

ORDINANCE NO. 560

AN ORDINANCE OF THE CITY OF CASSELBERRY, FLORIDA, ESTABLISHING A UNIFORM BUILDING NUMBERING SYSTEM; PROVIDING PURPOSE OF UNIFORM BUILDING NUMBERING SYSTEM; PROVIDING FOR DEFINITIONS; PROVIDING FOR CREATION AND ADOPTION OF CITY BUILDING NUMBERING MAPS; PROVIDING FOR ASSIGNMENT OF NUMBERS AND ADMINISTRATION OF SYSTEM; PROVIDING FOR POSTING OF REQUIRED BUILDING NUMBER AND NON-RESIDENTIAL ESTABLISHMENT NAMES; PROVIDING FOR ASSIGNMENT OF NUMBERS UPON MUNICIPAL ANNEXATION; PROVIDING FOR NOTICE TO OWNERS UPON MUNICIPAL ANNEXATION; PROVIDING A RIGHT OF APPEAL; PROVIDING FOR ASSIGNMENT OF STREET NAMES; PROVIDING FOR PENALTIES; GRANTING CASSELBERRY CODES ENFORCEMENT BOARD JURISDICTION; PROVIDING FOR INCLUSION IN CASSELBERRY CITY CODE; PROVIDING FOR CONFLICTS; SEVERABILITY; AND EFFECTIVE DATE.

WHEREAS, there is a need for uniformity in building numbers and street identification in the City of Casselberry; and

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

WHEREAS, the Standard Fire Prevention Code, adopted by the City of Casselberry, provides that "approved numbers or addresses shall be provided for all new and existing buildings so that the numbers or address is plainly legible from the street or roadway"; and

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

WHEREAS, Seminole County, the City of Casselberry and other cities within Seminole County have consulted and the City of Casselberry has obtained the County's guidance as to the E-911 and uniform street naming and numbering systems; and

WHEREAS, an "E-911 Emergency Number System" would serve to promote, protect, and improve the health, safety and welfare of the citizens of the City of Casselberry, Florida; and

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

WHEREAS, the Seminole County Planning Department currently administers the numbering of streets and ways within the City of Casselberry, Florida and the naming of private ways outside platted subdivisions within the City of Casselberry, Florida; and

WHEREAS, it is a necessity that certain information known to Seminole County be transmitted to the City of Casselberry and that certain information known to the City of Casselberry be transmitted to Seminole County in order to institute, implement and maintain an effective Emergency Number System throughout Seminole County, Florida; and

WHEREAS, the City Council of the City of Casselberry, Florida, has determined that it is in the best interest of the public health, safety, and welfare of the citizens of the City of Casselberry to establish and implement a uniform street naming and numbering system in the City of Casselberry, Florida, so that every building in the City shall have an easily locatable numbered address.

NOW THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CASSELBERRY, FLORIDA, AS FOLLOWS:

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 address numbers to buildings and structures located on or with access from officially named public and private ways in Casselberry, Florida, in the interest of the public health, safety and general welfare of the citizens and inhabitants of Casselberry, Florida.

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 parcel.

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

(c) Building Front: That area of a building which faces the public or private way pursuant 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 which faces the public or private way on which a projected address is assigned or, in the event a projected address has not been assigned, the area so designated by the Street Naming & Numbering Agency.

(d) Building Numbering Maps: A master set of maps on file with the Street Naming & Numbering Agency which detail the existing street name and numbering scheme within the City of Casselberry, Florida.

(e) E-911 Coordinator: The Mayor is authorized to designate such individual as the Mayor deems able to design, implement, maintain, and coordinate an emergency telephone response system which involves the expeditious response of public safety, police and other municipal services resulting from the implementation of such emergency telephone system. That individual designated to implement, maintain, and coordinate the emergency telephone response system hereunder is the Seminole County E-911 Coordinator which individual shall serve in such capacity until a successor is duly appointed.

(f) Grid System Guide: A series of designated North/South parallel lines intersecting a second set of East/West parallel lines, as indicated on the official "master grid maps" on file with the Street Naming & Numbering Agency.

(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, an odd or even number on the wrong side of a street, rural box numbers, numbers improperly

affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not clearly visible during the day or night, 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 addresses in a coordinated and uniform method based on a designated grid system contained in the official master grid maps.

(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, trusts, corporations, associations, or other organizations who own the fee title to, or have an 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 sole access to more than one parcel or lot which is not included in the definition of "public way" and which is not maintained by the City of Casselberry or other public entity. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, condominiums, commercial or industrial complexes, which have been named and signed in accordance with the City Code of the City of Casselberry, Florida.

