

1 Introduced by the Council President at the request of the Mayor:  
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4 **ORDINANCE 2023-270**

5 AN ORDINANCE AMENDING THE CITY OF JACKSONVILLE  
6 ADDRESSING AND STREET NAMING POLICY PURSUANT TO  
7 CHAPTER 745 TO CREATE A NEW SECTION FOR  
8 "ACCESSORY DWELLING UNITS" AND CREATE A NEW SUB-  
9 HEADING UNDER "OTHER ADDRESSING" TO PROVIDE  
10 STANDARDS FOR ASSIGNING ADDRESSES TO "BASEMENT  
11 UNITS"; AMENDING THE SECTION ENTITLED "STREET  
12 REQUIRING NAMES" OF THE CITY OF JACKSONVILLE  
13 ADDRESSING AND STREET NAMING POLICY TO PROVIDE  
14 NEW STANDARDS AND CRITERIA FOR NAMING NEW  
15 STREETS AND EXISTING UNNAMED SHARED ACCESSWAYS;  
16 PLACING SUCH REVISED POLICY ON FILE WITH  
17 LEGISLATIVE SERVICES AND THE PLANNING AND  
18 DEVELOPMENT DEPARTMENT AMENDING CHAPTER 745  
19 (ADDRESSING AND STREET NAMING REGULATIONS), PART  
20 1 (GENERAL PROVISIONS), *ORDINANCE CODE*,  
21 SPECIFICALLY, SECTION 745.101 (APPLICABILITY),  
22 TO CREATE NEW DEFINITIONS FOR ACCESSORY DWELLING  
23 UNITS, SECTION 745.103 (PROPER DISPLAY OF  
24 ADDRESS NUMBERS), TO PROVIDE STANDARDS FOR  
25 ASSIGNING ADDRESSES TO ACCESSORY DWELLING UNITS,  
26 SECTION 745.106 (REGISTRY OF NAMES OF PRIVATE  
27 STREETS), TO ADD "UNNAMED SHARED ACCESSWAYS"  
28 AND CREATE NEW SUBSECTIONS TO PROVIDE FOR  
29 STANDARDS AND PROCESSES FOR NAMING UNNAMED  
30 ACCESSWAYS, AMENDING SECTION 745.107 (STREET  
31 NAME SIGNS AND NUMBERS), TO DELETE SUBSECTION

1 (C); AMENDING CHAPTER 745 (ADDRESSING AND STREET  
2 NAMING REGULATIONS), PART 2 (ADDRESSING AND  
3 STREET NAMING DEFICIENCIES), SUBPART D  
4 (ADMINISTRATION), SECTION 745.232 (APPEALS),  
5 *ORDINANCE CODE*, TO CORRECT SCRIVENER'S ERROR;  
6 PROVIDING CODIFICATION INSTRUCTIONS; PROVIDING  
7 AN EFFECTIVE DATE.

8  
9 **WHEREAS**, recently, the Jacksonville City Council voted to allow  
10 property owners to locate or construct Accessory Dwelling Units  
11 ("ADU") in the rear yard behind the primary structure, pursuant to  
12 Ordinance 2022-0448-E; and

13 **WHEREAS**, the proposed location of an ADU behind the primary  
14 structure may not be visible from the street, and could cause a delay  
15 in emergency response and other governmental resources; and

16 **WHEREAS**, as a result, the 911 Emergency Addressing and Advisory  
17 Committee voted to require that ADUs be assigned a separate address  
18 which includes the address of the primary structure, and the  
19 assignment of a unit number; and

20 **WHEREAS**, the owner of the ADU is also required to install and  
21 display proper signage to direct emergency personnel and other  
22 governmental staff to the location of the ADU; and

23 **WHEREAS**, on another topic of interest, the Addressing Staff has  
24 received a number of requests from commercial property owners who are  
25 requesting addressing assignments for basement dwellings; and

26 **WHEREAS**, while basements are uncommon in Jacksonville, new  
27 redevelopments and adaptive reuse projects in downtown Jacksonville  
28 are creating a need and requirement to assign addresses to basement  
29 dwellings for 911 emergency response purposes; and

