



Departments of
**Information Technology Services, and
Planning and Zoning**

Address Renumbering City Code Amendment

City Council Legislative Meeting
Introduction and First Reading

April 14, 2026



AGENDA

- ▶ **Background**
- ▶ **Issue:** Fractional addresses and renumbering
- ▶ **Solution:** Renumbering and appeal process
- ▶ **Recommendation**



Address Renumbering: Context

- ▶ 200 address changes per year
- ▶ Address assignment is initiated through
 - New development
 - Land use changes
 - Infill housing
 - Resident requests
- ▶ Resident requests: 5-10 cases per year
 - Generally accommodated without issue



General Addressing: Guidance

- ▶ Address dictated by the entrance location relative to closest street
- ▶ Due to density the use of alphas (or historically, fractions) is necessary to avoid disruptions that would be caused by extensive readdressing if only whole numbers were used
- ▶ State and regional public safety standards are given priority consideration and the state reviews addresses twice per year to ensure these standards are correct



Address Renumbering Request: Guidance

- ▶ **Owner-Initiated Request, No Public Safety Concerns:**
 - A small number of appropriate addresses may exist
 - Requests for these changes are generally accommodated
 - If no alternative exists, the request is denied

- ▶ **Owner or City-Initiated Request, Public Safety Concerns:**
 - Such as duplicate address, addressed to wrong street
 - City initiates renumbering for the minimum number of properties to ensure all can be unambiguously identified and accessed



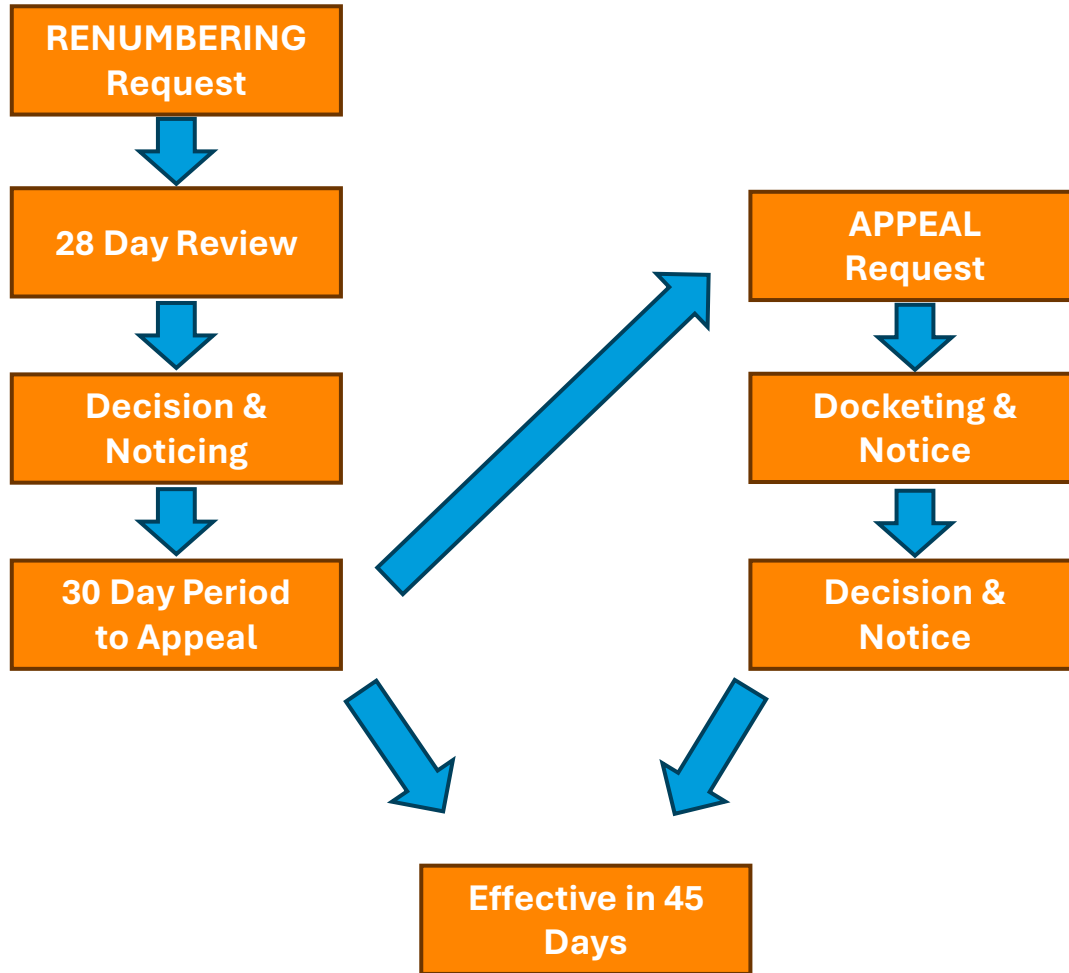
Address Renumbering: Issue

- ▶ Council (per memo of November 25, 2025), directed staff to consider amending City Code to allow:
 - Mechanism for residents to request renumbering, and
 - Process for impacted properties to appeal renumbering decisions to Council

- ▶ Resident has requested readdressing due to problems cause by their fractional address (such as “3600 1/2”)
- ▶ Resident reports mis-deliveries and other hardships that are unable to be rectified
- ▶ Adjacent property owner does not support renumbering



Code Change: Process for Renumbering and Appeals



- ▶ Codifies that changes can be requested by the City Manager through ITS, or a property owner
- ▶ Establishes an appeal process for properties affected by a renumbering action by the City



Recommendation

Pass on first reading and set second reading, public hearing, and final passage for April 18, 2026



Text to Be Amended 1/2

Sec. 5-2-94 – Renumbering.

