

CHAPTER 25

PLANNING AND DEVELOPMENT

ARTICLE II. STREET NAMES AND ADDRESSING PROCEDURES

Sec. 25-31. Purpose

- A. To expand the existing code pertaining to addressing by defining how multiple units within a building are identified, the continuation of existing street names, defining how directional attributes are assigned, establishment of private street names; and other areas;
- B. To establish the use of approved addressing standards which allow a uniform and consistent method for City and Cole County personnel to enter address information into computer databases and the City/County GIS System.
- C. To standardize all address information in order that conformity will allow the integration and comparison of information in different computer files using the address as a common key.

Sec. 25-32. Definitions

Address (situs or parcel address): A unique alphanumeric descriptor which identifies the property location of a parcel of land, a building or other structure on the County or City Address Grid, that has been formally assigned by the political jurisdiction in which the property is located.

Address Format: The order of assemblage and structure of the standardized components (address number, directional prefix, street name, directional suffix, unit locator, zip code) used in the legal street address and placed in a fixed field format.

Fixed Field Format: An address format where all components of the address is input into its own field in the record.

Components: An associated address standard shall be comprised of the following components:

<u>Field Name</u>	<u>Length</u>	<u>Description</u>
Unique Identifier	29	Parcel ID / Unique Identifier that can be linked to other tables
Number	6	Street Address Number
Direction	2	Directional Prefix
Street Name	26	Street / Road Name
Street Suffix	4	Street Suffix (i.e, DR, ST, BLVD)
Post Direction	2	Post Direction

Unit Type	4	Unit Type (i.e., APT, STE, BLDG)
Unit Designation	4	Unit Number / Letter
Zip Code	5	Zip Code

Sec. 25-33. Data standards

- A. All address data entry will be done in capital letters and spelled out completely, except for directional prefixes, suffixes, and street types; unless it is common place to do so. For example, *DR MARTIN LUTHER KING JR BLVD* or *ST MARYS BLVD* are acceptable and preferred.
- B. There shall be no commas, periods, parenthesis, apostrophes, colons or semi-colons in the address format. The hyphen(-), pound sign (#) and slash (/) are allowed in the unit type suffix. For example, 100 JEFFERSON ST #A-E.
- C. The address database will be cataloged under a fixed field format.
- D. Street names shall not exceed 26 characters, including public and private street names.
- E. Numeric street names up to and including the number ten shall be spelled out. Numeric street names above ten shall be written using a number. For example, FIRST is to be used rather than 1ST.
- F. Temporary address numbers (block ranges or unofficial numbers) shall be followed by an asterisk (*) in the numeric field, indicating the address must be made official before it is released to the public for general or widespread use.
- G. **Directional Prefix & Post Directional Suffix.** Directional prefixes and suffixes shall always be abbreviated, unless it is used as part of the proper street name and shall not include periods. Standard directional prefix and suffix abbreviations include the following:

<u>Example</u>	<u>Abbreviation</u>	<u>Example</u>	<u>Abbreviation</u>
North	N	Northeast	NE
South	S	Northwest	NW
East	E	Southwest	SW
West	W	Southeast	SE

- H. **Street Type Suffix.** Street type suffixes shall always be abbreviated unless it is used as part of the proper street name and shall not include periods. Standard street type suffixes include the following:

<u>Example</u>	<u>Abbreviation</u>	<u>Example</u>	<u>Abbreviation</u>
Alley	ALY	Lane	LN
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Place	PL
Creek	CRK	Road	RD
Circle	CIR	Spur	SPUR
Court	CT	Street	ST
Drive	DR	Terrace	TER
Expressway	EXPY	Way	WAY
Highway	HWY	Waye	WAYE

- I. **Unit Type.** Unit addresses shall always be abbreviated and capitalized, and shall not include periods. Acceptable secondary addresses may be found in Appendix C of the Postal Addressing Standards, Publication 28, dated August 1995. Common secondary addresses include the following:

<u>Example</u>	<u>Abbreviation</u>	<u>Example</u>	<u>Abbreviation</u>
Apartment	APT	Rear	REAR
Building	BLDG	Room	ROOM
Department	DEPT	Suite	STE
Floor	FL	Unit	UNIT

- J. The pound (#) sign may be used in the unit type field and shall indicate any approved unit type. (i.e. #A shall indicate: APT A, UNIT A or SUITE A) If a unit is designated with both a letter and a number, no hyphen or space shall be used between the characters (i.e. #6D not #6-D or #6 D).

