

1 LEON COUNTY ORDINANCE NO. 2021-07

2
3 AN ORDINANCE OF THE BOARD OF COUNTY
4 COMMISSIONERS OF LEON COUNTY, FLORIDA,
5 AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON
6 COUNTY, FLORIDA; REPEALING AND REPLACING
7 ARTICLE XI ENTITLED UNIFORM STREET NAMING AND
8 PROPERTY NUMBERING SYSTEM; AMENDING SECTION 10-
9 7.502, GENERAL LAYOUT DESIGN STANDARDS; PROVIDING
10 FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND
11 PROVIDING AN EFFECTIVE DATE.
12

13
14 RECITALS

15
16 WHEREAS, in 1994, the Board of County Commissioners (Board) appointed the Addressing
17 Steering Committee (ASC) to respond to numerous street naming and address numbering issues
18 hindering emergency responses to citizens in need of assistance; and
19

20 WHEREAS, on December 12, 1995, the Board adopted Ordinance No. 95-21, which
21 established the Uniform Street Naming and Property Number System (Street Naming System),
22 authorized the Board to name and rename streets within both the incorporated and unincorporated area
23 of the County, and outlined the process for naming unnamed streets and renaming duplicate street
24 names or phonetically similar street names, in order to protect the health, safety and welfare of the
25 residents of Leon County; and
26

27 WHEREAS, on November 10, 2009, the Board adopted Ordinance No. 09-39, which amended
28 the Street Naming System to formally include the ASC and street naming criteria, while providing that
29 all street renamings shall be before the Board; and
30

31 WHEREAS, since 2009, there have been no substantive amendments to the Street Naming
32 System except for scrivener's amendments; and
33

34 WHEREAS, staff have identified several amendments to the Street Naming System that would
35 provide clarity and consistency and would codify existing processes utilized by staff; and
36

37 WHEREAS, this Ordinance will also redirect the delegation of approval authority to the ASC
38 for renaming duplicate street names and phonetically similar street names, if a safety issue exists and
39 citizen-initiated renamings where 100% of the abutting owners agree to the change of a street name,
40 while requiring that all other street renamings shall be approved by the Board; and
41

42 WHEREAS, the Addressing Policies and Procedures Operating Manual will be updated
43 concurrently with this Ordinance to implement the amendments made to the Street Naming System;
44 and
45

46 WHEREAS, to incorporate the amendments to the Street Naming System, the Board desires to
47 enact an Ordinance repealing Article XI of Chapter 10 of the Leon County Code of Laws, in its entirety,
48 and to adopt a new Article XI of Chapter 10 of the Leon County Code of Laws, in its place as well as
49 amend Section 10-7.502, General Layout Design Standards for consistency.

1 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON
2 COUNTY, FLORIDA, that:

3
4 **Section 1. Repeal of Article XI of Chapter 10 of the Code of Laws.**

5
6 Article XI of Chapter 10 of the Code of Laws of Leon County, Florida, is hereby repealed in its
7 entirety.

8
9 **Section 2. Adoption of New Article XI of Chapter 10 of the Code of Laws.**

10
11 The Code of Laws of Leon County, Florida, is hereby amended by adopting a new Article XI
12 of Chapter 10 of the Code of Laws of Leon County, Florida, to read as follows:

13
14 **ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM**

15
16 **Sec. 10-11.101. Purpose.**

17
18 The purpose of this article is to provide for the authority and procedure for the County to ensure
19 uniform assignment and approval of street names and subdivision names, and to provide the uniform
20 numbering system for the assignment of address numbers to properties with access from public and
21 private ways within the City of Tallahassee and the County. All street renaming, whether mandatory
22 or voluntary shall support the public health, safety, and general welfare of citizens.

23
24 **Sec. 10-11.102. Title; authority; applicability.**

25
26 (1) This article shall be known as the joint “Leon County/City of Tallahassee Uniform
27 Street Naming and Property Numbering System Ordinance” and is adopted under the authority of F.S.
28 chs. 125 and 336.

