

ORDINANCE NO. 2013-10

AN ORDINANCE OF PUTNAM COUNTY, FLORIDA ESTABLISHING A UNIFORM ADDRESSING SYSTEM; PROVIDING DEFINITIONS; PROVIDING FOR THE ASSIGNMENT OF NUMBERS ON BUILDINGS AND THE POSTING OF NUMBERS THEREON; PROVIDING STREET NAMING STANDARDS; REPEALING ORDINANCE NO. 2011-08; AND PROVIDING AN EFFECTIVE DATE.

FILED
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PUTNAM COUNTY
FLORIDA

WHEREAS, the Putnam County Board of County Commissioners (the "BOCC") adopted Ordinance No. 2011-08 on May 20, 2006;

WHEREAS, said Ordinance was passed to protect the health, safety and general welfare of the citizens of this County by providing for a uniform addressing system that will help ensure that safety vehicles can find people easier; and

WHEREAS, the BOCC desires to amend and restate said Ordinance by, among other things, establishing a 911 Emergency Addressing Review Committee.

NOW THEREFORE BE IT ORDAINED by the Board of County Commissioners of Putnam County, Florida, as follows:

SECTION 1: PURPOSE

This Ordinance is promulgated for the purpose of providing a Uniform Addressing System for the assignment of street names and address numbers to buildings with access from officially named public and private ways in the unincorporated areas of Putnam County, Florida.

SECTION II: DEFINITIONS

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

- (a) *Building Front* – The main egress (e.g. entrance or access) of the building where numbers properly posted would be visible from the public or private street to which the building is numbered. When a building is constructed on a corner lot, the building front shall be that area of the building that is the main public egress. The front of the building for addressing purposes will be determined by the E-911 Coordinator with input from various public safety departments.
- (b) *Egress* – Egress and ingress mean going in and going out.
- (c) *Grid System* – A series of designed north/south parallel lines intersecting a second set of east/west parallel lines within a one-square mile area, i.e., "section", as indicated on the official e-911 address maps.
- (d) *Numbering System* – A uniform method of assigning and coordinating the addresses or buildings and properties based upon a designated grid system contained in the official E-911 address maps.

- (e) *Occupant* – Any person, firm, entity, partnership, trust, corporation, association or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.
- (f) *Owner* – Any and all persons, firms, entities, partnerships, trusts, corporations, associations or other organizations owning the fee title to, or having an undivided interest in, any building or property which is subject to the provisions of this Ordinance.
- (g) *Private Way* – Any officially named thoroughfare used for vehicular traffic which is not included in the definition of “public way” and which is not maintained by Putnam County. This term shall include, but is not limited to, roadways or driveways in apartment, condominium, commercial, or industrial complexes which have been named and in which signs have been placed in accordance with Putnam County policy and Florida law.
- (h) *Public Way* – That area of an officially named public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways.
- (i) *E-911 Coordinator* – The person designated as such by the County Administrator who is responsible for the direction, supervision and coordination of activities associated with the design, implementation, operation, budget management, and planning of the County’s enhanced 911 system and its associated programs in conjunction with the Putnam County Public Safety Communications Center staff.
- (j) *911 Emergency Addressing Review Committee* – The committee established in Section XII hereof, which reviews any challenge to a decision made by the E-911 Division.

SECTION III: BUILDING NUMBERING ESTABLISHED; INCORPORATION OF MAPS

A uniform system of numbering buildings, as shown on maps identified by the title “Putnam County E-911 Address Maps,” and filed in the office of Putnam County E-911 Division, is hereby adopted for use in the unincorporated area of Putnam County. These maps and all explanatory matter thereon and related thereto are hereby adopted, incorporated herein by reference, and made part of this Ordinance.

SECTION IV: ADMINISTRATION AND ASSIGNMENT OF NUMBERS

- (a) The E-911 Coordinator shall be responsible for coordinating and maintaining the numbering system established by this Ordinance and the Addressing and Street Naming Policy (the “Policy”). The E-911 Coordinator shall issue building numbers and assign street names and designations in conformity with the Uniform Addressing System established herein.
- (b) In an area where an addressing system has been in use prior to August 11, 1987, the E-911 Coordinator may issue addresses in accordance with that system even if that system does not correspond with the County system.
- (c) Only the property owner(s) or a legal representative can request a new E-911 address or a change of E-911 address.
- (d) Requests for E-911 addresses require the identification of point of access (driveway). Home orientation on the parcel is not a factor.
- (e) The assignment of an address for a building or parcel may be withheld until such time as a legal easement and/or physical address to the site is established.