30 **WHEREAS**, the 911 Emergency Addressing and Advisory Committee  
31 voted to require assignment of addresses to basements based upon

1 certain criteria; and

2 **WHEREAS**, as a final new topic, the Addressing Staff has reviewed  
3 and presented several issues to the 911 Emergency Addressing and  
4 Advisory Committee regarding the process to name new streets; and

5 **WHEREAS**, the process of naming new streets often involves a  
6 property owner's request or a 911 emergency response issue to name  
7 an existing Unnamed Shared Accessway which includes, but is not  
8 limited to, a recorded access easement, an unapproved private road,  
9 a public unmaintained road, etc.; and

10 **WHEREAS**, as a result of several workshops and meetings, the 911  
11 Emergency Addressing and Advisory Committee voted to require that  
12 Unnamed Shared Accessways be identified and named in certain  
13 circumstances; and

14 **WHEREAS**, during several publicly noticed meetings on October 5,  
15 2022, February 1, 2023, and on February 13, 2023, the 911 Emergency  
16 Addressing and Advisory Committee reviewed and unanimously voted to  
17 approve the revisions. A copy of the October 5, 2022, February 1,  
18 2023, and the February 13, 2023, minutes of the 911 Emergency  
19 Addressing and Advisory Committee are attached hereto as **Exhibits 1-**  
20 **3**; now therefore

21 **BE IT ORDAINED** by the Council of the City of Jacksonville:

22 **Section 1.** The City of Jacksonville Addressing and Street  
23 Naming Policy ("Policy") is hereby amended by: (1) adding a new  
24 section for "Addressing Accessory Dwelling Units",, (2) inserting a  
25 new subparagraph for "Basement Units" to be inserted under the  
26 existing section titled "Other Addressing" on page 14 of the existing  
27 Policy, and (3) adding a new subsection for "Naming Existing Unnamed  
28 Shared Accessways" to be inserted under the existing section titled  
29 "Streets Requiring Names" on Page 3 of the existing Policy. A copy  
30 of the Jacksonville Addressing and Street Naming Policy with the new  
31 sections and the new subparagraph is attached hereto as **Exhibit 4.**

1 The Jacksonville Addressing and Street Naming Policy of the City  
2 remains the same except for the foregoing amendments.

3 **Section 2. Location of the Policy.** The Chief of Legislative  
4 Services and the Planning and Development Department shall retain a  
5 copy of the Policy on file as is required by Section 745.101(a),  
6 *Ordinance Code*.

7 **Section 3. Amending Chapter 745 (Addressing and Street**  
8 **Naming Regulations), Part 1. (General Provisions), Ordinance Code.**  
9 Chapter 745 (Addressing and Street Naming Regulations), Part 1  
10 (General Provisions), *Ordinance Code*, is hereby amended to read as  
11 follows:

12 **CHAPTER 745 - ADDRESSING AND STREET NAMING REGULATIONS**

13 **PART 1. - GENERAL PROVISIONS.**

14 **Sec. 745.101. - Applicability.**

15 (a) *Applicability.* All addressing and street naming functions shall  
16 be centralized in the Planning and Development Department of  
17 the City of Jacksonville, including but not limited to, naming  
18 new streets, renaming existing streets, assigning addresses to  
19 new plats, and assigning addresses for new residential and  
20 commercial construction. All applicants applying to name a new  
21 street, rename an existing street, or receive a residential or  
22 commercial address shall comply with this Chapter 745 and the  
23 City of Jacksonville's Addressing and Street Naming Policy  
24 ("Policy"), as may be amended from time to time, and on file  
25 with the Office of Legislative Services and the Planning and  
26 Development Department. To ensure consistency and uniformity,  
27 the performance of addressing or street naming functions by any  
28 other entity within the City of Jacksonville is strictly  
29 prohibited. The City retains the authority to assign addresses  
30 and street names and change addresses and street names to  
31 protect the public health, safety, and welfare and to ensure

1 compliance with the Policy.

