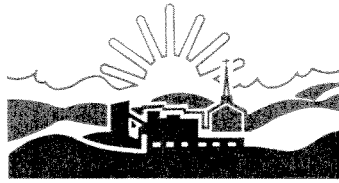


BOARD OF SUPERVISORS

PAUL S. FIELDS
JOE HORTON
ANNY S. PARKS
JOE W. HERRON
RANDALL S. "Buck" KINKEAD
CHAD E. HOOD
DAVID S. REDWINE, DVM

We're a Natural



**SCOTT COUNTY
BOARD OF SUPERVISORS**

COUNTY ADMINISTRATOR

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SCOTT

VIRGINIA

At a meeting of the Scott County Board of Supervisors begun and held in the Supervisors' Meeting Room of the County Office Building in Gate City on Wednesday, the sixth day of April 2005, at 8:30 a.m.

PRESENT: Paul S. Fields, Chairman
D. Joe Horton
Danny S. Parks
Joe W. Herron
Randall S. "Buck" Kinkead
Chad E. Hood

ABSENT: David S. Redwine

A public hearing was held, after being advertised pursuant to statute, on consideration of an Ordinance to amend Ordinance 2003-03 to include addressing and road naming. Tim Addington, E-911 Coordinator and staff members of Anderson & Associates addressed highlights of proposed ordinance.

On a motion Chad E. Hood, duly seconded by Joe W. Herron, the following ordinance is hereby adopted and ordered spread on the minutes of this meeting:

ORDINANCE NO. 2005-01

AN ORDINANCE TO AMEND ORDINANCE NUMBER 2003-03 "AN ORDINANCE TO PROVIDE FOR THE NAMING OF STREETS AND ROADS IN SCOTT COUNTY, VIRGINIA" TO INCLUDE THE ADDRESSING OF STRUCTURES IN SCOTT COUNTY, VIRGINIA AND TO RENAME SAID ORDINANCE TO "ROAD NAMING AND ADDRESSING ORDINANCE, SCOTT COUNTY, VIRGINIA"

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ORDINANCE NO. 2005-01

AN ORDINANCE TO AMEND ORDINANCE NUMBER 2003-03 "AN ORDINANCE TO PROVIDE FOR THE NAMING OF STREETS AND ROADS IN SCOTT COUNTY, VIRGINIA" TO INCLUDE THE ADDRESSING OF STRUCTURES IN SCOTT COUNTY, VIRGINIA AND TO RENAME SAID ORDINANCE TO "ROAD NAMING AND ADDRESSING ORDINANCE, SCOTT COUNTY, VIRGINIA"

It is ordained by the Board of Supervisors of Scott County, Virginia that Ordinance Number 2003-03 "An Ordinance To Provide For The Naming Of Streets And Roads In Scott County, Virginia" is hereby amended to include the addressing of structures in Scott County, Virginia and the said ordinance shall be renamed and the ordinance as amended shall read in its entirety as follows:

Section 1. Title

This ordinance shall be known as the "Road Naming and Addressing Ordinance, Scott County, Virginia," or it may be referred to by its short title of "Road Naming and Addressing Ordinance" and will be referred to herein as "this ordinance".

Section 2. Purpose

The Purpose of the Scott County Road Naming and Addressing Ordinance is to provide for the assignment of names to streets and roads in Scott County and to protect the safety and welfare of the general public through the orderly assignment of addresses to facilitate the location of individual dwellings and businesses by emergency response personnel, postal delivery and business delivery.

Section 3. Authorization

This ordinance is authorized by Code of Virginia (1950), as amended, Sections 15.2-1200, 15.2-1427 and 15.2-2019 and is intended to provide for the health, safety, and general welfare of the public to enhance provisions of emergency services to the citizens of Scott County.

Section 4. Scott County Road Names

Section 4.01 Official List of Names of Roads by the Board of Supervisors.