- (f) Existing address numbers on or near an unaddressed property must be evaluated for compliance with the Policy.
- (g) Accessory structures such as barns, sheds, garages, shade, and garden structures shall not have an address assigned unless a certificate of occupancy or a permit is required, or it is deemed necessary by the E-911 Coordinator.
- (h) Vacant, unplatted and unimproved property will not be assigned an address until a driveway location is determined and a permit is required for utility service or other purposes. If the point at which the driveway intersects a named road is changed, the address will have to be changed accordingly.
- (i) When a street name is changed or new street names are adopted, the E-911 Coordinator shall create new address numbers, compliant with this Policy, for any previously assigned addresses that are affected and notify each owner of the new address.
- (j) All applicants seeking plat approval, or other development order approval where addresses have not yet been assigned, shall submit to the E-911 Division a map and a list of proposed street names for the plat or other development site, which are subject to approval by the E-911 Coordinator. The address must be officially assigned by the E-911 Division prior to being used with any development application.
- (k) The E-911 Coordinator shall, upon request and without charge, assign a number to each unnumbered building located in the unincorporated area of Putnam County, if the building has not been assigned a number.
- (l) The assignment by the E-911 Coordinator and posting by the Owner or Occupant of the assigned number shall be a condition precedent to the issuance of a building permit for any such building.
- (m) When site plans include construction of new streets (either public or private) the E-911 Coordinator shall assign street names.
- (n) The E-911 Coordinator shall duly record and keep records of all street names and numbers assigned and shall monitor same to insure that duplicate street names and numbers are prevented.
- (o) All commercial and residential buildings and dwellings shall have access for public safety vehicles.

SECTION V: CORRECTING AND CHANGING ADDRESS NUMBERS

- (a) The E-911 Coordinator may change or correct an address number or street name if the change or correction is necessary for orderly maintenance of the overall addressing system.
- (b) Preference shall be given to an address number change instead of a street name change. Such change or correction shall be performed only after notice and opportunity for appeal (Section XII) is given to the property owner(s).
- (c) Should an existing building have, exhibit or be addressed by a number in conflict with the Uniform Addressing System, the E-911 Coordinator shall give notice to the Owners and/or Occupants thereof. Said notice shall include a notification of a change of address which shall contain the building number(s) officially assigned to the building.

SECTION VI: POSTING OF NUMBERS

All buildings shall have its assigned building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of the Owners and Occupants of each building to post the assigned building numbers as follows:

- (a) The building (address) number shall be affixed to the front of the building, and, if desired by the Owner/Occupant, to a separate structure in front of the building (such as a mailbox, post, wall, fence, etc.) in such a manner so as to be clearly visible and legible from the public or private way on which the building fronts.
- (b) Numerals shall be Arabic per the Florida Fire Prevention Code and the Florida Building Code.
- (c) Numerals shall not be less than four inches (4") in height and one-half inch (1/2") in width.
- (d) The numerals shall be of a color contrasting with the immediate background of the building or structure on which such numerals are affixed.
- (e) Alpha-numeric character combination building numbers shall not be issued for an address.
- (f) Fractions of a number shall not be issued for an address.

SECTION VII: DE-ANNEXATION (MUNICIPAL CONTRACTION)

Whenever a parcel of land, subdivision or any part thereof becomes part of the unincorporated area of Putnam County by de-annexation or otherwise, it shall be the responsibility of the E-911 Coordinator to review the building numbers of such property and determine whether such numbers, their posting, and the method of numbering conform to the designated grid system and the Uniform Addressing System established by this Ordinance. If the number, posting or method of numbering does not conform, the County shall give notice of such nonconformance to the Owners and/or Occupants thereof. Nonconformance includes, but is not limited to, a number out of sequence, odd or even number on the wrong side of the street, and rural box numbers. Said notice shall be delivered, and shall include notification of a "change of address", in accordance with Section IV of this Ordinance.

SECTION VIII: ENFORCEMENT

Any person, firm, entity, partnership, trust, corporation, association or other organization shall have thirty (30) days upon notification of an initial assignment of a building (address) number or a change of address to comply with the provisions of this Ordinance. After 30 days, the County shall enforce this Ordinance using the authority and procedures authorized by Florida Statutes Chapter 162.

SECTION IX: STREET NAMING STANDARDS

- (a) All new street names shall comply with the Policy.
- (b) The E-911 Division shall select street names from the Putnam County Official Street Name List established by the E-911 Division. Consideration will be given to coordinating the name with other streets in the area.
- (c) Streets will not be named after a person, living or dead, without the consent of the Board of County Commissioners.

