrian Malls
113-19	North Broadway Pedestrian Mall
113-20	Erie Street Plaza Pedestrian Mall
113-21	North 4th Street Pedestrian Mall
113-22	Arena Connector Pedestrian Mall
113-23	Westlawn Pedestrian Mall
113-24	Historic Mitchell Street Pedestrian Mall
113-30	Official Map Established
113-31	Procedures
113-32	Procedure for Changes to Official Map
113-33	Preserving Integrity of Official Map
113-34	Other Provisions of Official Map

**113-1. Uniform Numbering System.** **1. BASE LINES.** There is established a uniform numbering system of numbering all houses and buildings fronting on all streets, avenues and highways in the city of Milwaukee. In establishing said system, N. First Street, the Milwaukee River and S. First Street and S. Chase Avenue shall constitute the north and south base line and the Milwaukee River to the Menomonee Canal and the section line in W. Canal Street from the South Menomonee Canal to the west city limits shall constitute the east and west base line.

**2. HOUSE NUMBERING.** Numbers on all houses and buildings running east and west or north and south from said base lines shall be extended each way, upon the basis of one number for each 15 feet of property

frontage, wherever possible, starting at the base line with the number 100 and continuing with consecutive hundreds at each intersection, wherever possible. All even numbers shall be placed upon houses and buildings on the north and east side of said streets, avenues and highways and all odd numbers upon houses and buildings on the south and west side of said streets, avenues and highways.

**3. DEFINITION OF STREET.** For the purpose of interpretation, application and enforcement of this section and s. 113-2, the term street shall include any private street or way open to public use.

**4. STREET NAMES.** Before house numbers can be assigned to houses or buildings fronting on private rights-of-way, a street name must be established by the common council. This name shall conform to the existing street names in the area, wherever possible. The owners of the street must supply the city with a legal description of the private street to be named and must place street name signs in a conspicuous place adjacent to the roadway to properly identify the approved street name.

**5. PRIVATE ROAD SIGNS.** The owner must place street name signs in a conspicuous place adjacent to the roadway to properly identify the approved street name. This sign shall be on brown background with white reflective letters or internally illuminated. It shall be double-faced, a 9 inch blank, with 4 inch letters and shall include the phrase "private road" in 2 inch letters in parenthesis.

**113-2. Assigning of House Numbers.** **1. BY CITY ENGINEER.** The city engineer shall make the necessary survey and assign to each house and building located on any street, avenue or highway in the city, its respective number under the uniform system provided for in s. 113-1. House number assignments shall not use honorary street names. When the city engineer shall have completed the survey and assigned to each house and building so located its respective number or numbers, the owner, occupant or agent shall place or cause to be placed upon each house or building controlled by him or her the number or numbers assigned by the city engineer under the uniform system provided for in s. 113-1. Such number or

### 113-3 Arrangement of City Streets

numbers shall be placed within 15 days after the city engineer has assigned the proper numbers. The cost of any number or numbers on any new house, building or structure erected shall be borne entirely by the owner or occupant of any house or building, the numbers in all instances to comply with the standard set forth in s. 113-1.

**2. MAINTAINING OLD NUMBERS.** It shall be the duty of the owner, occupant or agent of any house or building, to which a new number is assigned as provided in this chapter, to maintain the old number now upon said house or building, together with the new number for a period of 6 months after the said city engineer has assigned the new number or numbers to the premises, after at which time the old number or numbers shall be removed, and thereafter it shall be unlawful to maintain any number other than the new number, as designated by the city engineer.

**3. SUFFIXES.** Where only one number is available for any house or building, the owner, occupant or agent of the house or building who shall desire distinctive numbers for the upper and lower portion of the house or building, or for any house or building, fronting on any street, the owner, occupant or agent shall use the suffixes A, B, C, etc. as may be required. These suffixes shall only be used if the required number or numbers are not available.

**4. IMPROPER NUMBERS.** It shall be unlawful for any person to alter any number or retain any improper number, other than the one given by virtue of s. 113-1 and this section.

**5. SIZE AND LOCATION OF NUMBERS.** All numbers placed on houses and buildings in accordance with s. 113-1 and this section shall not be less than 3 inches, including background, in height and shall be distinctly legible and shall be posted in a conspicuous place on the front of each house or building, and at the rear or side of properties that abut or are adjacent to alleys, so as to be easily seen and read from such public ways. In no event shall the number proper, where a background is used, be less than 2 inches in height.