The Board of Supervisors of Scott County, in cooperation and consultation with the Virginia Department of Transportation, E-911, the Scott County Sheriff's Office, the Scott County Firefighters Association, the Scott County Rescue Squads Association and the United States Postmaster, and after public meetings in the community, have prepared a map entitled "Road Naming Map of Scott County, Virginia" which shall be adopted as the official map by which roads are named upon the signing and dating of said map by the Chairman of the Board of Supervisors and the Clerk of the Board of Supervisors with the effective date of this ordinance. This map currently names the public roads in the County. This same process for road naming on the official map shall continue for the private roads in the County and for any additional public roads which come into existence during this period, following a public hearing and adoption by the Board of Supervisors no later than one hundred eighty (180) calendar days after the effective date of this ordinance. After the adoption of both public and private road names on the official map, further road naming, indexing and adoption on the official map shall be as provided in Sections 4.02 through 4.08 of this ordinance.

(A) Every public road and every private driveway which has three or more residences, occupied buildings or habitable structures located on it, will be given a name; if the three or more residences, occupied buildings or habitable structures on the private road have a private road length in excess of 500 feet to the last structure; or if 500 feet or less and the view of one or more of the residences, occupied buildings or habitable structures on the private road is obstructed.

(B) The "Scott County Road Name Index" to be adopted and filed in the Office of the E-911 Coordinator shall be the official listing of names for streets and roads in Scott County, Virginia and such streets and roads are hereby assigned the names listed therein. As used in the ordinance, the terms "street" and "road" shall have the same meaning and shall also include avenues, drives, highways, lanes, ways and similar street types.

Section 4.02 Administrator

The Scott County Administrator, or his/her duly designated agent, is hereby authorized to assign names to: (a) every public road, and (b) to every private driveway which has three or more residences, occupied buildings or habitable structures located on it, provided that the private road or driveway has a length in excess of 500 feet to the last structure; or if 500 feet or less to the last structure and the view of one or more of the residences, occupied buildings or habitable structures on the private road or driveway is obstructed subsequent to the Board of Supervisors adoption of the official map as

provided in Section 4.01 of this ordinance.

Section 4.03 Guidelines for Road Names

The Scott County Administrator, or his/her duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication.

Section 4.04 New Road Name Assignment

No street or road within the County shall be assigned a name on a subdivision plat or otherwise until such name is registered with the County Administrator, or his/her duly authorized agent, approved and added to the "Scott County Road Name Index". The County Administrator, or his/her duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response. No street or road name currently shown on a subdivision plat filed with the County or otherwise shall be implemented by a subdivision owner until such name has been registered with the County Administrator, or his/her duly authorized agent, approved and added to the "Scott County Road Name Index". Any name registered and approved for use in a subdivision in which construction of the road does not begin within one year, will be considered void and removed from the "Scott County Road Name Index." Registration and approval of a road name will be required again for such road name. The developer of any proposed subdivision which will include the development of a new road or street shall consult with the E-911 Coordinator prior to the submission of the final plat to the Scott County Planning Commission and obtain a letter from the E-911 Coordinator approving the proposed names of such roads or streets shown on said plat, and that letter shall be submitted with the final plat to the Planning Commission. Upon approval of the subdivision plat by the planning commission, a copy of the plat shall be submitted to the E-911 Coordinator by the developer. The developer shall notify the E-911 Coordinator at such time that any and all roads within the approved plat are constructed.

The developer shall bear the cost of all road signs within the development that intersect with a public road, and/or intersects with any private drives. The cost of the road name sign(s) shall be due and payable in the amount of \$250.00 per sign at the time of the road name assignment by the E-911 Coordinator.

Section 4.05 Road Name Signs

Road name signs will be installed at each intersection of a named road, including public and private roads. Road name signs within the incorporated towns, shall be green with white letters. Road name signs within the county, excluding the incorporated towns shall be blue with white letters, or brown with white letters if the road is within the Jefferson National Forest.

All road name signs shall be procured and installed by the county.

