

ORDINANCE NO. 86-65

AN ORDINANCE ESTABLISHING A UNIFORM BUILDING NUMBERING SYSTEM; STATING THE PURPOSE OF THE UNIFORM BUILDING NUMBERING SYSTEM; PROVIDING DEFINITIONS; PROVIDING FOR CREATION AND ADOPTION OF COUNTY BUILDING NUMBERING MAPS; PROVIDING FOR ASSIGNMENT OF NUMBERS AND ADMINISTRATION OF SYSTEM BY THE COUNTY; PROVIDING FOR POSTING OF REQUIRED BUILDING NUMBERS; PROVIDING FOR ASSIGNMENT OF NUMBERS UPON MUNICIPAL CONTRACTION; PROVIDING FOR VOLUNTARY PARTICIPATION BY MUNICIPALITIES; PROVIDING A RIGHT OF APPEAL; PROVIDING FOR PENALTIES; GRANTING ST. JOHNS COUNTY CODE ENFORCEMENT BOARD JURISDICTION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, there is a need for uniformity in building numbers and street ~~needs~~^{NAMES} in St. Johns County; and

WHEREAS, the "E-911 Emergency Number System" is intricately intertwined, related to, and dependent upon a uniform building numbering system; and

WHEREAS, it would be beneficial to insure uniform street naming and building numbers at the development stage as well as after buildings are constructed; and

WHEREAS, an "E-911 Emergency Number System: would serve to promote, protect, and improve the health, safety and welfare of the citizens of St. Johns County, Florida; and

WHEREAS, a uniform system of street naming and numbering would facilitate and enhance the effective operation of an "E-911 Emergency Number System;" and

WHEREAS, the Board of County Commissioners of St. Johns County has determined that it is in the best interest of the public health, safety and well being of the citizens of St. Johns County to establish and implement a uniform street naming and numbering system in the unincorporated

areas of St. Johns County, Florida and those municipalities within the County that elect to participate in such system so that every building in the unincorporated area of the County and such participating municipalities shall have a uniform emergency number.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. Purpose of Uniform Numbering System.

This Ordinance is adopted for the purpose of providing a Uniform Building Numbering System for the assignment of emergency numbers to buildings and structures located on or with access from officially named public and private streets and ways in the unincorporated area of St. Johns County, Florida and those cities that wish to participate, in the interest of the public health, safety and general welfare of the citizens and inhabitants of St. Johns County.

Section 2. 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) Accessory Building: A building which is clearly incidental or subordinate to and customarily utilized adjacent to and in connection with a principal building located on the same lot.

(b) Principal Building: Any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, animals, chattels or property of any kind for any residential, commercial, or industrial purpose.

(c) Building Front or Facade: That area or facade of a building which faces the public or private street or way pursuant to which the building is numbered. When a building is constructed on a corner lot, the building front or facade shall be that area of the building which faces the street on which a projected address was assigned or, in the event a projected address has not been assigned, the area so designated by St. Johns County (hereinafter sometimes referred to as County).

(d) Building Numbering Maps: A master set of maps which, in conjunction with approved plats and site plans, details the existing street name and numbering system and the projected street name and numbering system within the unincorporated areas of St. Johns County and those cities that wish to participate. Said maps, in addition to the plats and site plans, being currently designated the one inch to 400 feet legal section maps.

(e) E-911 Coordinator: That person designated by the ~~County~~ ^{SHERIFF} to design, implement, and maintain an emergency telephone response system which involves the expeditious response of public safety, police and other services resulting from such emergency telephone system.

(f) Base Line Systems: A series of designated North/South parallel lines intersecting a second set of East/West parallel lines, as indicated on the official "master base line maps", currently delineated on a 1:2000 map of St. Johns County.

(g) Non-conformance: Any failure to comply with the provisions of this Ordinance including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, and non-approved numbers.

(h) Uniform Building Numbering System: A system by which existing buildings and projected lots and parcels for future buildings are assigned numbers in a coordinated and uniform method based on a designated grid system contained in the official base line map.

(i) Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization who is occupying or leasing a building or other property for a period exceeding thirty (30) days.

(j) Owner: Any and all persons, firms, entities, partnerships, trust, corporations, associations, or other organizations who own the fee title to, or have undivided interest in, any building or property which is subject to the provisions of this Ordinance.

(k) Private Way: Any street, road, avenue, drive, cul de sac or other thoroughfare used for vehicular traffic and any easement or right-of-way that provides access to more than one parcel or lot which is not included in the definition of "public way" and which is not maintained by St. Johns County or a participating city. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartment, condominiums, commercial or industrial complexes, which have been designated as a private way by the County.

(l) Projected Street Name and Numbering System: All approved site plans and plats, including amendments thereto, which contain projected street names and building numbers although no construction or development has occurred on the projected street.

(m) Public Way: Any area of a public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, and that has been dedicated or conveyed to St. Johns County or a participating municipality for the purpose of vehicular traffic, excluding, however, service entrances or driveways.

(n) Participating Municipality or Participating City: Any town, city or municipality within St. Johns County that enters into an interlocal agreement with the County to participate with the County to provide a uniform numbering system pursuant to this Ordinance.