**6. INFORMATION.** It shall be the duty of the city engineer to inform any party applying therefor, the number or numbers belonging or embraced within the limits of said lot or property, as provided in s. 113-1.

**7. NEW BUILDINGS.** No building permit shall be issued for any house, building or structure until the city engineer or person

designated by the city engineer has assigned an official number for the premises. Whenever any new house, building or structure shall be erected in the city, in order to preserve the continuity and uniformity of numbers of the houses, buildings and structures, it shall be the duty of the owner or his or her agent, to procure the correct number or numbers, as designated by the city engineer, for the property and the owner or agent shall immediately fasten the number or numbers so assigned upon the house, building or structure in a conspicuous place at the entrance of the house, building or structure; and display the designated number at the rear of side of properties that abut or are adjacent to alleys.

**8. DUTY OF POLICEMEN.** It shall be the duty of all policemen of the city to report violations of s. 113-1 and this section, inclusive.

**9. VIOLATIONS.** Any owner, occupant or agent of any house or building failing or refusing to comply with s. 113-1 and this section, inclusive, shall, upon conviction thereof be punished by a fine of not less than \$25 nor more than \$50 and costs of prosecution for each such neglect and refusal, and in default of payment of such fine and costs, by imprisonment in the house of correction of Milwaukee county for not exceeding 2 days.

#### **113-3. Naming of Public Buildings, Facilities and Streets.**

**1. POLICY.** To preserve the city's heritage and protect the public safety and convenience, existing names of public buildings, facilities and streets may be changed only in exceptional cases and only when compelling reasons for change are evident. In the naming of new public buildings and facilities, in the assignment of honorary street names and in the exceptional cases of renamings of public buildings, facilities and streets, priority shall be given to names reflecting the city's cultural diversity and the contributions of groups underrepresented in the existing nomenclature.

**2. EXEMPTION.** a. The procedures and guidelines contained in this section shall not apply to the naming of new or replacement buildings or facilities when the names used are simply administrative identifiers or reflect the functions of the structures. In addition, these procedures and guidelines shall not apply to the naming of new streets.

b. City buildings, facilities or other assets identified by the Milwaukee civic partnership initiative, established under s. 310-21, shall be

exempt from this section, if authorized by common council resolution.

**3. CITIZEN ADVISORY COMMITTEE.** There is created a citizen advisory committee on the naming of public buildings, facilities and streets which shall make recommendations to the common council regarding proposals to name or rename public buildings, facilities and streets or to assign honorary street names. The committee shall consist of 7 members who are residents of the city of Milwaukee and who hold no other public office or public employment. Committee members shall be appointed by the mayor and confirmed by the common council to serve staggered 3-year terms. The mayor shall designate the chair. Members of the committee shall include at least one recognized local historian, one representative of a local business association or chamber of commerce and one employee of a local nonprofit community organization. Four members of the committee shall constitute a quorum.

**4. PROCEDURE.** Proposals to name new public buildings and facilities, to rename existing public buildings, facilities and streets, or to assign honorary street names shall be processed in the following manner:

a. A proposal to name or rename a public building, facility or street, or to assign an honorary street name, shall be submitted in writing to the city clerk, who shall refer the proposal to the citizen advisory committee, the appropriate standing committee of the common council and the relevant city department or agency. Each proposal shall include:

a-1. The specific building, facility or street being proposed for naming or renaming, or the specific street or street segment being proposed for honorary street naming, including a sketch showing its location.

a-2. The full form of the name being proposed, as well as the form suggested for use in the naming, renaming or honorary street naming.

a-3. The origin or meaning of the proposed name.

a-4. If the proposed name refers to an individual, a brief biography of that individual.

a-5. The rationale for naming or renaming the building, facility or street with the proposed name or for assigning the honorary street name, including, if applicable, an explanation of how the name or individual is or

has been associated with the building, facility or street or the area in which the building, facility or street is located.

a-6. Any letters from appropriate organizations and individuals which provide evidence of substantial local support for the proposal.