Section 4.06 Road Name Suffixes

Scott County E-911 will assign a road name suffix to each public and private drive requiring a name within this ordinance. The following are definitions for the approved suffixes:

(A) Public County Roads (Not Incorporated)

| | |
|-------------|---|
| HWY | Highway -any federal or state highway primary routes. US 23, 58, 65, 71 and 72 |
| RD | Road - any secondary road that connects one road to another road or highway. |
| CIR | Circle - any road that begins and ends on the same road. |
| PKWY | Parkway - Special scenic route or park drive. |
| LANE | Lane - any secondary road that is a dead end |
| WAY | Way - any public road that leads into Jefferson National Forest that may be gated during certain times of the year. |

(B) All Private, Non-Incorporated Roads

| | |
|-----------|----------------------------------|
| DR | Drive - all named private roads. |
|-----------|----------------------------------|

(C) Suggested Public Incorporated Roads

The following are suffix suggestions for all incorporated roads. The incorporated entity has the authority to adopt the road name and suffix of their choosing. Scott County recommends the incorporated entity use the following guidelines as a mechanism for standardizing road suffixes throughout the County within incorporated entities.

| | |
|------------|---|
| ST | Street - road that generally is used within incorporated towns. |
| AVE | Avenue - road that generally is used within incorporated towns. |
| CIR | Circle - road that begins and ends on the same road. |
| PL | Place - Cul-de-sac or permanent dead end road. |
| DR | Drive -All named private roads. |

- (D) Any other United State Postal Service suffixes that are acceptable by the E-911 office.

Section 4.07 Road Name Change Moratorium

For the period of time between road name adoption by the Board of Supervisors and three (3) years after the first, live enhanced 911 call is received by the County's Communications/E-911 Center, no road names adopted during the road naming process described herein may change by means of public petition.

Section 4.08 Road Name Change Petition

After a period of three (3) years after the first, live enhanced 911 call is received by the Scott County Public Safety Answering Point (PSAP), a citizen or group of citizens, must meet the following criteria and may use the following road name change petition procedure to petition a road name:

- (A) A road name change petition may only be offered by a resident that owns a parcel adjacent to, or who owns a parcel which has legal access from the road for which the petition is being made.
- (B) Roads with less than ten (10) parcels must have a complete parcel owner consensus in favor of what the proposed road name change will be.
- (C) Roads with ten (10) or more parcels must have at least 90% of the parcel owners in favor of what the proposed road name will be.
- (D) The petition must contain the names, address, phone number, and signatures of all parcel owners on roads with less than ten (10) parcels or 90% of the parcel owners on roads with ten (10) or more parcels.
- (E) The petition must be accompanied by a \$25.00 petition submission fee for roads with less than ten (10) parcels. The petition must be accompanied by a \$100.00 petition submission fee for roads with ten (10) or more parcels. The petition shall be accompanied by a copy of current tax ticket for real estate parcels that adjoin the road name being petitioned.
- (F) The petition must include the current road name, the proposed road name, and why the petitioner(s) feels the road name should be changed.
- (G) The petition will be open for public discussion at a public hearing. A decision will be made by the Board of Supervisors whether or not to change the road name.
- (H) Upon approval of the road name change by the Board of Supervisors and prior to implementation of any changes, a fee of \$500.00 must be paid to Scott County for the cost of replacing road signs along the road and for costs associated with database and mapping changes. In the event that there are in excess of 2 road signs to be changed an additional per sign fee of \$250.00 will be charged.

- (l) Scott County E-911 will provide official notification to each residence along the roadway of their new 911 address. Any and all notifications of change of mailing address are the sole responsibility of the residents residing along the road. The "USPS Change of Address" forms are available from the United States Postal Service.

Section 5. The Numbering System

Section 5.01 Uniformity of the System

A "main road point of origin" linear addressing scheme utilizing US Highway 23 will be used. Addresses on US Highway 23 will begin where US Highway 23 enters Scott County at the Virginia / Tennessee state line, starting with an address of 100. Addresses will generally flow away from US Highway 23.

All roads that are officially designated on the "Scott County Road Name Index" whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named roads.