- (d) No duplication of street names is permitted regardless of its suffix.
- (e) Street name assignment does not affect property ownership.
- (f) Street names must be approved by the E-911 Coordinator in order to be used for addressing, signage, or publicity.
- (g) Assignment of a name to a roadway does not affect or change the physical improvement standards of that roadway; the designation as a "named street" is for E-911 addressing purposes only.
- (h) The Board of County Commissioners or the E-911 Coordinator may initiate street naming or street name changes that are determined to be in the best interest of public health, safety and welfare.
- (i) When street name changes or new street names are adopted by the Board of County Commissioners or the E-911 Coordinator, they will automatically become part of the Official Street Name List and the Putnam County E-911 Address Maps.
- (j) Any private roadway or easement within the unincorporated area of the County may be officially named if:
 - i. A roadway or easement (singular or multiple) is accessed from a public street or another private easement and occupied by two or more structures regardless of its length; or
 - ii. A private way is deemed by the E-911 Coordinator to require naming.

SECTION X: CHANGING THE NAME OF A STREET

All requests to rename a street will be submitted in writing to the E-911 Coordinator. If the request is received from the public, a petition signed by more than 80% of the property owners abutting the street must also be submitted.

If the proposed street name conflicts with the name of an existing street or conflicts with any other provision of the Policy, then the owner shall change the proposed name of the street as directed by the E-911 Division.

The property owners abutting the street will be notified by the E-911 Coordinator of any proposed street name changes. If the street is a platted street, the following additional steps are required:

- (a) An agenda item and resolution for adoption will be prepared and presented to the Board of County Commissioners at a regularly scheduled meeting.
- (b) The Board of County Commissioners shall grant or deny the request within its discretion, after recommendation by the E-911 Coordinator.

Upon approval, all concerned parties will be notified of the street name change by certified mail within thirty (30) days of approval. The petitioner(s) shall pay all costs related to the change prior to the signs being changed.

SECTION XI: POSTING STREET SIGNS

Street name signs shall match the street name on the "Putnam County E-911 Address Maps".

Signage shall be provided and maintained by the Putnam County Public Works Department.

Should the owner(s) of the street signs, whether individuals or associations, elect to maintain signage they must comply with Putnam County standards.

SECTION XII: 911 EMERGENCY ADDRESSING REVIEW COMMITTEE

- (a) The 911 Emergency Addressing Review Committee (the "Committee") is hereby created to review and revise standards and policies to implement the objectives of this Ordinance. The Committee shall be composed of one representative each from the E-911 Division, Planning and Development Department, the Putnam County Sheriff's Office, Emergency Management, and the Property Appraiser's Office. Members shall serve until their successor is named. The Committee members shall be appointed by the County Administrator, following review of nominations by each department or office listed above.
- (b) Any person receiving a street name or address decision from the E-911 Division shall have the right to appeal such decision to the Committee, whose decision shall be final and binding.
- (c) The Committee shall be organized as follows:
 - (i) The E-911 Coordinator shall serve as the Chairman of the Committee. The Chairman shall preside at all meetings of the Committee and cause records and minutes of the Committee to be kept.
 - (ii) The Committee shall meet at least quarterly. A quorum shall consist of a majority of members. Regular quarterly meetings will be as follows: January; April; July; and October.
 - (iii) The Committee may adopt, amend, and rescind rules for the conduct of its business and to implement the provisions of this Section.
- (d) The Policy dated January 10, 2013, as may be amended, is hereby adopted as the official document used by the E-911 Division and the Committee to implement this Ordinance. The Policy shall remain in effect unless revised by the E-911 Coordinator or the Committee.
- (e) The Committee shall also have the following duties and procedures:
 - (i) Review and approve or revise the Policy.
 - (ii) Entertain requested revisions to the Policy by Committee members. A member may request revisions as a representative of his/her entity or on behalf of the general public.
 - (iii) Identify duplicate street names and out of sequence addresses and rename such duplicate streets and reassign such out of sequence addresses in accordance with this Ordinance and the Policy.

SECTION XIII: SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION XIV: REPEALER

Putnam County Ordinance No. 2011-08 is hereby repealed in its entirety.

SECTION XV: EFFECTIVE DATE

A copy of this Ordinance shall be filed with the Office of the Secretary of State within ten (10) days after enactment, and this Ordinance shall take effect upon receipt of official acknowledgement from that office that said Ordinance has been filed.

DONE, ORDERED AND ADOPTED this 28 day of May, 2013.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By: Norman S. Harris
Chair

ATTEST:

Tim Smith
Tim Smith, Clerk of Court