29
30 (2) All addressing and street naming functions shall be centralized in the Leon County
31 Department of Development Support and Environmental Management (DSEM), and shall include, but
32 not be limited to, naming new streets, renaming existing streets, assigning addresses to new plats, and
33 assigning addresses for new residential and commercial development. To ensure consistency and
34 uniformity, street naming functions by any other entity within the County is prohibited. Address
35 number assignments may be issued by the City of Tallahassee within the incorporated areas for new
36 development and construction.

37
38 (3) All applicants applying to name a new street, rename an existing street, or receive a
39 residential or commercial address shall comply with this article, as may be amended from time to time,
40 and the Addressing Policies and Procedures Operating Guidelines (AP&P). The County retains the
41 authority to assign addresses and street names and change addresses and street names within the
42 incorporated and unincorporated areas while ensuring protection of the public health, safety, and
43 welfare of citizens and ensuring compliance with the AP&P.

1 **Sec. 10-11.104. Uniform street naming and property numbering system implementation.**
2

3 (1) DSEM and the City of Tallahassee Growth Management Department (TGM) shall
4 utilize a uniform system of numbering buildings, as shown on the maps identified by the title “Property
5 Numbering Maps,” which are maintained on county tax parcel maps and in the geographical
6 information system’s electronic database. All explanatory matter thereon and related thereto is hereby
7 adopted, incorporated herein by this reference, and made a part of this article.
8

9 (2) The AP&P is the set of policies and procedures adopted by the Addressing Steering
10 Committee (ASC), and amended from time to time, for the purpose of implementing this article.
11

12 (3) The ASC is established for the purpose of providing intergovernmental cooperation and
13 system integrity in the implementation of this article and the AP&P. The ASC shall be composed of
14 one representative from the DSEM, TGM, Department of PLACE, Leon County Division of
15 Emergency Management, City of Tallahassee Fire Department, Tallahassee-Leon County Geographic
16 Information Systems (GIS), Leon County School Board, Leon County Property Appraiser’s Office,
17 Leon County Emergency Medical Services (EMS Ambulance Service), United States Postal Service,
18 and Consolidated Dispatch Agency.
19

20 (4) The powers and duties of the ASC are to:
21

- 22 a. Provide intergovernmental communication and coordination;
- 23
- 24 b. Approve street name changes to eliminate duplicate or phonetically similar
25 names, or those which create confusion or emergency delays for E-911 response
26 agencies;
- 27
- 28 c. Approve address number re-assignments to correct sequencing, spacing, or other
29 abnormalities that would create conflict or delays for E-911 response agencies;
30
- 31 d. Approve or make recommendations to the Board regarding requests for street
32 renaming;
- 33
- 34 e. Conduct citizen engagement campaigns, outreach efforts, and community
35 meetings as needed;
- 36
- 37 f. Make recommendations to the Board regarding changes to this article;
- 38
- 39 g. Make changes where necessary to the implementing AP&P; and
40
- 41 h. Hear appeals by citizen residents and businesses of proposed implementation
42 directives concerning street renaming actions.
43
44
45
46

1 **Sec. 10-11.105. Street names and street signs.**

2
3 All streets, in both the unincorporated and incorporated areas of the County, shall be named for
4 emergency response (E-911) location. Street name assignment and the posting of street signs shall be
5 implemented in accordance with the AP&P and the following:
6

7 (1) *Authority.* The Board has delegated to DSEM the authority to coordinate the assignment
8 of all street names within the incorporated and unincorporated areas of the County. Citizens who desire
9 to name or rename streets must complete a street name or street name change application provided by
10 DSEM.
11