b. Following submission of a naming, renaming or honorary street naming proposal, and, in the case of an official street renaming, the application fee required by ch. 81, the relevant city department or agency shall evaluate the proposed name in terms of the criteria contained in this section. In the case of an official street renaming, the department or agency shall also conduct a postcard survey of residents, businesses and owners of property along the street, with all postage costs relating to the survey to be borne by the applicant. An official street renaming proposal shall not be given further consideration by the city unless the results of the postcard survey indicate that at least 50 percent of all property owners, residents and businesses along the street support the proposal. One postcard shall be sent to each owner of property along the street and to each address along the street, including each individual apartment, unit, room or suite number. No postcard survey shall be required if the renaming is initiated by the city and the renaming is necessary to eliminate a threat to public safety, such as but not limited to a situation where 2 streets have the same name and identical addresses exist or could be created.

c. If the proposal was submitted in accordance with the requirements of par. a, the relevant city department or agency shall forward the findings of its review of the proposed naming, renaming or honorary street naming to the common council committee. The department or agency's report shall include information on the number of signs or name plates that will be required, the number of residences and businesses that will be affected, the estimated public costs of the naming, renaming or honorary street naming and an evaluation of the proposed name in terms of the criteria set forth in this section.

d. In the case of a proposed honorary street naming, the city clerk shall mail, to each owner of property along the street segment to which the honorary name would apply, notice of the meeting of the citizen advisory committee at which the proposal will be discussed.

### 113-3-5 Arrangement of City Streets

e. The common council committee shall conduct a public hearing on the naming, renaming or honorary street naming proposal in accordance with the following guidelines:

e-1. The citizen advisory committee shall be present at the hearing and shall present its comments and recommendation.

e-2. In the case of a proposed official street renaming, the city clerk shall mail notice of the hearing to each owner of property along the street and to each address along the street, including each individual apartment, unit, room or suite number.

e-3. The common council committee shall evaluate the proposal based on comments from the citizen advisory committee, the public and the individual or individuals submitting the proposal, as well as on the report of the relevant city department or agency and the criteria contained in this section.

e-4. The committee shall forward its recommendation regarding the proposal to the common council for action on the matter.

e-5. In the case of a proposed official street renaming or a proposed honorary street naming, the common council committee hearing shall not be scheduled until the applicant has paid, to the relevant city department or agency, all costs of fabricating and installing the new street signs.

e-6. In the case of a proposed official street renaming, the common council committee hearing shall not be scheduled until the applicant has paid, to the relevant city department or agency, all postage costs relating to the postcard survey required by par. b.

f. Each naming or renaming shall take effect 90 days after common council action on the proposal. In the case of an honorary street naming, signs bearing the honorary street name shall be installed within 60 days of receipt of the signs from the petitioner or, if the signs are fabricated by the city, within 90 days of the date of common council approval.

**5. GENERAL CRITERIA.** In reviewing a proposed naming or renaming of a public building, facility or street, or a proposed honorary street naming, city staff, the citizen advisory committee and the common council committee shall consider the proposed name in light of the following criteria:

a. Distinctive names, including names of individuals, landmarks, topographic features and neighborhoods, shall be given preference over purely locational names.

b. A name proposed for a public building, facility or street shall not be considered if it duplicates or sounds similar to an existing name for the same type of public property. An honorary street name shall not duplicate any official street name.

c. A proposal to rename a public building or facility that has already been named after a person shall not be considered.

d. When a new public building or facility has been named, when an existing public building, facility or street has been renamed, or when an honorary street name has been assigned, no name change or honorary naming proposals shall be considered for a period of 10 years following the effective date of the naming, renaming or honorary street naming.

e. Names that could be considered derogatory to a particular person or organization, to any racial, religious or ethnic group or to disabled persons shall not be considered.

f. Names that could be considered obscene, blasphemous or not in good taste shall not be considered.

**6. NAMES OF INDIVIDUALS.** The following guidelines shall apply to the naming or renaming of public buildings, facilities or streets after individuals and to the use of the names of individuals as honorary street names:

a. The name of an individual may be considered only if it is determined that it is in the public interest to honor the individual or the individual's family for historical or commemorative reasons.

b. The name of an individual shall not be given consideration unless the individual portrays a positive image and is or was associated with or made a significant contribution to the public building or facility being named or renamed or to the area in which the building, facility or street is located.

c. Names of individuals who have made contributions in the arts, entertainment and business shall be considered along with names of individuals known for outstanding careers of public service.