(l) Projected Street Name and Numbering Scheme: Building Numbering Maps, including amendments thereto, which contain projected street names and addresses 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 to City of Casselberry or other public entity for the purpose of vehicular traffic and for use as a thoroughfare for vehicular traffic whether accepted or not by the City of Casselberry or other public entity, excluding, however, service entrances or driveways.

(n) Street Naming & Numbering Agency: The Mayor is authorized to designate such agency as the Mayor deems able to coordinate and maintain the building numbering and street naming system established by this Ordinance. That agency designated to coordinate and maintain the building numbering and street naming system hereunder is the Seminole County Planning Department which agency shall serve in such capacity until a successor is duly appointed.

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," and filed with the Street Naming & Numbering Agency is hereby adopted for use in the incorporated area of the City of Casselberry. The Street Naming & Numbering Agency shall coordinate all activities relating to the system and maps with the E-911 Coordinator. These maps and all explanatory matters thereon and related thereto are hereby adopted, 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 scheme thereon. The maps shall include all amendments thereto. The maps shall be made reasonably available to the public during normal business hours.

SECTION 4. Administration and Assignment of Numbers.

(a) The Street Naming & Numbering Agency shall be responsible for coordinating and maintaining the numbering system established by this Ordinance. Said Agency 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 implemented and collected in accordance with the fee schedule duly

adopted by the Board of County Commissioners of Seminole County. Changes in charges and collection methods may be modified, supplemented, and amended by annual resolution of the City Council.

(b) Should an existing building fail to conform with the uniform numbering system the Street Naming and Numbering Agency and/or City of Casselberry Building Department 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, or 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 comply with the requirements of this Ordinance.

(c) Assignment by the Street Naming & Numbering Agency 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 Street Naming & Numbering Agency 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 ensure that duplications of street names and numbers are prevented.

SECTION 5. Posting of Numbers and Non-Residential Establishment Names - All buildings in the City of Casselberry shall have their assigned building number(s) properly displayed in accordance with and in conformity to the requirements of this

Ordinance, whether or not mail is delivered to such building. It shall be the duty of the owners and/or occupants of each building in the City of Casselberry to post the assigned number(s) and any non-residential establishment name(s) on the property in accordance with this Ordinance as follows:

(a) The building number(s) shall be placed in such a manner so as to be clearly visible and legible and without obstruction from the public or private way on which the building fronts - except when due to the amount of numbers assigned to a property and other characteristics of the property the City of Casselberry Building Department determines that this is not reasonably possible to achieve. In such cases the City of Casselberry Building Department shall require the provision of a suitable directory indicating the location and address of each building or portion of a building which has a separate address. The placement of said directory will be coordinated with the E-911 Coordinator, Street Naming & Numbering Agency, Casselberry Fire Department, and Casselberry Police Department.

(b) A portion of a building which has been assigned an address, containing a primary number or a primary number and a secondary number, which is different from the address of one or more other portions of the building shall have the secondary number or, when there is not a secondary number, shall have the primary number affixed to the exterior side of all of the associated exterior doorways located at the ground floor level or an exterior area in close proximity to these doorways - except for single-family and two-family residential buildings. Buildings with more than one non-residential establishment must have the name of the establishment affixed to the exterior side of all exterior doorways at the ground floor level or an exterior area in close proximity to these doorways - except on the building front.

(c) Building number(s) shall be affixed to a separate structure such as a mailbox, post, wall, fence, or other visible and commonly used area on the same property as the building if the number(s) affixed to the building is not clearly legible and

without obstruction from the public or private way on which the building fronts - unless a directory is required in accordance with subsection (a) of this section.

(d) Each number, in at least one location visible and legible from the public or private way on which the building fronts, must be easily visible at night unless a directory is required in accordance with subsection (a) of this section.

(e) All numbers used to satisfy the requirements of this Ordinance must be located at a height of at least three feet (3') above grade.

(f) 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 four inches (4") in height and one-half inch (1/2") in width. Larger numerals may be required by the City when determined to be necessary to assist those providing fire, police, or other emergency services.

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

SECTION 6. Municipal Annexation. Whenever a parcel of land, a subdivision, or any part thereof, becomes part of the City of Casselberry, Florida, by municipal annexation, it shall be the responsibility of the Street Naming & Numbering Agency to review the address numbers of such property and determine whether such numbers, their posting, and the method of numbering for such annexed portion conform to the designated grid system and the Uniform Building Numbering System established by this Ordinance within thirty (30) days of such annexation.

SECTION 7. Address Changes.