2 (b) *Definitions.* The following terms, phrases, words, and their  
3 derivations, as listed in alphabetical order herein, shall have  
4 the meaning contained below, when referenced within this  
5 Chapter or the Addressing and Street Naming Policy unless ~~or~~  
6 otherwise referenced within specific Sections.

7 *Access* shall mean the legal path, driveway, or roadway used by  
8 a property owner or tenant to drive from a roadway to the property  
9 or building. Access to a property may be provided by an easement  
10 from a roadway to the property, or by directly fronting onto an  
11 existing roadway.

12 *Address Numbers* shall mean the Western Arabic/European symbol  
13 for the numbers which are the ten digits (0, 1, 2, 3, 4, 5, 6, 7,  
14 8, 9) along with the system by which a sequence such as "307" is  
15 read as the number.

16 *Approved Private Road* shall mean a privately owned and  
17 maintained roadway that meets the same construction and design  
18 standards of a public road as established in the Subdivision Code  
19 or shall mean any privately owned and maintained thoroughfare that  
20 has been designated as an "Approved Private Road" by the Director  
21 of Public Works.

22 *Front* shall mean to have primary access, for a building or  
23 other principal use, from an abutting public or private street.

24 *Nonconforming Street Address* shall mean any primary street  
25 address numbers which are assigned in a manner that hinders the  
26 ability to promptly locate a property or structure based on its  
27 assigned primary street address number, including but not limited  
28 to, overlapping primary address numbers and outdated primary address  
29 numbers due to redevelopment.

30 *Owner* shall mean any and all persons, firms, entities, trusts,  
31 partnerships, corporations, associations, or other organizations

1 owning the fee title to, or having an interest in, any building or  
2 property which is subject to the provisions of the Section.

3 *Primary address number* shall mean the number assigned to a  
4 particular structure or property. The number may range from one to  
5 five digits depending on the parcel/structure/occupancy's location.

6 Public Maintained Road shall mean any publicly maintained  
7 thoroughfare located on a formal, dedicated public right-of-way.

8 *Public right-of-way* shall mean any formal, dedicated right-of-  
9 way that is established for the purpose of allowing vehicular access  
10 and passage ~~dedicated County and/or City maintained right-of way.~~

11 Public Unmaintained Road shall mean a privately maintained  
12 road, lying within a dedicated public right-of-way.

13 *Root street name* shall mean all parts of a street name except  
14 the street type, and where applicable, the pre-street direction and  
15 /or post-street direction. Components of the root street name,  
16 including compass directions and road types that are part of the  
17 root are never abbreviated. Numeric root names are an exception;  
18 they are always presented as numeric abbreviations except when they  
19 must be spelled out to be distinguished from nearby streets with  
20 duplicate names.

21 *Site address* shall mean all elements necessary to identify a  
22 location with the City; a site address consists of a primary address  
23 number, a street name, and in some cases, secondary address units.

24 *Street* shall mean a right-of-way for vehicular traffic which  
25 serves two (2) or more principal structures or crosses multiple  
26 parcel boundaries.

27 *Street direction* shall mean any of the eight basic compass  
28 directions, abbreviated as follows: N, S, E, W, NE, NW, SE, or SW.  
29 If a pre-street direction is used, it is the first element of the  
30 street name. If a post-street direction is used, it is the last  
31 element of the street name. Compass directions that occur in any but

1 the first or last positions in a street name are actually components  
2 of the root street name.

3 *Street name* shall mean the full name of a street, which includes  
4 the following elements: a root street name, a street type, and in  
5 some cases, one or two street directions.

6 *Street type* shall mean a road type presented as a standard  
7 abbreviation following the root street name. If a post-street  
8 direction is used, the street type directly precedes the post-street  
9 direction; otherwise, the street type is the last element of the  
10 street name. Road types that occur in any other position are actually  
11 components of the root street name.

12 Unnamed Shared Accessway shall mean any unapproved private  
13 road, public unmaintained road, unopened public right-of-way or any  
14 recorded easement that has been established for the purpose of  
15 providing vehicular access or passage that functions as the primary  
16 access route to more than one dwelling or commercial building.