d. Names of individuals who have made significant contributions to the Milwaukee community shall be preferred over names of national figures.

e. In the naming of parks, health centers, libraries, fire and police stations and other facilities with specific missions or functions, preference shall be given to names of individuals who have made significant

contributions in occupations related to those facilities.

f. In and of themselves, contributions of land or money for public facilities shall not be considered ample justification for naming or renaming facilities after individuals.

g. The name of an individual may be considered only if the individual is deceased or has attained the age of 70 years.

h. An individual's epithet, nickname or title may be used if it would provide a more appropriate, interesting or enduring name.

i. Full names shall not be considered in the naming or renaming of a public building, facility or street unless use of an individual's last name only would render the building, facility or street unidentifiable or create confusion with other such buildings, facilities or streets. Full names may be used in honorary street names.

**7. STREET NAMES.** The following guidelines apply to the official renaming or honorary naming of public streets:

a. In order to facilitate the location of addresses, particularly for the purposes of mail delivery and the provision of emergency services, a street shall bear the same official name throughout its length, where appropriate. An honorary street name need not apply to the entire length of the street, but may be applied to one or more block-long segments of the street.

b. Street names shall not exceed 13 characters in length, including spaces between words but not including cardinal direction letters and abbreviations for street types. This requirement shall not apply to honorary street names, which shall be limited in length only by font size and the size of the sign.

c. Only one honorary street name may be applied to a particular street segment or block at any given time.

**8. HONORARY STREET NAMES.** Whenever an honorary street name is assigned to a street or a street segment, the street or street segment shall retain its official name, which shall be used for all official and legal purposes. The honorary street name shall be indicated on a sign mounted at each intersection. Addresses using the honorary street name shall not be assigned.

**9. REAPPLICATION.** a. Official Street Renaming. In the event a request for official renaming of a street is not approved, or that a proposed official renaming is not considered because the postcard survey results

indicate less than 50 percent support for the renaming, no new official street renaming proposal for the same street or any portion thereof, or proposal to officially rename a different street with the same name originally proposed, shall be considered for a period of one year from the date on which the common council denied the request or the date on which city staff determined that support for the renaming was less than 50 percent.

b. Honorary Street Naming. In the event that a request for an honorary street naming is not approved, the applicant may not reapply for use of the same honorary street name on the same street segment or any other street segment for a period of one year from the date on which the common council denied the request. Nor may the applicant apply for the use of a different honorary street name for the same street segment to which the first request applied for a period on one year from the date on which the common council denied the first request.

**Note: File #060656, passed 9/26/2006, effective 10/13/2006, added the following noncodified text to s. 113-3:**

**Part 1. The provisions of s. 113-3 of the Milwaukee Code of Ordinances shall be suspended whenever the city clerk receives a request to rename a street or assign an honorary street name to honor or memorialize the victim of a crime. A request of this type shall receive no further consideration under s. 113-3.**

**Part 2. This ordinance shall be in effect until such time as the Common Council passes an ordinance amending s. 113-3 to establish a policy on the use of crime victim names in official street renamings or honorary street namings.**

**113-4. Alternative Naming and Renaming Procedure.** The provisions of s. 113-3 shall be suspended whenever at least four-fifths of the members elect of the common council vote to approve the naming or renaming of any public street, building, or facility.

**113-11. Permanent Bench Marks Established.** All grades and elevations that shall or may be hereafter established in the city of Milwaukee are and shall be described by reference to the level of the Milwaukee river as it was in the month of March, A.D., 1836, assumed as a base or datum line from which all elevation and the height of all grades shall be measured in feet and decimal fractions of a foot, and for the purpose of fixing and establishing the level of said base or datum

## 113-12 Arrangement of City Streets

line, it is ordained and declared that the same is the number of feet and decimal fractions of a foot below the permanent bench mark which is hereby established as follows:

### ELEVATION

N. Jackson Street and E. Wells Street,  
northwest corner....54.830

### 113-12. Grade and Width of Sidewalk Area.

When not otherwise especially provided, the grade or elevation of the sidewalk areas on the sides of the streets in said city shall be as follows, to-wit:

1. GRADE. The grade of the sidewalk areas at the curb line shall be the same as the established grade at the center of the street opposite, and the grade of the sidewalk areas at the lot line shall be, on sidewalk areas of less than 10 feet in width, 2/10 of a foot higher; on sidewalk areas varying from 10 to 14 feet in width, 3/10 of a foot higher; on sidewalk areas greater than 14 but less than 18 feet in width, 4/10 of a foot higher; and on sidewalk areas of 18 feet in width or more, 5/10 of a foot higher than the established grade at the center of the street opposite.