(a) If the number, posting, or method of numbering a building is in non-conformance with the City of Casselberry's/Seminole County's grid system and Uniform Building Numbering System after a municipal annexation, the Street Naming and Numbering Agency and/or City of Casselberry Building Department shall give notice of such non-conformance to the owners or occupants of the affected building or property.

(b) Said notice shall be delivered by certified mail, return receipt requested; or 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 numbers(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 and/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 Street Naming and Numbering Agency and/or City of Casselberry Building Department, an appeal may be taken regarding the determination as made. The City Council of the City of Casselberry shall hear such appeals within 30 days of receipt of the notification of said determination by certified mail.

SECTION 8. Street Names

(a) There is hereby established an official system of street names for public ways and platted private ways in the City of Casselberry, Florida as shown on the map entitled Official Street Name Map of the City of Casselberry, Florida, dated Jan. 8, 1990, a copy of which is attached hereto and made a part of this Ordinance.

(b) Names of existing public ways and platted private ways shall remain as shown on said map unless officially changed by specific Ordinance passed subsequent to this date.

(c) Names of new public ways and platted private ways shall be as shown on a subdivision plat duly recorded in the public records of Seminole County, Florida, or as indicated by an official change by specific Ordinance to the Official Street Name Map of the City of Casselberry, Florida. The name of a public way or platted private way may only be changed by specific Ordinance passed subsequent to this date with 30 days written notification prior to

the first public hearing, of the affected property owners by certified mail, return receipt requested.

(d) Names of all public ways and platted private ways established pursuant to this Section shall be set forth on to the Building Numbering Maps by the Street Naming and Property Numbering Agency.

(e) Names of unplatted private ways shall be those names set forth on the Building Numbering Maps, as amended. Names of new unplatted private ways and changes in the names of unplatted private ways shall be determined by the Street Naming & Property Numbering Agency and shall be set forth on the Building Numbering Maps.

(f) Names of new public and private ways shall not duplicate the names of existing public or private ways; however, new public and private ways that are an extension or in alignment with existing public or private ways shall bear the same name as that borne by the existing public or private way. Names likely to be confused with names of existing public or private ways shall be avoided.

SECTION 9. Implementation and Compliance. Existing facilities which do not meet the requirements of this Ordinance shall have 90 days from the effective date of this Ordinance to come in compliance with the regulations of this legislation.

SECTION 10. 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) The Casselberry Codes Enforcement Board shall have jurisdiction over violations of this Ordinance occurring in the City of Casselberry. Proceedings before the Codes Enforcement Board shall be governed by its rules and procedures.

SECTION 11. Codification. It is the intention of the City Council of the City of Casselberry, Florida that the provisions of this Ordinance shall become and be made a part of the Code of the City of Casselberry and the word ordinance may be changed to section, article, or other appropriate word or phase and the sections of this Ordinance may be renumbered or relettered to accomplish such intention; providing, however, that Sections 9, 10, 11, and 12 shall not be codified.

SECTION 12. Conflicts. All ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 13. Severability. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect or any other Sections or part of this Ordinance.

SECTION 14. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

FIRST READING this 18th day of December, A.D. 1989.
SECOND READING this 8th day of January, A.D. 1990.
FINAL READING AND ADOPTION this 8th day of January,
A.D. 1990.

APPROVED:

Andrea Dennison
ANDREA DENNISON, Mayor

Attest:

Linda R. Garavano
LINDA R. GARAVANO, City Clerk

STREET NAMING AND PROPERTY NUMBERING ORDINANCE (ORD. 560)

NUMBERING AND VIOLATION REVIEW PROCESSES

Numbering Process - Site Plan and Non-Residential Subdivisions

- The developer/builder provides the Seminole County Planning Office with a reproducible mylar of each floor of each building showing the maximum number of units possible and pays an addressing fee to Seminole County (prior to issuance of a building permit). The Seminole County Planning Office works with the developer/builder to assure that unique street names and appropriate street designations are used in the non-residential subdivisions which have new streets.
- The Seminole County Planning Office provides the developer/builder, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office with paper copies of the mylars which have the approved numbering scheme and any street names and/or street designations that may not have been included on the original mylars submitted to the County.

Numbering Process - Residential Subdivisions

- The Casselberry Planning Department provides the Seminole County Planning Office with a preliminary print of the proposed subdivision. The Seminole County Planning Office works with the developer/builder to assure that unique street names and appropriate street designations are used in subdivisions which have new streets.
- The developer/builder pays an addressing fee to the Seminole County Planning Office.
- The Seminole County Planning Office sends the Casselberry Building Department and the Casselberry Planning Department a statement indicating that the fees have been paid.
- The Casselberry Planning Department provides the Seminole County Planning Office with a paper copy of the approved final plat. The final plat is recorded.
- The Seminole County Planning Office provides the developer/builder, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office with enhanced copies of the recorded plat which delineates the approved numbering for the

subdivision.

