

1 Introduced by the Council President at the request of the Office of
2 the Mayor:

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4
5 **ORDINANCE 2019-843**

6 AN ORDINANCE AMENDING THE CITY OF JACKSONVILLE
7 ADDRESSING AND STREET NAMING POLICY PURSUANT
8 TO CHAPTER 745 TO REPLACE THE TERM "OUT OF
9 SEQUENCE" WITH "NONCONFORMING STREET
10 ADDRESSES"; CREATING GRANDFATHERING AND
11 CRITERIA FOR CORRECTING NONCONFORMING STREET
12 ADDRESSES; CREATING PROCEDURES TO CORRECT
13 NONCONFORMING STREET ADDRESSES; PROVIDING FOR
14 REVIEW OF CERTAIN ADDRESSING ISSUES BY THE 911
15 EMERGENCY ADDRESSING ADVISORY COMMITTEE;
16 PROVIDING FOR A PROCEDURAL FLOW CHART FOR
17 CORRECTING NONCONFORMING STREET ADDRESSES;
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)
22 PART 1. GENERAL PROVISIONS, ORDINANCE CODE;
23 REPEALING SECTION 745.223 (CRITERIA FOR
24 IDENTIFYING OUT OF SEQUENCE ADDRESSES);
25 AMENDING SECTION 745.101 (APPLICABILITY),
26 ORDINANCE CODE TO CREATE A NEW DEFINITION FOR
27 "NONCONFORMING STREET ADDRESSES"; AMENDING
28 SECTION 745.109 (911 EMERGENCY ADDRESSING
29 ADVISORY COMMITTEE), ORDINANCE CODE TO
30 ELIMINATE REVIEW OF CERTAIN ADDRESSING ISSUES
31 BY THE 911 EMERGENCY ADDRESSING ADVISORY

1 COMMITTEE AND PROVIDING FOR APPEALS OF
2 ADMINISTRATIVE DECISIONS BY THE ADDRESSING
3 STAFF OF THE PLANNING AND DEVELOPMENT
4 DEPARTMENT; AMENDING PART 2 (ADDRESSING AND
5 STREET NAMING DEFICIENCIES) SUBPART C. (OUT-
6 OF-SEQUENCE ADDRESS NUMBERS), SECTION 745.221
7 (IDENTIFICATION OF OUT-OF-SEQUENCE ADDRESS
8 NUMBERS), SECTION 745.222 (REASSIGNING OUT-OF-
9 SEQUENCE ADDRESS), AND SUBPART D.
10 (ADMINISTRATION), SECTION 745.231 (PROCEDURES
11 TO NOTIFY PROPERTY OWNERS AND OCCUPANTS OF
12 DUPLICATE STREET NAMES AND OUT OF SEQUENCE
13 ADDRESSES), ORDINANCE CODE TO REPLACE THE TERM
14 "OUT-OF-SEQUENCE" WITH "NON-CONFORMING STREET
15 ADDRESSES"); PROVIDING AN EFFECTIVE DATE.
16

17 **WHEREAS**, pursuant to section 745.109, Ordinance Code, street
18 addressing issues which require a change of street address in order
19 to remedy an identified deficiency within the address that could
20 result in a delay in emergency response requires that such matters
21 be brought before the 911 Emergency Addressing Advisory Committee
22 for review and consideration; and

23 **WHEREAS**, a typical meeting of the 911 Emergency Addressing
24 Advisory Committee often includes extensive discussion and public
25 comments from among City Staff, Committee members, affected
26 property owners and the general public; and

27 **WHEREAS**, as a result, and due to limited meeting times, only a
28 small number of street addressing issues get resolved and thus,
29 cause a significant backlog; and

30 **WHEREAS**, administrative review of street addressing issues by
31 City Staff drastically reduces the backlog of pending addressing

1 matters, and also contributes to quicker resolutions and
2 corrections of street addressing issues; and

3 **WHEREAS**, during a publicly-noticed meeting on April 3, 2019,
4 the 911 Emergency Addressing Advisory Committee reviewed the
5 proposed revisions of this Ordinance, and unanimously voted to
6 approve the revisions. A copy of the April 3, 2019, minutes of the
7 911 Committee are attached hereto as **Exhibit 1**; now therefore

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

9 **Section 1.** The City of Jacksonville Addressing and Street
10 Naming Policy ("Policy") is hereby amended by adding a new section
11 for "Nonconforming Street Address Corrections" starting at the
12 bottom of Page 14 of the existing Policy which includes the
13 following topics: "Grandfathering and Nonconforming street
14 addresses", "Procedures for Correcting a Nonconforming Street
15 Address", "Appeals of Administrative Decisions by City Staff to the
16 911 Emergency Addressing Advisory Committee" and a "Procedural Flow
17 Chart for Correcting Nonconforming Street Addresses." A copy of the
18 Jacksonville Addressing and Street Naming Policy with the new
19 section for "Nonconforming Street Address Corrections" is attached
20 hereto as **Exhibit 2**. The Jacksonville Addressing and Street Naming
21 Policy of the City remains the same except for the foregoing
22 amendment.