Section 5.02 Numbering Method

A set of numbers consisting of a three, four, or five digit natural number, called a addressable structure number, shall be assigned at the rate of 1000 addresses per mile; resulting in an address pair every 10.56 feet; 500 addresses per side of road, per mile.

Odd addressable structure numbers shall be assigned to the left side of the road moving away from the addressing point of origin on the said road. Even addressable structure numbers shall be assigned to the right side of the road moving away from the addressing point of origin on the said road.

Section 5.03 Dead End Roads

Address numbers on all dead end roads shall begin with the point of address number origin at the intersecting road and increase towards the dead end.

Address numbers on cul-de-sacs shall begin with the point of address number origin at the intersecting road and increase towards the cul-de-sac circle. When entering the cu-de-sac circle, addresses will continue to increase counterclockwise, bearing to the right, around the cul-de-sac circle.

Section 5.04 Beginning Address Number

Each road's point of origin shall begin with the number 100 or at a different address range when deemed necessary by the E-911 Coordinator.

When a road name is utilized from an adjoining jurisdiction, the point of origin for structure numbering shall be the point where the road crosses the county line into Scott County. The beginning structure number will exceed the MSAG high range address of the adjoining locality.

Section 6 The Addressing System

Section 6.01 Method of Assigning a Number

An even and an odd number will be available for addressing for every 10.56 feet of road frontage throughout the County. There will be 1000 possible addresses per mile; 500 per side of road.

The address number will be assigned where the addressable structure's driveway intersects with the road from which the structure will be addressed.

If incorporated towns concur with this ordinance, the address number within the incorporated towns will be assigned where the front of the addressable structure faces the road or if a long driveway exists, where the addressable structure's driveway intersects with the road.

Section 6.02 Corner Lots

Addressable structures on corner lots shall be assigned an addressable structure number where the front of the structure faces the road or if the structure has a long driveway then the addressable structure number would be assigned where the addressable structure's driveway intersects a road.

Section 6.03 Road Name of Address

The road name of an address shall be the name of the road from which the addressable structure is numbered.

Section 6.04 Requirements of Road Naming and Numbering

If development of a private road or addressable structures along the private road meets or exceeds the minimum addressable structure and length regulations (as outlined in Section 4.01), said road shall be named and numbered and addressable structures readdressed according to the requirements herein.

Section 6.05 Duplex and Multi-Family Dwellings

One addressable structure number shall be assigned to each addressable structure whose units share a common roof. Each unit within the addressable structure shall be assigned a unit designator. Allowed unit designators include apartment numbers for apartments, and suite numbers for commercial buildings. The unit designator shall be a number, and shall not include alphabetic characters, except as stated in Section 6.06 of this Ordinance.

Section 6.06 Assigning of Unit Designators

Residential unit designators shall be as follows: ground level floor numbers - #101, #102, #103 . . . second floor numbers - #201, #202, #203 . . . etc. All floor levels are to follow this scheme. Underground floor designator shall follow the same scheme with the exception of having a "U" for a prefix, for example #U101, #U102 . . . etc.

Section 6.07 Mobile Homes

Mobile home development is defined as any mobile home park with common ownership that is arranged or equipped with two or more manufactured homes for dwelling use with lots or manufactured homes available for rent or lease.

Mobile homes shall be assigned individual street addresses if not located within a mobile home development.

A mobile home development will receive a single address. Manufactured housing or mobile homes within mobile home developments will receive lot numbers. Mobile homes within a mobile home development will have an address such as:

300 Bethany St., Lot 100

Section 6.08 Recreational or Resort Communities

Resort communities or recreational developments that have established dwelling sites with electrical power hookups, or municipal sewage hookups, or phone hookups shall be assigned individual street addresses.

Section 6.09 Address Assignment after the Initial E-911 Road Naming and Addressing Process

Future addresses shall be assigned by the E-911 Coordinator upon utilizing the following procedure:

- (A) A resident receives a building permit.
- (B) Upon completion of footers the Global Positioning System (GPS) coordinates of the footers and driveway will be recorded.
- (C) The E-911 Coordinator will use the Global Positioning System (GPS) coordinates to assign the appropriate address.
- (D) The E-911 Coordinator informs the resident of their new address in writing and provides a copy of the notification letter to the Building Official and Commissioner of Revenue.

