

1 Introduced by the Council President at the request of the Office of  
2 the Mayor and amended by the Neighborhoods, Community Services,  
3 Public Health & Safety Committee:  
4  
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6 **ORDINANCE 2019-843-E**

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

1 BY THE 911 EMERGENCY ADDRESSING ADVISORY  
2 COMMITTEE AND PROVIDING FOR APPEALS OF  
3 ADMINISTRATIVE DECISIONS BY THE ADDRESSING  
4 STAFF OF THE PLANNING AND DEVELOPMENT  
5 DEPARTMENT; AMENDING CHAPTER 745 (ADDRESSING  
6 AND STREET NAMING REGULATIONS), PART 2  
7 (ADDRESSING AND STREET NAMING DEFICIENCIES)  
8 SUBPART C. (OUT-OF-SEQUENCE ADDRESS NUMBERS),  
9 SECTION 745.221 (IDENTIFICATION OF OUT-OF-  
10 SEQUENCE ADDRESS NUMBERS), SECTION 745.222  
11 (REASSIGNING OUT-OF-SEQUENCE ADDRESS), AND  
12 SUBPART D. (ADMINISTRATION), SECTION 745.231  
13 (PROCEDURES TO NOTIFY PROPERTY OWNERS AND  
14 OCCUPANTS OF DUPLICATE STREET NAMES AND OUT OF  
15 SEQUENCE ADDRESSES), ORDINANCE CODE TO REPLACE  
16 THE TERM "OUT-OF-SEQUENCE" WITH "NON-  
17 CONFORMING STREET ADDRESSES"); PROVIDING AN  
18 EFFECTIVE DATE.

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

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

30 **WHEREAS**, as a result, and due to limited meeting times, only a  
31 small number of street addressing issues get resolved and thus,

1 cause a significant backlog; and

2       **WHEREAS**, administrative review of street addressing issues by  
3 City Staff drastically reduces the backlog of pending addressing  
4 matters, and also contributes to quicker resolutions and  
5 corrections of street addressing issues; and

6       **WHEREAS**, during a publicly-noticed meeting on April 3, 2019,  
7 the 911 Emergency Addressing Advisory Committee reviewed the  
8 proposed revisions of this Ordinance, and unanimously voted to  
9 approve the revisions. A copy of the April 3, 2019, minutes of the  
10 911 Committee are attached hereto as **Exhibit 1**; now therefore

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

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

26       **Section 2.       Location of the Policy.**   The Chief of  
27 Legislative Services and the Planning and Development Department  
28 shall retain a copy of the policy on file as is required by Section  
29 745.101(a), *Ordinance Code*.

30       **Section 3.       Repealing Section 745.223 (Criteria for**  
31 **identifying out of sequence addresses), Ordinance Code.** Section

1 745.223 (Criteria for identifying out of sequence address),  
2 Ordinance Code, a copy of which is attached hereto as **Exhibit 3**, is  
3 hereby repealed in its entirety.

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

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

11 \* \* \*

12 **PART 1. - GENERAL PROVISIONS.**

13 **Sec. 745.101. - Applicability.**

14 (a) *Applicability.* All addressing and street naming functions  
15 shall be centralized in the Planning and Development  
16 Department of the City of Jacksonville, including but not  
17 limited to, naming new streets, renaming and existing  
18 streets, assigning addresses to new plats, and assigning  
19 addresses for new residential and commercial construction.  
20 All applicants applying to name a new street, rename an  
21 existing street, or receive a residential or commercial  
22 address shall comply with this Chapter 745 and the City of  
23 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  
28 any other entity within the City of Jacksonville is strictly  
29 prohibited. The City retains the authority to assign  
30 addresses and street names and change addresses and street  
31 names to protect the public health, safety, and welfare and

1 to ensure compliance with the Policy.

2 (b) *Definitions.* The following terms, phrases, words, and their  
3 derivations, as listed in alphabetical order herein, shall  
4 have the meaning contained below, or as otherwise referenced  
5 within specific Sections.

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

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

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

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

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

29 ~~(5)~~ *Primary address number* shall mean the number assigned to  
30 a particular structure or property. The number may range from  
31 one to five digits depending on the

1 parcel/structure/occupancy's location.

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

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

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

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

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

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

30 ~~(12)~~ *Street type* shall mean a road type presented as a  
31 standard abbreviation following the root street name. If a

1 post-street direction is used, the street type directly  
2 precedes the post-street direction; otherwise, the street  
3 type is the last element of the street name. Road types that  
4 occur in any other position are actually components of the  
5 root street name.

6 \* \* \*

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

8 \* \* \*

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

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

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

14 (3) To vote approval or disapproval of the requested  
15 revisions.

16 (4) To advise the appropriate Council committee of approved  
17 revisions.

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

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

25 (6)~~(7)~~—To support a community outreach program, which, at a  
26 minimum, informs and educates citizens regarding:

27 (A) What an address is and does.

28 (B) How to get an address.

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

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

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

3 (1) Review and approve or revise by Committee vote the  
4 document titled the City addressing and street naming  
5 Policy.

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

9 (3) Hear requested revisions at the appropriate meetings and  
10 at the direction of the Chairman and vote for approval or  
11 denial of the requested revisions.

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

18 (5) Receive and consider appeals of administrative decisions  
19 by City Staff regarding Nonconforming street address  
20 numbers.

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

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

29 \* \* \*

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

31 \* \* \*





1 forth in the City of Jacksonville Street Addressing Policy  
2 ~~Section 745.223~~, Ordinance Code, and shall notify property owners  
3 and occupants with Nonconforming street ~~out-of-sequence~~  
4 addresses, in writing, by directing the appropriate City entity  
5 to provide such written notice. The written notice shall be  
6 delivered by first class United States mail, and shall identify  
7 the name of the person notified, the date of the notice and the  
8 newly assigned address number. Pursuant to Section 745.109~~232~~,  
9 Ordinance Code, the written notice shall also explain the  
10 procedure for appeal to the 911 Emergency Addressing Advisory  
11 Committee. The new address shall become effective 45 days after  
12 the date of the written notice provided pursuant to this Section,  
13 unless an appeal is taken regarding that property or a related  
14 property ~~pursuant to Section 745.232, Ordinance Code~~. Property  
15 owners and/or occupants shall not display new addresses until all  
16 appeals involving related properties are completed and final  
17 decisions have been rendered by ~~either~~ the Addressing Section,  
18 the Committee or the Council as appropriate. The Addressing  
19 Section Committee shall inform each affected owner and occupant  
20 when the administrative and appellate processes are complete and  
21 the time period required to ~~readdressing and~~ display the new  
22 street address assignment. Within 45 days after the receipt of  
23 notification to display the newly assigned address number, the  
24 property owner or occupant shall properly display the new address  
25 as required and set forth in Section 745.103 of this Chapter.

26 \* \* \*

27 **Section 5. Effective Date.** This ordinance shall become  
28 effective upon signature by the Mayor or upon becoming effective  
29 without the Mayor's signature.  
30  
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1 Form Approved:

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3 /s/ Paige H. Johnston

4 Office of General Counsel

5 Legislation prepared by: Cherry Shaw Pollock

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