- K. Any proper State or Federal roadway shall be abbreviated and capitalized, and shall not include periods. One space shall be provided between the roadway name(s) and designated number. Approved State or Federal roadway abbreviations shall be:

<u>Example</u>	<u>Abbreviation</u>
Federal Highway 50/63	HWY 50/63
Federal Interstate 70	I 70
State Highway 54	HWY 54
State Route B	RT B
County Road - West Brazito Road	W BRAZITO RD

- L. **Half numbers or any fractional numbers shall not be used.**

Sec. 25-34. General naming convention.

- A. **Street names shall be easy to read and pronounce so that the public, and children in particular, can manage the name in emergency situations.**
- B. All street names in exact or approximate alignment with existing named streets shall bear the names of such existing named street. All other street names shall be assigned names which do not conflict with names of existing streets.
- C. No street name shall be accepted with two street types. The first street types cannot be considered part of the street name. For example, MAIN ST PKWY is not acceptable. Acceptable street names are MAIN ST or MAIN PKWY.
- D. All alleys shall be assigned a suffix ending in alley. For example, First Alley; abbreviated FIRST ALY.
- E. **Common name entry shall be done in the street name field and shall be updated when appropriate. For example:**
200 MADISON ST
GOVERNOR OFFICE BUILDING
- F. Vanity street names and addresses (i.e., names or addresses that relate to a particular business, developer or property owner) shall not be used in place of the primary street address. They may, however, be used as a supplemental address in compliance with these standards. For example, the IBM Corporation, One Elm Plaza. The appropriate address entry is: IBM CORPORATION, ONE ELM PLAZA, 1659 E ELM ST #C. Vanity street names and address entry shall be done in the street name field and shall be updated when appropriate.
- G. Street names shall be reviewed by the Director of Planning and Code Enforcement and established by the Council. Street name changes are discouraged, yet nothing contained herein shall be construed so as to prohibit the changing of a street name. Changes to street names shall be established by the Council in accordance with Chapter 32 of the Code.
- H. **All private street names shall be reviewed by the Director of Planning and Code Enforcement and established by the Council. Private street names shall be discouraged and it shall be unlawful for any owner or occupant of any structure or parcel to**

which an official private street name has been assigned to use any other name or temporary name for such structure or parcel.

- I. **The Director of Public Works shall erect signs to mark the locations of public and private streets. Private street name signs shall be different in color from those used on public streets.**

Sec. 25-35. Address number assignment.

- A. **The Director of Planning and Code Enforcement shall be responsible for assignment of addresses and shall adopt a standard method of assigning such addresses, to remain consistent throughout the City and be coordinated with contiguous jurisdictions when possible. The 1974 Block and Directional Address Grid, on file in the office of the Director of Planning and Code Enforcement, shall be used as the base for address assignment. It shall be unlawful for any owner or occupant of any structure or parcel to which an official number has been assigned to use any other number or temporary number for such structure or parcel.**
- B. **Addresses shall be assigned so that they are numeric in sequence. Where two or more structures addressed off the same street which are located in a “stacked” configuration (one building behind the other), addresses shall be kept in sequence within each other to the greatest degree possible. Where possible the stacked structure closest to the street shall have a lower address number than the structure farther away.**
- C. **Addresses shall be assigned to each habitable or substantial structure, vacant lots, and other features as determined by the Director of Planning and Code Enforcement to be in the public interest. Addresses shall not be assigned to structures that are simply accessory to other buildings or insubstantial in nature. For example, a detached garage for a single-family residence does not warrant an individual address, but a commercial parking garage or telecommunication switching station shall have an individual address. Single-family residential structures shall have individual street addresses. Multiple family residential structures containing four (4) or fewer units may have individual street addresses. Multiple family residential structures containing five (5) or more units shall be assigned one (1) street addresses and individual unit designation. Commercial structures shall be assigned one (1) street address and individual unit designations. The above standards outlined in this section shall govern, unless extending circumstances warrant additional consideration by the Director of Planning and Code Enforcement.**