Section 3. Uniform Building Numbering System Established;
Incorporation of Map.

A Uniform Building Numbering System, as shown on the maps identified by the title, "Building Numbering Maps", ~~SHALL~~
^{be} ~~and~~ filed with the County ^{AND THEREAFTER} ~~is hereby~~ adopted for use in the
unincorporated areas of St. Johns County ^{by COUNTY RESOLUTION.} The County shall
coordinate all activities ^{Administration} relating to the system and maps

with the E-911 Coordinator. These maps and all explanatory matter thereon and related there to ~~are hereby~~ ^{when} adopted ^{by Resolution} ~~shall be deemed to be~~ incorporated herein by reference, and made a part of this Ordinance. The maps shall include existing buildings and shall have the existing street naming and assigned numbering system thereon. The maps shall include existing site plans and plats that have been approved, ^{pursuant to other ordinances} and amendments thereto. The maps shall be made reasonably available to the public during normal business hours. Each approved plat and each amendment thereto shall ^{continue to} be filed in the Office of the Clerk of the Circuit Court. The Uniform Building Numbering System and the maps may be adopted or amended for use in any city in St. Johns County pursuant to an interlocal agreement between the County and the City whereby the City chooses to provide a uniform numbering system pursuant to this Ordinance. Any such interlocal agreement shall be filed in the Official Records of the Board of County Commissioners and each city that is a party to such interlocal agreement as well as with the Clerk of the Circuit Court of St. Johns County. Upon adoption by a city, the Uniform Building Numbering System Maps and the ^{base line} ~~grid~~ maps and each amendment thereto shall also be filed in the Office of the city clerk for each city which adopts the system.

Section 4. Administration and Assignment of Numbers.

(a) The County shall be responsible for coordinating and maintaining the numbering system established by this Ordinance. The County shall approve street names and designations and shall assign building numbers in conformity with the Uniform Building Numbering System established in the preceding section. Charges for such assignments shall be made in accordance with the fee schedule duly adopted by resolution of the Board of County Commissioners.

(b) Should an existing building fail to conform with the uniform numbering system, the County shall give notice to those owners or occupants whose building number is in

non-conformity with the Uniform Building Numbering System. Said notice shall be delivered to the owner or occupant by certified mail, return receipt requested or by posting same in a conspicuous place on the property or by hand delivery. Said notice may include a notification of a change of address which shall contain the new building number(s) assigned to the building in accordance with the provisions of this Ordinance and shall direct the owner or the occupant to post the newly assigned building number on said building or property in accordance with Section 5 of this Ordinance. The owners or occupants shall have thirty (30) days from receipt of the notice sent by certified mail, from the date of hand delivery, if delivered by hand, or from the date of posting, if such notice is posted on the property, to come into compliance with this Ordinance.

(c) Assignment by the County of the assigned number to a lot or parcel on which a projected future building may be constructed shall be a condition precedent to the issuance of a Building Permit for any such building.

(d) In coordination with the E-911 Coordinator, the County shall record, and maintain records of all street names and numbers currently assigned under this Ordinance and all names and numbers which have ever been assigned pursuant to this Ordinance and shall monitor same to insure that duplicate street names and numbers are prevented.

Section 5. Posting of Numbers.

Each building in the unincorporated area of St. Johns County and in participating municipalities shall have its assigned building number properly displayed in accordance with and conformity to the requirements of this Ordinance, whether or not mail is delivered to such building or property. It shall be the duty of the owners and occupants of each building in the unincorporated areas of the County and in participating municipalities to post the assigned building number on the property in conformity with this Ordinance as follows:

(a) The building number shall be affixed to the building front or facade as defined herein, or to a separate structure such as a mailbox, post, wall, fence, or other visible and commonly used area, in such a manner so as to be clearly visible from both directions and legible and without obstruction from the public or private way on which the building fronts.

(b) Any numbers which are not clearly visible and legible from the public or private way shall not be used.

(c) The numerals shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed and shall be not less than three inches (3") in height and one-half inch (1/2") in width.

(d) Numerals shall be made of a durable weather resistant material permanently affixed to the front of the building or structure.

Section 6. Municipal Contraction.

Whenever a parcel of land, a subdivision, or any part thereof, becomes part of the unincorporated area of St. Johns County by municipal contraction or otherwise, it shall be the responsibility of the County to review the address numbers of such property and determine whether such address and numbers, their posting, and the method of numbering for such contracted portion conform to the designated grid system and the Uniform Building Numbering System established by this Ordinance within thirty (30) days of such contraction.

Section 7. Address Changes.

(a) If the number, posting, or method of numbering a building is in non-conformance with St. Johns County's base line system and Uniform Building Numbering System after a municipal contraction, the County, shall give notice of such non-conformance to the owners of occupants of the affected building or property.

(b) Said notice shall be delivered by certified mail, return receipt requested; by posting said notice in a conspicuous place on the building; or, by hand delivery.

(c) Said notice shall include a notification or a change of address which shall contain the correct or new building number(s) assigned to the building or property in accordance with the provisions of this Ordinance and the date of notification.