12 (2) *Street naming of existing rights-of-way and unnamed streets.* Any existing public rights-
13 of-way or private street that has been determined to be a street, as defined in this chapter, shall require
14 a street name. Street naming of unnamed roads requires approval from no less than 75% of property
15 owners, as set forth in the most recent county tax rolls, whose property abuts the street that is proposed
16 to be named. DSEM shall assign and coordinate names to such streets. Should the property owners not
17 achieve 75% approval of all abutting owners, DSEM is authorized to name the street for E-911 purposes
18 and in the interest of the health, safety, and welfare of the residents occupying the abutting street.
19

20 (3) *Street naming of new and proposed public rights-of-way and private streets.* When any
21 new street is constructed or extended as a public right-of-way or private street, DSEM shall have full
22 authority to assign or coordinate the street name. Street names coordinated in conjunction with a
23 proposed development application for the subdivision of land shall include the assigned street names
24 on the final plat.
25

26 (4) *Street signs.*

27
28 a. *Costs.* The cost of the street sign and installation shall be the obligation of the
29 applicant of a development for which a permit includes construction of a street or,
30 in the instance of a required naming for E-911 purposes, the local government
31 jurisdiction in which the sign is located.
32

33 b. *Installation.* Public streets shall be identified with street signs provided by the
34 appropriate local government jurisdiction. For private streets created by the
35 subdivision or development of property, the developer, at its expense, shall
36 provide and post the required street signs at intersections that do not adjoin an
37 existing public right-of-way. These street signs must be erected in accordance with
38 specifications set forth by the appropriate local government agency. Certificates
39 of occupancy shall not be issued until and unless the required street signs are
40 properly installed. The applicable local government is responsible for verifying
41 the placement and installation of all street signs.
42

43 **Sec. 10-11.106. Street naming criteria.**

44 (1) *Criteria for approving street names.*
45

- 1 a. Names should be easy to spell and pronounce, and not be confused when spoken
2 or written with other existing street names previously approved or in use.
3
- 4 b. A proposed street name shall not exceed 23 characters in length. Street sign
5 design and installation shall be consistent with the standards set forth in the
6 Manual on Uniform Traffic Control Devices (MUTCD).
7
- 8 c. Prefixes (i.e., north, south, etc.) are only allowed for streets which cross the
9 Tallahassee Prime Meridian or Tallahassee Base Line. Post-directional
10 identifiers will not be allowed (e.g., Plank Road South).
11
- 12 d. Names phonetically similar to other street names are not allowed.
13
- 14 e. Names that can be confused with the names of existing or proposed streets are
15 not allowed.
16
- 17 f. Streets with the same name, but different suffixes, are not allowed unless they
18 are adjoining (abutting).
19
- 20 g. Street names shall not be used which will duplicate existing or reserved street
21 names.
22
- 23 h. Streets which are determined by DSEM or the ASC to be extensions of existing
24 streets shall have the same name, as long as duplicate street numbers are not
25 created as a direct result of the name being continued.
26
- 27 i. All streets names shall have a suffix. Suffixes can only be used as a true suffix.
28
- 29 j. Streets cannot be named after a living person, unless initiated by the Board or
30 City Commission.
31
- 32 k. No street name shall be used that constitutes an ethnic, religious, gender, or
33 racial slur.
34

35 (2) Similar naming criteria will be used when determining the titles of subdivisions,
36 condominiums, manufactured home parks, residential multifamily properties, and commercial centers,
37 to avoid similar and duplicate names. Street names that are similar to subdivision names but are outside
38 that subdivision, or vice versa, are not allowed.
39

40 **Sec. 10-11.107. Administration and number assignment.**
41

42 (1) *Administration.* TGM and DSEM shall be responsible for managing, coordinating, and
43 maintaining the property numbering maps in accordance with the AP&P.
44

45 (2) *Address numbers.* All new principal buildings and all new activities involving uses of
46 land without principal buildings shall be assigned address numbers by the appropriate local government

1 agency. For principal uses of land without principal buildings, or any other permitted activity or
2 approval, the posting of the assigned address number is required by the time the final electrical
3 inspection is conducted. The assigned address number shall be displayed as indicated in this article.
4 For principal buildings, final electrical inspections and certificates of occupancy will be issued after
5 the assigned address number or numbers are displayed as provided in the AP&P.

