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

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

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

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

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

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

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

WHEREAS, to incorporate the amendments to the Street Naming System, the Board desires to enact an Ordinance repealing Article XI of Chapter 10 of the Leon County Code of Laws, in its entirety, and to adopt a new Article XI of Chapter 10 of the Leon County Code of Laws, in its place as well as 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.  
44  
45

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

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

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

#### **Sec. 10-11.107. Administration and number assignment.**

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

(2) *Address numbers.* All new principal buildings and all new activities involving uses of 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  
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33

34 [Signature page to follow]  
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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  
13 By: \_\_\_\_\_

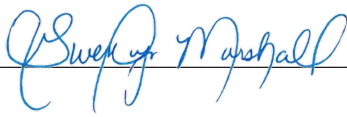


14 Rick Minor, Chair  
15 Board of County Commissioners  
16

17 ATTESTED BY:

18 Gwendolyn Marshall, Clerk of Court  
19 & Comptroller, Leon County, Florida  
20

21  
22 By: \_\_\_\_\_




23  
24  
25 APPROVED AS TO FORM:

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

28 Chasity H.

29 By: O'Steen  
30 \_\_\_\_\_

 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'