- D. **Addresses on very short cul-de-sacs or “eyebrows” that are not given a separate street name shall be based on the numbering sequence for the perpendicular street that provides access to the cul-de-sac. Cul-de-sac streets which are less than 300 feet in length may be addressed off the perpendicular street that provides access to the cul-de-sac, so long as the numeric sequence is not disrupted for such perpendicular street.**
- E. **Where two streets have the same name but different street types (i.e.; HOBBS RD and HOBBS LN), the same address range shall not be used on both streets.**
- F. Addresses located across the street from each other shall be assigned so that they are nearly equal. Where there are more addresses on one side of the street, addresses assigned to the other side will be staggered so that addressing consistency is maintained. When possible parallel streets shall have alternating addresses. For example:

1002 IKON DR	1006 IKON DR
1004 ONYX DR	1008 ONYX DR

Sec. 25-36. Exceptions.

- A. The Director of Planning and Code Enforcement may make exceptions in cases of difficult addressing situations including, but not limited to, cul-de-sac streets, strip shopping centers, office parks, and other situations where there are multiple buildings not in a clearly ordered sequence or where multiple addresses may be assigned in the same range. Such exceptions may be approved if they are in the best interest of the general public.

Sec. 25-37. Display of numbers.

The owner or occupant of each house or building in the city shall be required to place in a conspicuous location, visible from the street, numbers which shall conform to the number assigned thereto. Such numbers shall be of sufficient size to be legible from the street, with a three-inch minimum, and shall be located on the building within view of a three-foot perimeter of the main entrance. The assigned street numbers may also be displayed in additional locations at the discretion of the property owner. The assigned numbers shall be sharp color contrast to the house or building to which they are attached. In areas where the house or building is located more than one hundred (100) feet from the center line of the street, the assigned number may be displayed in the yard visible when viewing the main entrance.

Sec. 25-38. Obtaining of official number prerequisite to issuance of building permit.

A building permit for the erection of any house or building requiring a street number in the city shall not be issued until the applicant therefor has obtained from the director of planning and code enforcement an official street number for such house or building.

Sec. 25-39. Use of unofficial number prohibited.

It shall be unlawful for any owner or occupant of any house, building or vacant lot to which an official number has been assigned by the director of planning and code enforcement to use any other number for such house, building or vacant lot.

Sec. 25-40. Street name change.

- A. A majority of property owner along a street may propose that the name of the street be changed. A petition signed by a majority of the property owners along the street shall be presented to the council. Upon receipt of the petition, if the Council deems the change appropriate, notice of the petition proposing the changing of the name of the street shall be published in a newspaper of general circulation in the city at least once per week for four (4) consecutive weeks. At the next regular Council meeting after notice has been published, a public hearing shall be held. Following which, the Council may, by ordinance change the name of the street.
- B. A filing fee shall be required for any petition to change the name of a street. This fee shall be paid at the time of the petition is submitted to the city. The fee is to cover the initial cost necessary to process the petition prior to approval by the council and shall be non refundable. The fee for filing the petition shall be four hundred dollars (\$400). An additional charge of fifty dollars (\$50) will be assessed for each city block affected by the street name change. The additional charges for each block will be calculated and collected prior to sign replacement.
- C. Nothing continued herein shall be construed so as to prohibit the Council from changing the name of a street on its own initiative.
- D. Upon the passage of an ordinance changing the name of a street, the city clerk shall file with the recorder of deeds of Cole County a certified copy of the ordinance.

Section 2. The Code of the City of Jefferson, Missouri, is hereby amended by repealing Section 32-1 (Street names and widths), and enacting a new Section 32-1 in lieu thereof to read as follows:

Sec. 32-1. Street names and widths.

The names and widths of the various streets in the city shall be as now platted and dedicated to the city, or as have been specifically changed or established by ordinance of the council, or as may be hereafter platted and dedicated or established by ordinance.