

1 Introduced by the Council President at the request of the Mayor and
2 amended by the Neighborhoods, Community Services, Public Health and
3 Safety Committee:

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6 **ORDINANCE 2023-270-E**

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

1 ACCESSWAYS, AMENDING SECTION 745.107 (STREET
2 NAME SIGNS AND NUMBERS), TO DELETE SUBSECTION
3 (C); AMENDING CHAPTER 745 (ADDRESSING AND STREET
4 NAMING REGULATIONS), PART 2 (ADDRESSING AND
5 STREET NAMING DEFICIENCIES), SUBPART D
6 (ADMINISTRATION), SECTION 745.232 (APPEALS),
7 *ORDINANCE CODE*, TO CORRECT SCRIVENER'S ERROR;
8 PROVIDING CODIFICATION INSTRUCTIONS; PROVIDING
9 AN EFFECTIVE DATE.

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

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

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

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

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

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

1 **WHEREAS**, the 911 Emergency Addressing and Advisory Committee
2 voted to require assignment of addresses to basements based upon
3 certain criteria; and

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

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

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

16 **WHEREAS**, during several publicly noticed meetings on October
17 5, 2022, February 1, 2023, and on February 13, 2023, the 911 Emergency
18 Addressing and Advisory Committee reviewed and unanimously voted to
19 approve the revisions. A copy of the October 5, 2022, February 1,
20 2023, and the February 13, 2023, minutes of the 911 Emergency
21 Addressing and Advisory Committee are attached hereto as **Exhibit 2**,
22 **Exhibit 3**, and **Exhibit 4**, respectively; now therefore

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

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

1 of the Jacksonville Addressing and Street Naming Policy with the new
2 sections and the new subparagraph is attached hereto as **Revised**
3 **Exhibit 1**, labeled as "Revised Exhibit 1, Rev Policy, May 15, 2023 -
4 NCSPHS". The Jacksonville Addressing and Street Naming Policy of the
5 City remains the same except for the foregoing amendments.

6 **Section 2. Location of the Policy.** The Chief of
7 Legislative Services and the Planning and Development Department
8 shall retain a copy of the Policy on file as is required by Section
9 745.101(a), *Ordinance Code*.

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

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

16 **PART 1. - GENERAL PROVISIONS.**

17 **Sec. 745.101. - Applicability.**

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

1 prohibited. The City retains the authority to assign addresses
2 and street names and change addresses and street names to
3 protect the public health, safety, and welfare and to ensure
4 compliance with the Policy.

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

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

15 *Address Numbers* shall mean the Western Arabic/European symbol
16 for the numbers which are the ten digits (0, 1, 2, 3, 4, 5, 6, 7,
17 8, 9) along with the system by which a sequence such as "307" is
18 read as the number.

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

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

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

1 numbers due to redevelopment.

2 *Owner* shall mean any and all persons, firms, entities, trusts,
3 partnerships, corporations, associations, or other organizations
4 owning the fee title to, or having an interest in, any building or
5 property which is subject to the provisions of the Section.

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

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

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

14 *Public Unmaintained Road* shall mean a privately maintained
15 road, lying within a dedicated public right-of-way.

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

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

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

30 *Street direction* shall mean any of the eight basic compass
31 directions, abbreviated as follows: N, S, E, W, NE, NW, SE, or SW.

1 If a pre-street direction is used, it is the first element of the
2 street name. If a post-street direction is used, it is the last
3 element of the street name. Compass directions that occur in any but
4 the first or last positions in a street name are actually components
5 of the root street name.

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

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

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

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

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

29 * * *

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

31 * * *

1 (d) In locations where the view of a residence, commercial building,
2 accessory dwelling unit, or industrial building is obstructed
3 by vegetation, another structure, or any other obstruction, and
4 the distance of the building or structure prevents close
5 observation of the required address, then the address numbers
6 shall be posted within ten feet of the drive, walk or other
7 access to the premises. In addition, the address number shall
8 be placed a minimum height of 36 inches, a maximum height of 60
9 inches and be visible from the street.

10 * * *

11 **Sec. 745.106. - Registry of names for ~~of~~ private streets and Unnamed**
12 **Shared Accessways.**

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

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

1 different.

2 (c) Existing private streets or Unnamed Shared Accessways may be
3 named in accordance with the requirements and procedures set
4 forth in the Addressing and Street Naming Policy for the naming
5 of Unnamed Shared Accessways. These streets are named in order
6 to ensure a timely and efficient provision of emergency
7 response and governmental resources in locations where
8 properties do not, directly, front on an existing named
9 roadway.

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

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

29 ~~(d) On private roadways and easements where street name signs are~~
30 ~~required hereunder, the property owner requesting a new address~~
31 ~~assignment along such private roadway or easement shall be~~

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

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

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

- 20 (a) All new street and road signs shall display street names, block
21 numbers, and direction.
- 22 (b) The Director of Public Works shall place street name signs at
23 the intersections of City streets. These signs are to be placed
24 at diagonal corners of arterial and collector street
25 intersections and on one corner of other street intersections.
26 As new signs are placed or old signs replaced, they shall
27 designate the number or the range of lot numbers in the adjacent
28 block on the street designated.
- 29 ~~(c) Where a street name sign is required by the City pursuant~~
30 ~~to Section 745.106(c) above, the Director of Public Works or~~
31 ~~his designee shall erect a private street name sign at the~~

~~intersection of such private street and a public street or another private street. Such private street sign shall indicate that the street is a private street. The cost of the street name sign required by the City pursuant to Section 745.106(c) shall be paid by the party whose request to construct an additional structure triggers the application of Section 745.106(c) or the party requesting placement of such private street sign.~~

* * *

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

CHAPTER 745 - ADDRESSING AND STREET NAMING REGULATIONS

PART 2. - ADDRESSING AND STREET NAMING DEFICIENCIES

* * *

SUBPART D. - ADMINISTRATION

* * *

Sec. 745.232. - Appeals.

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

* * *

1

2 **Section 5. Codification Instructions.** The Codifier and the

3 Office of General Counsel are authorized to make all chapter and

4 division "table of contents" consistent with the changes set forth

5 herein. Such editorial changes and any other necessary changes to

6 make the Ordinance Code consistent with the intent of this legislation

7 are approved and directed herein, and the changes to the *Ordinance*

8 *Code* shall be made forthwith and when inconsistencies are discovered.

9 **Section 6. Effective Date.** This Ordinance shall become

10 effective upon signature by the Mayor or upon becoming effective

11 without the Mayor's signature.

12

13 Form Approved:

14

15 /s/ Mary E. Staffopoulos

16 Office of General Counsel

17 Legislation Prepared By: Cherry S. Pollock

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