23 **Section 2. Location of the Policy.** The Chief of
24 Legislative Services and the Planning and Development Department
25 shall retain a copy of the policy on file as is required by Section
26 745.101(a), *Ordinance Code*.

27 **Section 3. Repealing Section 745.223 (Criteria for**
28 **identifying out of sequence addresses), Ordinance Code.** Section
29 745.223 (Criteria for identifying out of sequence address),
30 Ordinance Code, a copy of which is attached hereto as **Exhibit 3**, is
31 hereby repealed in its entirety.

1 **Section 4. Amending Chapter 745 (Addressing and Street**
2 **Naming Regulations), Part 1. (General Provisions), Ordinance Code.**

3 Chapter 745 (Addressing and Street Naming Regulations), Part 1
4 (General Provisions), Part 2 (Addressing and Street Naming
5 Deficiencies), Subpart C. (Out-of-Sequence Address Numbers) and
6 Subpart D (Administration) are hereby amended to read as follows:

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

8 *** * ***

9 **PART 1. - GENERAL PROVISIONS.**

10 **Sec. 745.101. - Applicability.**

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

30 (b) *Definitions.* The following terms, phrases, words, and their
31 derivations, as listed in alphabetical order herein, shall

1 have the meaning contained below, or as otherwise referenced
2 within specific Sections.

3 ~~(1)~~ *Access* shall mean the legal path, driveway, or roadway
4 used by a property owner or tenant to drive from a roadway to
5 the property or building. Access to a property may be
6 provided by an easement from a roadway to the property, or by
7 directly fronting onto an existing roadway.

8 ~~(2)~~ *Address Numbers* shall mean the Western Arabic/European
9 symbol for the numbers which are the ten digits (0, 1, 2, 3,
10 4, 5, 6, 7, 8, 9) along with the system by which a sequence
11 such as "307" is read as the number.

12 ~~(3)~~ *Front* shall mean to have primary access, for a building
13 or other principal use, from an abutting public or private
14 street.

15 *Nonconforming Street Address* shall mean any primary street
16 address numbers which are assigned in a manner that hinders
17 the ability to promptly locate a property or structure based
18 on its assigned primary street address number, including but
19 not limited to, overlapping primary address numbers and
20 outdated primary address numbers due to redevelopment.

21 ~~(4)~~ *Owner* shall mean any and all persons, firms, entities,
22 trusts, partnerships, corporations, associations, or other
23 organizations owning the fee title to, or having an interest
24 in, any building or property which is subject to the
25 provisions of the Section.

26 ~~(5)~~ *Primary address number* shall mean the number assigned to
27 a particular structure or property. The number may range from
28 one to five digits depending on the
29 parcel/structure/occupancy's location.

30 ~~(6)~~ *Public right-of-way* shall mean any dedicated County
31 and/or City maintained right-of way.

1 ~~(7)~~ *Root street name* shall mean all parts of a street name
2 except the street type, and where applicable, the pre-street
3 direction and /or post-street direction. Components of the
4 root street name, including compass directions and road types
5 that are part of the root are never abbreviated. Numeric root
6 names are an exception; they are always presented as numeric
7 abbreviations except when they must be spelled out to be
8 distinguished from nearby streets with duplicate names.

9 ~~(8)~~ *Site address* shall mean all elements necessary to
10 identify a location with the City; a site address consists of
11 a primary address number, a street name, and in some cases,
12 secondary address units.

13 ~~(9)~~ *Street* shall mean a right-of-way for vehicular traffic
14 which serves two (2) or more principal structures or crosses
15 multiple parcel boundaries.

16 ~~(10)~~ *Street direction* shall mean any of the eight basic
17 compass directions, abbreviated as follows: N,S, E, W, NE,
18 NW, SE, or SW. If a pre-street direction is used, it is the
19 first element of the street name. If a post-street direction
20 is used, it is the last element of the street name. Compass
21 directions that occur in any but the first or last positions
22 in a street name are actually components of the root street
23 name.

24 ~~(11)~~ *Street name* shall mean the full name of a street, which
25 includes the following elements: a root street name, a street
26 type, and in some cases, one or two street directions.