6
7 (3) *Notification.* DSEM or TGM shall notify by mail the affected property owners, as shown
8 on the latest tax rolls, of any street number changes and the effective date of the change.

9
10 (4) *Grid system.* Numbers shall be assigned according to the AP&P, using the grid system
11 illustrated on the general highway map. The grid is established by the Tallahassee Meridian (the
12 numbering meridian line that has been established as the road segment of Meridian Road North and
13 South) and the Tallahassee Base Line (the numbering base line that has been established as the road
14 segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established
15 section lines at one-mile intervals with each line representing 1,000 addresses.

16
17 **Sec. 10-11.108. Street renaming and non-conforming addresses.**

18
19 (1) *Authority.* The Board authorizes the ASC to initiate street renaming within the
20 incorporated and unincorporated areas as may be necessary to eliminate duplicate or phonetically
21 similar street or subdivision names. Additionally, the Board authorizes the ASC to initiate changes to
22 non-conforming addresses within the incorporated and unincorporated areas which would otherwise
23 create confusion or cause delays for emergency responders. All other requests for street renaming,
24 which includes those initiated by the Board or City Commission, may occur consistent with the
25 standards included herein and the AP&P. In no case shall a state road, identified by number by the
26 Florida Department of Transportation, be renamed, pursuant to ch. 336.05 F.S.

27
28 (2) *Non-conforming addresses and street names.* The ASC shall have the authority to
29 require and approve address number changes to correct non-conforming issues related to sequencing,
30 spacing, or other abnormalities that would create confusion or cause delays for emergency responders.
31 The ASC shall have the authority to require and approve street name changes if they are duplicates,
32 phonetically similar to, or are otherwise easily confused with other street names in accordance with the
33 adopted AP&P. Street and address number changes shall be coordinated, to the extent possible, with
34 the City of Tallahassee if within the City limits. The cost for street signs and installation shall be borne
35 by the appropriate local government in which the sign is located.

36
37 (3) *Citizen requests for street renaming.* All citizen requests for street renaming requires
38 approval from no less than 75% of property owners, as set forth in the most recent county tax rolls,
39 whose property abuts the street that is proposed to be renamed. If a request for street renaming receives
40 100% approval of abutting property owners, the street renaming shall be reviewed for safety and
41 consistency with street naming criteria and may be approved by the ASC if it meets that criteria.
42 Requests for street renaming with at least 75% approval from abutting owners shall be reviewed by the
43 ASC for safety and consistency with street naming criteria with a recommendation that is forwarded to
44 the Board for final approval by resolution. The cost for street signs and installation shall be borne by
45 the applicant for renaming.

1 (4) *Board or City Commission initiation of street name changes.* Board- or City
2 Commission-initiated requests for renamings shall be directed to the County Administrator. The
3 County Administrator shall direct and require review of the proposed renaming by the ASC for public
4 safety and consistency with street naming criteria with a recommendation that is forwarded to the Board
5 for final approval by resolution. The cost for street signs and installation shall be borne by the local
6 government requesting the street name change.

7
8 (5) *Notice requirements for street renaming and non-conforming addresses.*

9
10 a. When any address is to be changed or street is to be renamed pursuant to the
11 requirements of this article, DSEM shall notify by mail the affected property
12 owners, as set forth in the most recent county tax rolls, whose lands abut such
13 street or utilize the address to be changed. DSEM shall make a reasonable
14 attempt by public notice to notify the residents or businesses occupying such
15 lands that the street will be renamed or address will be changed.

16
17 b. For street name changes, public notices of the new street name shall be provided
18 in the form of a display advertisement to run in a local public newspaper of
19 general circulation at least 30 days prior to the effective date of change. The
20 advertisement will identify the change of the street name and the effective date
21 of the change. The cost associated for the implementation of this action will be
22 that of the appropriate local government agency as set forth in this article.