(d) Said notice shall direct the owner or the occupant to post the newly assigned building number(s) contained in the change of address on said building or property in accordance with Section 5 of this Ordinance.

(e) Said notice shall notify the owner or occupant that, if he or she disagrees with the determination of the County, an appeal may be taken within 30 days of the determination to the St. Johns County Board of County Commissioners regarding the determination made.

Section 8. Penalties.

(a) Any person, firm, entity, partnership, trust, corporation, association, or other organization failing to comply with the provisions of this Ordinance shall be punished as provided by general law.

(b) ^{IN ADDITION, THE} ~~The~~ St. Johns County Code Enforcement Board shall have jurisdiction over violations of this Ordinance occurring in unincorporated areas of the County. The Code Enforcement Board of each participating city shall have jurisdiction over violations of this Ordinance occurring within such participating city. Proceedings before the Code Enforcement Boards shall be governed by their rules and procedures.

Section 9. 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 portion of this Ordinance.

Section 10. Effective Date.

This Ordinance shall take effect upon receipt of official acknowledgment by the Clerk of the Board of County

Commissioners from the Department of State that this Ordinance
has been filed with the Department of State.

ENACTED this 22 day of July, 1986.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

BY: Francis J. Brubaker
Its Chairman

ATTEST: Carl "Bud" Markel, Clerk

By: Cheryl Kent
Deputy Clerk

Adopted regular meeting 07/22/86

Effective: 07/29/86

The St. Augustine Record
 PUBLISHED EVERY AFTERNOON EXCEPT SUNDAY
 ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA, }
 COUNTY OF ST. JOHNS }

Before the undersigned authority personally appeared _____
 Sandra G. Russ _____ who on oath says that he is
 _____ Legal Advertising Clerk _____ of the St. Augustine Record, a
 daily newspaper published at St. Augustine in St. Johns County, Florida;
 that the attached copy of advertisement, being a _____
 Meeting of the Board of County Commissioners _____
 _____ in the matter of _____
 Uniform Building Numbering System _____
 _____ in the _____ Court,
 was published in said newspaper in the issues of _____
 June 27, 1986 _____

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in said St. Johns County, Florida, and that the said newspaper has heretofore been continuously published in said St. Johns County, Florida, each day, except Sundays, and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me *Sandra G. Russ*
 this 1 day of July
 A.D. 19 86
[Signature]
 (SEAL) Notary Public

Notary Public, State of Florida
 My Commission Expires Aug. 4, 1989
 Bonded thru Troy Tain - Insurance, Inc.

COPY OF ADVERTISEMENT

NOTICE IS HEREBY GIVEN THAT THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AT ITS REGULAR MEETING ON JULY 22, 1986 AT 11:30 O'CLOCK A.M., IN THE COUNTY AUDITORIUM, COUNTY ADMINISTRATION BUILDING, LEWIS SPEEDWAY (COUNTY ROAD 16-A) AND U.S. #1 NORTH, ST. AUGUSTINE, FLORIDA, WILL HOLD A PUBLIC HEARING TO CONSIDER THE PASSAGE OF THE FOLLOWING ORDINANCE:
 An ordinance establishing a Uniform Building Numbering System; stating the purpose of the Uniform Building Numbering System; providing definitions; providing for creation and adoption of County Building Numbering Maps; providing for assignment of numbers and administration of system by County Planning Department; providing for posting of required building numbers; providing for assignment of numbers upon Municipal Contract; providing for voluntary participation by municipalities; providing a right of appeal; providing for penalties; granting St. Johns County Code Enforcement Board jurisdiction; providing for severability; and providing an effective date.
 The proposed Ordinance is on file in the office of the Clerk of the Circuit Court, St. Johns County, Florida, St. Johns County Administration Building, Lewis Speedway, and may be examined by parties interested prior to said public hearing. All parties having any interest in said Ordinance will be afforded an opportunity to be heard at the public hearing.
 If a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
 BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA
 Carl "Bud" Markel,
 its Clerk
 By: Cheryl Kent
 Deputy Clerk
 L744 June 27, 1986



RECEIVED
ST. JOHNS COUNTY FLORIDA

FLORIDA DEPARTMENT OF STATE

'86 JUL 29 10:13

George Firestone
Secretary of State

July 25, 1986
Honorable *Bud Markel*
Clerk of Circuit Court
Courthouse, St. Johns County
Post Office Drawer 300
St. Augustine, FL 32084

Attention: Tami J. Tedder, Deputy Clerk

Dear Mr. Markel:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge:

1. Receipt of letter/s of July 24, 1986
and certified copy/ies of St. Johns
County Ordinance(s) 86-65
(re: Numbering System)
2. Receipt of _____ County Ordinance(s)
relative to:
(a) _____
which we have numbered _____
(b) _____
which we have numbered _____
3. We have filed this/these Ordinance(s) in this office
on July 25, _____ 1986.
4. The original/duplicate copy/ies showing the filing date
is/are being returned for your records.

Cordially,

(Mrs.) Liz Cloud, Chief
Bureau of Administrative Code

LC/mb

FLORIDA-State of the Arts