Section 7. Posting Requirements for Addressable Structures

Section 7.01 Time Constraints

Within 30 days after written notification of the assignment of or change of a addressable structure number, the owner of said addressable structure shall post the assigned addressable structure number in compliance with the requirements herein.

Section 7.02 Number Specifications

All addressable structure numbers shall be constructed of a durable reflective material. The color shall contrast with the color scheme of the addressable structure, and if mounted on glass, shall contrast with the background and be clearly visible. The

address numbers should be clearly visible when viewed from the street while in a vehicle

The minimum number size for residential addressable structures or units shall be four (4) inches in height. The minimum size for all other addressable structure number shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification.

Upon meeting the minimum requirements for the durable reflective numbers in size and contrasting with the color scheme of the addressable structure, any other types of non-reflective numbers may be installed that shall be the correct address number for the addressable structure.

The 911 Coordinator is authorized to establish minimal reflective address number standards to implement the intent of this section.

Section 7.03 Posting Locations

All numerical identifications must be easily identifiable without obstruction of view.

Each property owner shall display on his structure the number assigned to that house or building. The minimum number size for residential addressable structures or units shall be four (4) inches in height. The minimum size for all other addressable structure number shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification. The color shall contrast with the color scheme of the structure to which they are affixed, and, if mounted on glass, shall contrast with the color scheme of the structure to which they are affixed, and, with the background and be clearly visible.

If the number on the structure is not visible from the road the structure is addressed from, the property owner must also display the structure number on a post 3 to 5 feet in height at the entrance of driveway or on the mailbox, if the mailbox is located at the driveway entrance and serves only one structure. Numbers posted on a mailbox or drive marker shall be a minimum of three inches (3") in height. The lettering style shall be block letter style unless alternate style is approved by E-911 Coordinator. All numbers shall be constructed of durable reflective material.

Any addressable structure less than 100 feet from the roadway and clearly visible from the roadway shall be required to have numerical posting within a 3 feet perimeter and minimum of 5 feet above grade of the front door and / or entrance way to the structure.

Any dwelling or business located more than 100 feet from the roadway and/or not clearly visible from the roadway shall be required to have numerical posting of a minimum height of 3 feet within 10 feet of the entrance or driveway of the structure. A mailbox is acceptable if it is located at the driveway entrance to the property. Posting on mailbox must be posted on both sides of the mailbox in accordance with United States Postal Standards. In addition, the structure number shall be located in close proximity to the front door or entrance way to the structure.

Posting of structure numbers on the structure shall be installed at a minimum height of 5 feet at the bottom edge of the number. All dwelling or business identification numbers shall be in clearly visible to responders approaching the structure.

No certificate of occupancy for new construction will be issued until a proper structure address number has been installed and properly displayed either by contractor or structure owner in accordance with this ordinance.

Mobile home development is defined as any mobile home park with common ownership that is arranged or equipped with two or more manufactured homes for dwelling use with lots or manufactured homes available for rent or lease. The mobile home development shall have an identification system consisting of a logical, sequential pattern of lot numbers approved by the Scott County E-911 office. Such numbers shall be displayed on permanent markers placed on the mobile home and on the mobile home site fronting the named street or the access way to the named street. Such numbers must be visible from the named street or the access way.

Apartments shall have the approved 911 apartment number posted on the entrance door to each individual apartment.

Section 7.04 Maintenance of Addressable Structure Numbers

Following the posting of the assigned number as required herein, the owner shall maintain the addressable structure number at all times in compliance with the requirements of this ordinance. Addressable structure numbers and unit designators, as viewed from the road, shall not be obstructed from view by landscaping, shrubs, vegetation, screen doors, canopies, or any other plant or structure.