23
24 c. *Contents of notice.* The notices provided for in this section shall clearly identify
25 the change in street name or address as it affects each property owner and/or
26 occupant; shall identify the effective date of the change; and shall set forth the
27 property owner's and occupant's obligations pursuant to this article.

28
29 (6) *Recorded plats.* Street names coordinated in conjunction with a proposed development
30 application for the subdivision of land shall include the assigned street names on the final plat. Upon
31 application of the process and approval of a street renaming by the appropriate body as set forth herein,
32 the renaming of a platted street name that constitutes an ethnic or racial slur may be amended by the
33 Board or the City Commission, as appropriate, by ordinance and a notation map on said plat pursuant
34 to ch. 177.142 F.S. All other renaming of platted streets shall be done by replat. The Board or City
35 Commission is authorized to refuse to approve for recording, in accordance with ch. 177, any map or
36 plat of a subdivision when recording of such plat would result in duplication of names of streets or
37 roads.

38
39 **Sec. 10-11.109. Address number posting and cluster mailboxes.**

40
41 Each principal building in the unincorporated and the incorporated area of the county, and each
42 principal use of land without a principal building, shall have its building number properly displayed,
43 whether or not mail is delivered to such building or property. It shall be the duty of both the owner and
44 occupant of each building or property to post the assigned number on the property in the following
45 manner:

1 (1) *Address number posting.*

- 2
- 3 a. The principal building (address) number shall be affixed to the building on the
- 4 side that the address is assigned in such a manner to be clearly visible and legible
- 5 from the direction in which normal vehicular access to the building is made. The
- 6 address number for a principal use of land without a principal building shall be
- 7 affixed to a post, mailbox, fence, wall, or other structure in such a manner to be
- 8 clearly visible and legible from the public or private street on which the use
- 9 fronts, regardless of the direction of approach.
- 10
- 11 b. Assigned numbers, for principal buildings which are not visible from a public or
- 12 private street, shall have their numbers displayed at the intersection of such street
- 13 or driveway providing access to such building. The number shall be affixed to a
- 14 post, mailbox, fence, wall, or other structure in such a manner to be clearly
- 15 visible and legible from the public or private street on which the use is addressed,
- 16 regardless of the direction of approach.
- 17
- 18 c. When more than one building, use, suite, unit, or apartment is assigned the same
- 19 address number, and individual buildings, uses, suites, units, or apartments are
- 20 assigned separate identifying letters or numbers, the common address number
- 21 shall be displayed as provided in subsection a. of this section, and the individual
- 22 building, use, suite, unit, or apartment numbers shall be displayed near the
- 23 entrance to such unit.
- 24
- 25 d. Numerals shall be Arabic and visible from the street.
- 26
- 27 e. The numerals shall be of contrasting color with the immediate background of
- 28 the building or structure on which the numerals are affixed.
- 29
- 30 f. Any signs, placards, or similar graphics showing a different number which might
- 31 be mistaken for or confused with the number assigned in accordance with the
- 32 property numbering maps shall be removed and the properly assigned number
- 33 posted.
- 34
- 35 g. Within 45 days after the receipt or notification of an address number, the owner,
- 36 occupant or person in charge of any house, building, mobile home, or other
- 37 structure to which a number has been assigned shall affix the number in a
- 38 conspicuous place as outlined in this article.
- 39

40 (2) *Cluster mailboxes.*

- 41
- 42 a. For newly developed subdivisions, the United States Postal Service (USPS)
- 43 requires centralized mail delivery via cluster mailboxes.
- 44