17 Unapproved Private Road shall mean any privately owned and  
18 maintained road that fails to meet the construction and design  
19 standards of a public road as established in the Subdivision Code  
20 and/or has not received (or maintained) a designation of "Approved  
21 Private Road" from the Director of Public Works.

22 Unopened right-of-way shall mean any formal, dedicated public  
23 right-of-way that is established for the purpose of allowing  
24 vehicular access or passage, but that the City has no record or  
25 evidence of use or construction.

26 \* \* \*

27 **Sec. 745.103. - Proper Display of address numbers.**

28 \* \* \*

29 (d) In locations where the view of a residence, commercial building,  
30 accessory dwelling unit, or industrial building is obstructed  
31 by vegetation, another structure, or any other obstruction, and

1 the distance of the building or structure prevents close  
2 observation of the required address, then the address numbers  
3 shall be posted within ten feet of the drive, walk or other  
4 access to the premises. In addition, the address number shall  
5 be placed a minimum height of 36 inches, a maximum height of 60  
6 inches and be visible from the street.

7 \* \* \*

8 **Sec. 745.106. - Registry of names for private streets and Unnamed**  
9 **Shared Accessways.**

10 (a) The Planning and Development Department shall establish and  
11 maintain, in conjunction with the files of public street names,  
12 a registry of names of private streets and Unnamed Shared  
13 Accessways in the City. No person shall designate, by posted  
14 sign or otherwise, a name for an unnamed private street or  
15 change the designation of a named private street without first  
16 registering the name in the registry established by the  
17 Planning and Development Department.

18 (b) No private street or Unnamed Shared Accessway shall be  
19 designated by a name which is the same as, or similar to the  
20 existing name of a public or private street or inconsistent  
21 with the Policy. The Planning and Development Department shall  
22 refuse to register a private street name which violates this  
23 subsection. In addition to other criteria in the Policy, a  
24 proposed street name is deemed to be the same or similar to an  
25 existing street name if the proposed street name has the same  
26 name as an existing street, even if their suffix designations  
27 are different, or if the proposed street name sounds similar  
28 to the name of an existing street, even if their spellings are  
29 different.

30 (c) Existing private streets or Unnamed Shared Accessways may be  
31 named in accordance with the requirements and procedures set



1 forth in the Addressing and Street Naming Policy for the naming  
2 of Unnamed Shared Accessways. These streets are named in order  
3 to ensure a timely and efficient provision of emergency  
4 response and governmental resources in locations where  
5 properties do not, directly, front on an existing named  
6 roadway.

7 (d) Any decision by the City to name a private street or an Unnamed  
8 Shared Accessway as set forth in subsection (c) above shall  
9 include a requirement for the placement of a street name sign  
10 in order to identify the location of the unnamed accessway.  
11 The City's Traffic Engineering Division is responsible for  
12 placement and maintenance of the street signs when they are  
13 located in the public right-of-way adjacent to the private  
14 right-of-way.

15 ~~(c) Where two or more dwelling units or business related buildings~~  
16 ~~exist, or are proposed to be constructed along a roadway, right-~~  
17 ~~of-way or easement, including private roadways and easements,~~  
18 ~~and including where such dwelling units or business related~~  
19 ~~buildings are proposed to be located on a lot of record (as~~  
20 ~~defined in Section 656.704, Ordinance Code), such roadway,~~  
21 ~~right-of-way or easement must be named and a street name sign~~  
22 ~~placed at the intersection of such right-of-way or easement~~  
23 ~~indicating such name prior to issuance of a certificate of~~  
24 ~~occupancy for such additional dwelling units or business~~  
25 ~~related buildings.~~

26 ~~(d) On private roadways and easements where street name signs are~~  
27 ~~required hereunder, the property owner requesting a new address~~  
28 ~~assignment along such private roadway or easement shall be~~  
29 ~~responsible for the cost to the City for erecting the street~~  
30 ~~name signs. Property owners may request, through the Planning~~  
31 ~~and Development Department, that the City erect the sign. In~~