Violation Review Process

- The Seminole County Planning Office finds or is notified of a potential violation.
- The Seminole County Planning Office reviews and makes a determination of violation and consults with the Casselberry Building Department and/or other City staff if necessary.
- If there is believed to be non-compliance, the Seminole County Planning Office issues a warning indicating that compliance should occur within 30 days.
- The Seminole County Planning Office reinspects the site after the 30 days have passed.
- If there is believed to be continued non-compliance, the Seminole County Planning Office will officially cite the violation. The citation will: (1) put the property owner on notice of the specifics of the violation and the required process for correction and (2) indicate the time and place of the City Code Enforcement Board meeting at which the reported violation will be discussed if the necessary corrections are not accomplished. A copy of the citation will be provided to the Casselberry Building Department.
- Within 24 hours prior to the City Code Enforcement Board meeting, the Seminole County Planning Office reinspects the site to determine if the violation has been corrected and reports its findings to the Casselberry Building Department.
- If there is believed to be continued non-compliance, the City Code Enforcement Board reviews and makes a decision on the issue (Seminole County Planning Office staff are present when requested).

Address Change Not Due to New Development

- The Seminole County Planning Office determines that an address change is needed to correct an existing numbering problem and notifies the property owner and or occupants, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office of the new number. The owner and or occupants are also notified that if one disagrees with the address change that an appeal may be made regarding the change.

- If there are more than 15 address changes occurring within a concentrated geographic area as a result of a need to correct existing numbering problem, the Seminole County Planning Office provides the City Clerk with information on the desired changes and identifies the numbering problem which lead to the desired changes. The Seminole County Planning Office notifies the property owners and or occupants, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office of the new numbers. The owners and or occupants are also notified that if one disagrees with the address change that an appeal may be made regarding the change.
- If there is an appeal regarding an address change, it is heard by the City Council within 30 days of the owner's receipt of the notification of the address change by certified mail (Seminole County Planning Office staff are present when requested).
- New addresses which are not properly posted and which have not been successfully appealed will be subject to the violation review process.

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STREET NAMING AND PROPERTY NUMBERING ORDINANCE (ORD. 560)

NUMBERING AND VIOLATION REVIEW PROCESSES

Numbering Process - Site Plan and Non-Residential Subdivisions

- The developer/builder provides the Seminole County Planning Office with a reproducible mylar of each floor of each building showing the maximum number of units possible and pays an addressing fee to Seminole County (prior to issuance of a building permit). The Seminole County Planning Office works with the developer/builder to assure that unique street names and appropriate street designations are used in the non-residential subdivisions which have new streets.
- The Seminole County Planning Office provides the developer/builder, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office with paper copies of the mylars which have the approved numbering scheme and any street names and/or street designations that may not have been included on the original mylars submitted to the County.

Numbering Process - Residential Subdivisions

- The Casselberry Planning Department provides the Seminole County Planning Office with a preliminary print of the proposed subdivision. The Seminole County Planning Office works with the developer/builder to assure that unique street names and appropriate street designations are used in subdivisions which have new streets.
- The developer/builder pays an addressing fee to the Seminole County Planning Office.
- The Seminole County Planning Office sends the Casselberry Building Department and the Casselberry Planning Department a statement indicating that the fees have been paid.
- The Casselberry Planning Department provides the Seminole County Planning Office with a paper copy of the approved final plat. The final plat is recorded.
- The Seminole County Planning Office provides the developer/builder, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office with enhanced copies of the recorded plat which delineates the approved numbering for the

subdivision.

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- If there are more than 15 address changes occurring within a concentrated geographic area as a result of a need to correct existing numbering problem, the Seminole County Planning Office provides the City Clerk with information on the desired changes and identifies the numbering problem which lead to the desired changes. The Seminole County Planning Office notifies the property owners and or occupants, various City departments, utility companies, post offices, the E-911 Coordinator, Seminole County Public Safety offices, Supervisor of Elections' office, and Property Appraiser's office of the new numbers. The owners and or occupants are also notified that if one disagrees with the address change that an appeal may be made regarding the change.
- If there is an appeal regarding an address change, it is heard by the City Council within 30 days of the owner's receipt of the notification of the address change by certified mail (Seminole County Planning Office staff are present when requested).
- New addresses which are not properly posted and which have not been successfully appealed will be subject to the violation review process.