- 1 b. *Placement.* The placement of cluster mailboxes shall be in a safe and convenient
2 location and shall be approved by the USPS prior to approval of a site and
3 development plan.
4
- 5 c. *Pedestrian access.* Cluster mailboxes shall be provided with access via ADA
6 compliant sidewalks. When located in a subdivision or development where
7 sidewalks are required, a sidewalk connection shall be provided from the cluster
8 mailbox to the sidewalk network within the right-of-way. When located in a
9 subdivision where sidewalks are not provided, an ADA compliant sidewalk and
10 parking area shall connect to the mailbox kiosk.
11
- 12 d. *Vehicular access.* Required vehicular access for cluster mailboxes shall be
13 provided so that no vehicle parking space interferes with the required travel lanes
14 in the right-of-way or the delivery of mail. Parking shall be designed so that
15 vehicles can safely exit parking spaces, as determined by the County Engineer.
16

17 **Sec. 10-11.110. Private road signing.**
18

19 (1) Where private streets intersect with a public right-of-way, street name signs shall be
20 placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street
21 name signs, as well as any signs indicating whether the county does or does not maintain particular
22 streets, shall be placed on the same post as the public street name signs.
23

24 (2) Private street name signs and signs regarding county street maintenance shall be painted
25 with a blue background and white letters. Public street signs shall be painted with a green background
26 and white letters.
27

28 **Sec. 10-11.111. Enforcement.**
29

30 The requirements of this article shall be enforced by the County code enforcement board.
31

32 **Sec. 10-11.112. Penalty.**
33

34 Any person violating any of the provisions of this article shall be guilty of a misdemeanor and
35 punished as provided by law.
36

37 **Section 10-11.113 Administrative appeal process.**
38

39 (1) The ASC shall review and hear appeals by citizen residents and businesses concerning
40 addressing assignments and street naming actions as brought forth by TGM and DSEM Addressing
41 Unit staff, including street renaming, re-ranging of streets, address re-assignments, and opposition to
42 street naming.

43 (2) Any appeal of any final decision by the ASC or the Board under this article may be
44 appealed to a court of competent jurisdiction for review.
45

1 **Section 3. Section 10-7.502(m) of Article VII of Chapter 10 of the Code of Laws of Leon**
2 **County, Florida, entitled “General Layout Design Standards” is hereby amended as follows:**

3
4 (m) ~~Street names shall be assigned in accordance with Article XI. The following apply to street~~
5 ~~names:~~

6 ~~(1) Streets which are extensions of existing streets shall have the same name.~~

7 ~~(2) No street names shall be used which will duplicate or be confused with the names~~
8 ~~of existing or proposed streets.~~

9 ~~(3) All street names shall be approved by the County Administrator prior to approval of~~
10 ~~the site and development plan.~~

11 ~~(4) Any changes in names of streets must be approved by the Board of County~~
12 ~~Commissioners.~~

13
14 **Section 4. Conflicts.**

15
16 All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby
17 repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon
18 County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this
19 Ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

20
21 **Section 5. Severability.**

22
23 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of
24 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
25 portions of this Ordinance shall remain in full force and effect.

26
27
28
29
30
31
32
33
34 [Signature page to follow]
35
36
37
38
39
40
41
42
43
44
45

1 **Section 6. Effective Date.**

2
3 This Ordinance shall have effect upon becoming law.

4
5 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
6 Florida, this 11th day of May, 2021.

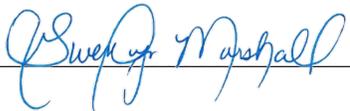
7
8
9
10 LEON COUNTY, FLORIDA

11 

12 By: _____
13 Rick Minor, Chair
14 Board of County Commissioners
15

16
17 ATTESTED BY:

18 Gwendolyn Marshall, Clerk of Court
19 & Comptroller, Leon County, Florida

20
21 By:  _____
22
23

24
25 APPROVED AS TO FORM:

26 Chasity H. O'Steen, County Attorney
27 Leon County Attorney's Office

28 Chasity H.
29 O'Steen
30 By: _____

 Digitally signed by Chasity H. O'Steen
DN: cn=Chasity H. O'Steen, o=Leon County
Board of County Commissioners, ou=County
Attorney's Office,
email=osteenc@leoncountyfl.gov, c=US
Date: 2021.05.13 14:56:02 -04'00'