27 ~~(12)~~ *Street type* shall mean a road type presented as a
28 standard abbreviation following the root street name. If a
29 post-street direction is used, the street type directly
30 precedes the post-street direction; otherwise, the street
31 type is the last element of the street name. Road types that

1 occur in any other position are actually components of the
2 root street name.

3 * * *

4 **Sec. 745.109. - 911 Emergency Addressing Advisory Committee.**

5 * * *

6 (d) The Committee is established for the following purposes:

7 (1) To review and revise from time to time the City of
8 Jacksonville Addressing and Street Naming Policy.

9 (2) To provide a forum to hear requested revisions to the
10 Policy to keep it in a current status.

11 (3) To vote approval or disapproval of the requested
12 revisions.

13 (4) To advise the appropriate Council committee of approved
14 revisions.

15 ~~(5) To identify, prioritize, and direct the appropriate City~~
16 ~~entity to remedy deficiencies in addressing and street~~
17 ~~naming pursuant to Part 2.~~

18 (5)~~(6)~~ To identify, prioritize, and direct the appropriate
19 City entity to remedy additional deficiencies in addressing
20 and street naming and recommend amendments to Part 2, as
21 necessary.

22 (6)~~(7)~~ To support a community outreach program, which, at a
23 minimum, informs and educates citizens regarding:

24 (A) What an address is and does.

25 (B) How to get an address.

26 (C) How an address relates to 9-1-1 emergency services.

27 (D) The City's process to eliminate duplicate street
28 names and correct address numbering.

29 (e) In implementing its purposes under this Section, the Committee
30 shall have the following duties and procedures:

31 (1) Review and approve or revise by Committee vote the

1 document titled the City addressing and street naming
2 Policy.

3 (2) Entertain requested revisions to the Policy by Committee
4 members. A member may request revisions as a representative
5 of his/her entity or on behalf of the general public.

6 (3) Hear requested revisions at the appropriate meetings and
7 at the direction of the Chairman and vote for approval or
8 denial of the requested revisions.

9 (4) Advise the appropriate Council committee through the
10 Chairman, of the vote on the requested revisions in writing,
11 and provide copies to each Council Committee Member. The
12 approval of a requested revision shall not become effective
13 until after the Chairman has advised the appropriate Council
14 Committee.

15 (5) Receive and consider appeals of administrative decisions
16 by City Staff regarding Nonconforming street address
17 numbers.

18 ~~(5)~~ (6) Review all City initiated and property owner initiated
19 applications for renaming of City streets and provide a
20 report to the Council for attachment to any legislation
21 before the City Council for approval of same.

22 ~~(6)~~ (7) Identify duplicate street names and out of sequence
23 addresses and rename such duplicate streets and reassign such
24 Nonconforming street ~~out of sequence~~ addresses in accordance
25 with Part 2 of this Chapter and the Policy.

26 * * *

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

28 * * *

29 **SUBPART C. NONCONFORMING STREET ~~OUT-OF-SEQUENCE~~ ADDRESS NUMBERS.**

30 **Sec. 745.221. - Identification of Nonconforming Street ~~Out-of-~~**
31 **~~Sequence~~ Address Numbers.**

1 to provide such written notice. The written notice shall be
2 delivered by first class United States mail, and shall identify
3 the name of the person notified, the date of the notice and the
4 newly assigned address number. Pursuant to Section 745.109~~232~~,
5 Ordinance Code, the written notice shall also explain the
6 procedure for appeal to the 911 Emergency Addressing Advisory
7 Committee. The new address shall become effective 45 days after
8 the date of the written notice provided pursuant to this Section,
9 unless an appeal is taken regarding that property or a related
10 property ~~pursuant to Section 745.232, Ordinance Code~~. Property
11 owners and/or occupants shall not display new addresses until all
12 appeals involving related properties are completed and final
13 decisions have been rendered by ~~either~~ the Addressing Section,
14 the Committee or the Council as appropriate. The Addressing
15 Section Committee shall inform each affected owner and occupant
16 when the administrative and appellate processes are complete and
17 the time period required to readdressing and display the new
18 street address assignment. Within 45 days after the receipt of
19 notification to display the newly assigned address number, the
20 property owner or occupant shall properly display the new address
21 as required and set forth in Section 745.103 of this Chapter.

22 **Section 4. Effective Date.** This ordinance shall become
23 effective upon signature by the Mayor or upon becoming effective
24 without the Mayor's signature.

25 Form Approved:

26
27 /S/Cherry Shaw Pollock

28 Office of General Counsel

29 Legislation prepared by: Cherry Shaw Pollock

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