Section 8 Modification and Adjustments

In applying the guidelines specified herein, the County Administrator, or his/her duly designated agent, shall have the authority to make adjustments and modifications to ensure a logical and efficient road naming system to include road names and signage that would be inconsistent with copyright, tradename, personal names etc...

The County Administrator, or his/her duly designated agent, shall have the authority to make adjustments and modifications to ensure a logical and efficient road naming system and to make road name changes to the Official Road Name Map and Scott County Road Index as described in 4.02 through 4.08.

Section 8.01 Applicability

The provisions of this ordinance shall be applicable in all areas of Scott County, Virginia including in those towns which concur in its application in the town.

Section 8.02 Violations; Enforcement; Penalty

The following actions are unlawful:

(A) Intentional Road Name, Road Name Sign, Address, or Address Display Sign Deformation:

- (1) For any person to use or display a different address or portion thereof except as provided by this ordinance or the "Scott County Road Name Index"
- (2) For any person to name or designate the name of any private road, street, drive, cartway, easement, right-of-way, access area or any other thoroughfare, except as provided by this ordinance.
- (3) For any person to establish or erect any road sign that is the same color as the road name sign design(s) adopted by the County.
- (4) For any person to intentionally destroy, mar, deface, or steal any County road name sign.

(B) Concealment or Confusion

- (1) To cover or conceal or to permit the sight obstruction of the structure numbers required to be displayed by this Ordinance.
- (2) To post other numbers that would be confusing. All old numbers on structures shall be removed when the county has assigned a new structure number.
- (3) To provide a structure address to any telephone company, utility company, government office that has not been identified and approved by Scott County E-911 as being a valid address in an attempt to obtain telecommunication or electrical services. Telephone companies serving Scott County shall verify with Scott County E-911 the address for any customers attempting to secure residential or commercial telecommunication services prior to supplying such service.

(C) Any other violations of a requirement of this ordinance.

Whenever the County Administrator, or his/her duly authorized agent, has reason to believe there has been or there exists a violation of this ordinance, he/she shall give written notice of such violation to the person failing to comply, and order said person to take corrective measures within fourteen calendar (14) days from the date of the notification. If such person fails to comply with the duly issued order, the County Administrator, or his/her agent, shall initiate necessary actions to terminate the violation through criminal or civil enforcement including but not limited to injunctive relief.

Any violation of this ordinance shall constitute a Class 4 misdemeanor punishable by a fine of not more than Two Hundred Fifty (\$250.00) Dollars. Subsequent to the fourteen calendar (14) day period following notification of violation, each day of violation shall constitute a separate violation.

Nothing herein contained shall prevent the County of Scott from taking other such lawful actions as is necessary to prevent or remedy any violation.

When enforcing the Uniform Statewide Building Code (USBC) the Building Official has the authority to enforce the provisions of this ordinance.

All law enforcement officers in the Commonwealth of Virginia with the authority to issue Virginia Uniform Summons shall have authority to enforce this ordinance.

All fines and penalties levied in violation of this ordinance shall be paid over to the Scott County Treasurer from the General District Court or Circuit Court as applicable and deposited in the Scott County General Fund as provided by law.

Section 8.03 Interpretation

Interpretation of what may not be clear in this ordinance shall be according to the intent of the ordinance, as determined by the County Administrator, or his duly authorized agent.

Section 8.04 Conflict with Other Ordinances

Whenever the regulations of this ordinance conflict with those of another ordinance, the stricter shall apply.

Section 8.05 Severability

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

Effective Date

This Ordinance shall take effect and be in force from and after its adoption. Duly adopted by the Board of Supervisors for the County of Scott, Virginia, this the sixth day of April, 2005.

Voting aye: Paul S. Fields, D. Joe Horton, Danny S. Parks, Joe W. Herron, Randall S. "Buck" Kinkead, Chad E. Hood.

Voting nay: None.

A TESTE: *Barbara Ann Edwards*
DEPUTY CLERK

cc: Tim Addington, E911 Coordinator
Circuit Court Clerk
County Attorney