2. WIDTH. When the width of the sidewalk area is over 8 feet, the inner edge of the sidewalk pavement shall in all cases be laid not more than 2 feet from the lot line. When the width of the sidewalk area is 8 feet or less, the inner edge of the sidewalk pavement shall in all cases be laid not more than 6 inches from the lot line. If, in the opinion of the city engineer, it is impractical or inadvisable to conform to this section, the location of the sidewalk pavement shall be determined by the city engineer, subject to the approval of the commissioner of public works.

3. DEFINITION. In this section the "sidewalk area" shall be deemed that portion of the street between the roadside or face of the curbing and the lot line. The "sidewalk pavement" shall be deemed the pavement laid in the sidewalk area, and the "inner edge of the sidewalk pavement" shall denote the edge toward the lot line.

4. COMPLIANCE. a. All new sidewalk pavements hereafter to be constructed, or any old sidewalk pavements which have to be relaid on any of the streets in the city, where the grade of the sidewalk area is not established by special ordinance, shall be laid in accordance with this section.

b. The width of all sidewalk pavements, either new or reconstructed, shall be determined by the city engineer subject to the approval of the commissioner of public works, and all ordinances establishing the width of the sidewalk pavements are repealed.

**113-12.5. Sidewalks, When and Where Laid; Exceptions.** Concrete sidewalks shall be installed on both sides of any street whenever said street is improved by installing permanent pavement, curb and gutter; provided, however, that the common council may waive or defer this requirement.

**113-13. Procedure When Sidewalks Laid Contrary to Grade.** In case any owner or owners, or any agent of any owner or owners, shall hereafter lay or cause to be laid any new sidewalk or relay or cause to be relaid any old sidewalk on any of the streets in the city to a grade deviating from that of any special ordinance establishing the grade of such sidewalk, or contrary to the provisions of this section, the commissioner of public works shall give proper notice to such owner or owners, or agent of such owner or owners, to take up such sidewalk within 10 days and to lay the same according to the established grade. Should such owner or owners, or agent of such owner or owners, refuse or neglect to comply with the order of the commissioner of public works within the specified time, then the said commissioner of public works shall cause such sidewalk to be taken up and relaid to the established grade of the sidewalk and charge the expense of such work against the lot, part of lot or parcel of land in front of which the same has been performed, and cause the same to be collected as other special taxes.

**113-14. Grades of Alley Approaches.** The grade and slope of the sidewalk pavement at an alley approach may be depressed in the manner provided by ss. 115-24 to 115-26.

**113-17. Mitchell Center Project Pedestrian Malls.** 1. CREATED. In accordance with s. 66.0905, Wis. Stats., pedestrian malls are established along West Mitchell Street between South 5th Street and South 14th Street on West Mitchell Street and along certain intersecting streets and alleys adjoining thereto, to be known as the "Mitchell Center Project".

**3. STREET CHANGES TO BE SHOWN.** The locating, widening or closing, or the approval of the locating, widening or closing of streets, alleys, parkways, highways or expressways under provisions of law other than this section shall be deemed to be a change or addition to the official map and shall be subject to the provisions of ss. 113-30 to 113-34, except that changes or additions made by a subdivision plat approved by the city under ch. 236, Wis. Stats., shall not require the public hearing specified in this subsection if the changes or additions do not affect any land outside the platted area.

**4. CITY OF MILWAUKEE ONLY.** The city shall not include in the official map any highways, parkways or expressways maintained and operated by the county of Milwaukee without the approval of the county board of supervisors.

**5. LAND RESERVED FOR STREET PURPOSES.** Lands which have been reserved for street purposes, or which have been set aside by any grantor in any deed or other grant, shall not be separately shown on such map and shall not be identified as such, and the inclusion of any such lands within the bed of any street, alley, parkway, highway or expressway shown on such official map shall not be deemed to be an acceptance thereof by the city.

## **113 -- Arrangement of City Streets**

For legislative history of chapter 113 contact the  
Municipal Research Library

**Pages 714-734 are blank.**