



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

PLANNING AND ZONING BOARD STAFF REPORT

Addressing and Street Naming LDR Amendment

Meeting	File No.	Application Type
April 18, 2022	2022-145-LDR	Amendment to the Land Development Regulations

Applicant
City of Delray Beach

Request
Provide a recommendation to the City Commission on Ordinance No. 18-22, a City-initiated amendment to the Land Development Regulations (LDR), amending Section 2.2.2(E), "Duties, Powers, and Responsibilities" of the Planning and Zoning Board, Section 5.3.1(D), "Street Names," Section 6.1.12, "Street signs, furniture, and landscaping," and Section 7.1.5, "Numbering of Building and Structures".

Background Information
In 2018, the City Commission approved Resolution No. 152-18 to enter into an agreement with Spacial Focus, LLC, a Geographic Information System (GIS) consulting firm specializing in street addressing in the local government arena, to provide specialized addressing services related to the Local Update of Census Addresses (LUCA) associated with the decennial Census, and to develop a functional Master Address Repository (MAR). As part of the MAR, the consultant has prepared a draft Addressing and Street Naming Manual ("Manual"), which will be adopted by the City Commission by Resolution.

The purpose of the Manual, which is based on best practices for both addressing and street naming, is to provide a single reference guide for address assignment and street naming for property within the incorporated municipal boundaries of Delray Beach, Florida. The Manual provides the detailed information needed for residents, property owners, developers, and other professionals, as well as City staff, to effectively work together to implement and maintain a consistent, safe, useful and standardized addressing system. The City's current addressing and street naming guidelines and practices will be consolidated in the Manual.

In preparing the Manual, Staff identified a series of amendments that are needed to both the LDR and Code of Ordinances. The amendments in both the LDR and the Code of Ordinances do not change the current process; the amendments clarify the process for the naming of streets, remove duplicative language, and provide associated corrections or clarifications. The Code of Ordinance amendments are only reviewed by the City Commission and will be scheduled for consideration concurrent with the subject request.

Description of Proposal

- The proposed amendments to the LDR are summarized below and provided in the attached draft ordinance.
- **Section 2.2.2(E), The Planning and Zoning Board: Duties, Powers, and Responsibilities.**
Maintain that the Board reviews and makes recommendations to the City Commission regarding the change in street names; and Specify that the naming of alleys or other pathways must be done so in accordance with the Manual.
 - **Section 5.3.1(D), Streets (right-of-way): Street Names.**
Remove language regulating how streets must be named; and Specify that that the naming of alleys or other pathways must be done so in accordance with the Manual.
 - **Section 6.1.12, Street signs, furniture, and landscaping.**
Amend the name of the section to read "Street furniture, landscaping, and signs"; and Remove duplicative language regarding the process to name streets; and Specify that the color of street name signs is approved by the City Engineer; and Remove reference to an outdated Section.

- **Section 7.1.5, Numbering of Building and Structures**
Remove outdated requirements and references; and
Refer to the Manual for the system of the numbering of buildings.

Review and Analysis

Pursuant to **LDR Section 1.1.6, Amendments**, *the text of these Land Development Regulations may from time to time be amended, changed, supplemented, or repealed. No such action however, shall be taken until a recommendation is obtained from the Planning and Zoning Board and until a public hearing has been held by the City Commission.*

The recommendation of the Planning and Zoning Board will be provided to the City Commission, where the amendments will be reviewed at two upcoming public meetings, with the second reading held as a Public Hearing.

Pursuant to **LDR Section 2.4.5(M)(1)**, *“Amendments to the Land Development Regulations may be initiated by the City Commission, Planning and Zoning Board or City Administration; or an individual.”*

The proposed amendment is initiated by the Development Services Department as part of the preparation of the City of Delray Beach Addressing and Street Naming Manual.

Pursuant to **LDR Section 2.4.5(M)(5), Findings** *“The City Commission must make a finding that the text amendment is consistent with and furthers the Goals, Objectives and Policies of the Comprehensive Plan.”*

The following Policy of the adopted Comprehensive Plan is applicable to the proposed amendment:

Neighborhoods, Districts, and Corridors Element

Objective NDC 3.5. *Regularly review and update the Land Development Regulations to provide timely, equitable and streamlined processes including, but not limited to, building permit processes for residential developments and to accommodate mixed-use developments, address market changes and development trends, and other innovative development practices.*

The proposed amendment supports the policy to regularly update the LDR, as it removes language that is currently out of date or will be out of date once the Manual is adopted by the City Commission. Additional language is updated or clarified, and there are no changes in the current process.

It is important to note that the Manual further supports the addressing and street naming process in the LDR. For example, the Manual requires that an Addressing Technical Committee be established that consists of key members from a mix of City Departments, including Police and Fire Rescue. The purpose of the Committee is to implement, review, and update addressing and street naming policies and practices, as necessary, while ensuring that the assignment of street names and building addresses are provided in a manner that will not create public safety issues, particularly for first responders.

Options for Board Action

- A. Recommend **approval** to the City Commission of Ordinance No.18-22, a City-initiated amendment to the Land Development Regulations (LDR), amending Section 2.2.2(E), “Duties, Powers, and Responsibilities” of the Planning and Zoning Board, Section 5.3.1(D), “Street Names,” Section 6.1.12, “Street signs, furniture, and landscaping,” and Section 7.1.5, “Numbering of Building and Structures”, by finding that the amendment and approval thereof is consistent with the Comprehensive Plan and meets the criteria set forth in Land Development Regulations.
- B. Recommend **approval** to the City Commission of Ordinance No. 18-22, **as amended**, a City-initiated amendment to the Land Development Regulations (LDR), amending Section 2.2.2(E), “Duties, Powers, and Responsibilities” of the Planning and Zoning Board, Section 5.3.1(D), “Street Names,” Section 6.1.12, “Street signs, furniture, and landscaping,” and Section 7.1.5, “Numbering of Building and Structures”, by finding that the amendment as amended and approval thereof is consistent with the Comprehensive Plan and meets the criteria set forth in Land Development Regulations.
- C. Recommend **denial** to the City Commission of Ordinance No. 18-22, a City-initiated amendment to the Land Development Regulations (LDR), amending Section 2.2.2(E), “Duties, Powers, and Responsibilities” of the Planning and Zoning Board, Section 5.3.1(D), “Street Names,” Section 6.1.12, “Street signs, furniture, and landscaping,” and Section 7.1.5, “Numbering of Building and Structures”, by finding that the amendment and approval thereof is not consistent with the Comprehensive Plan and does not meet the criteria set forth in Land Development Regulations.

Public and Courtesy Notices

Courtesy Notices are not applicable to this request

N/A Public Notices are not required for this request.