1 ~~such case, the property owner(s) of the property where the sign~~  
2 ~~is to be erected must grant the City a perpetual easement to~~  
3 ~~access the private property for the express reason of erecting~~  
4 ~~or maintaining the sign. The person requesting the street name~~  
5 ~~sign or proposing to construct a new dwelling unit or other~~  
6 ~~structure which triggers the necessity for a street sign~~  
7 ~~hereunder shall pay to the Tax Collector the fee associated~~  
8 ~~with the erection of such sign as set forth in Section~~  
9 ~~123.102(b)(3)(x) and shall provide proof of payment to the~~  
10 ~~Planning and Development Department in order to have an address~~  
11 ~~assignment for new construction or to initiate the process for~~  
12 ~~erection of the street name sign.~~

- 13 (e) It shall be a class D offense for a person to designate, by  
14 posted sign or otherwise, a name for a private street or Unnamed  
15 Shared Accessway which violates this Section.

16 **Sec. 745.107. - Street name signs and numbers.**

17 (a) All new street and road signs shall display street names, block  
18 numbers, and direction.

19 (b) The Director of Public Works shall place street name signs at  
20 the intersections of City streets. These signs are to be placed  
21 at diagonal corners of arterial and collector street  
22 intersections and on one corner of other street intersections.  
23 As new signs are placed or old signs replaced, they shall  
24 designate the number or the range of lot numbers in the adjacent  
25 block on the street designated.

26 ~~(c) Where a street name sign is required by the City pursuant~~  
27 ~~to Section 745.106(c) above, the Director of Public Works or~~  
28 ~~his designee shall erect a private street name sign at the~~  
29 ~~intersection of such private street and a public street or~~  
30 ~~another private street. Such private street sign shall indicate~~  
31 ~~that the street is a private street. The cost of the street~~

1 name sign required by the City pursuant to Section 745.106(c)  
2 shall be paid by the party whose request to construct an  
3 additional structure triggers the application of Section  
4 745.106(c) or the party requesting placement of such private  
5 street sign.

6 \* \* \*

7 **Section 4. Amending Chapter 745 (Addressing and Street**  
8 **Naming Regulations), Part 2 (Addressing and Street Naming**  
9 **Deficiencies), Subpart D (Administration), Section 745.232 (Appeals),**  
10 **Ordinance Code.** Chapter 745 (Addressing and Street Naming  
11 Regulations), Part 2 (Addressing and Street Naming Deficiencies),  
12 Subpart D (Administration), Section 745.232 (Appeals), *Ordinance*  
13 *Code*, is hereby amended to read as follows:

14 **CHAPTER 745 - ADDRESSING AND STREET NAMING REGULATIONS**

15 **PART 2. - ADDRESSING AND STREET NAMING DEFICIENCIES**

16 \* \* \*

17 **SUBPART D. - ADMINISTRATION**

18 \* \* \*

19 **Sec. 745.232. - Appeals.**

- 20 (a) Property owners and occupants may appeal the final decision of  
21 the Committee to rename a duplicate street or reassign an  
22 nonconforming ~~out-of-sequence~~ address to the City Council.
- 23 (b) The notice of appeal shall be filed with the Council Secretary  
24 together with a filing fee as found in [www.coj.net/fees](http://www.coj.net/fees), within  
25 14 days of the issuance of the final decision of the Committee  
26 and shall state which criteria the Committee allegedly applied  
27 incorrectly in renaming a duplicate street or reassigning an  
28 nonconforming ~~out-of-sequence~~ address.

29 \* \* \*

30 **Section 5. Codification Instructions.** The Codifier and the  
31 Office of General Counsel are authorized to make all chapter and

1 division "table of contents" consistent with the changes set forth  
2 herein. Such editorial changes and any other necessary changes to  
3 make the Ordinance Code consistent with the intent of this legislation  
4 are approved and directed herein, and the changes to the *Ordinance*  
5 *Code* shall be made forthwith and when inconsistencies are discovered.

6 **Section 6. Effective Date.** This ordinance shall become  
7 effective upon signature by the Mayor or upon becoming effective  
8 without the Mayor's signature.

9  
10 Form Approved:

11  
12 /s/Cherry Shaw Pollock

13 Office of General Counsel

14 Legislation prepared by: Cherry S. Pollock

15 GC-#1548728-v2A-

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