- (a) The city manager or designee is authorized to make property or building number changes to avoid or eliminate confusion, to correct errors in the assignment of numbers, or for other health, safety, and welfare reasons.

- (b) Renumbering may be initiated by the city manager or designee or requested by a property owner.
 - (i) A request by a property owner must (1) be submitted in writing to the city manager or designee, (2) include the reason for and materials to support the request, and (3) include a proposed readdressing plan for the property and other properties as applicable.

 - (ii) The city manager or designee will notify all affected properties in writing of the decision related to a property or building renumbering. Any change will be effective 45 days after the appeal period ends, if no appeal is filed.



Text to Be Amended 2/2

(c) Appeal.

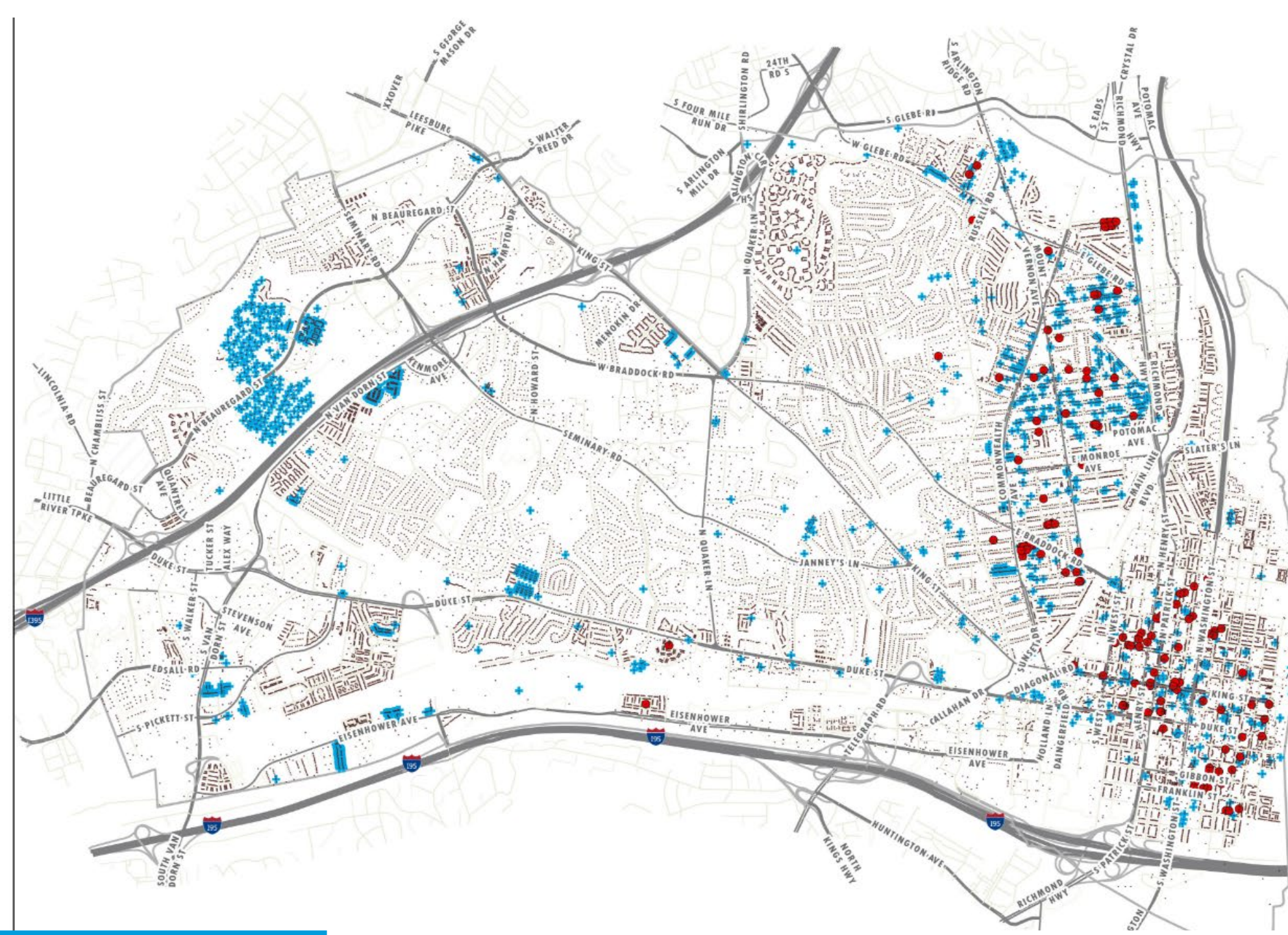
(i) Any person affected by a renumbering may file an appeal with the city clerk within 30 days of the date of the written notification of the proposed change. The appeal shall be in writing and include the reason for and materials to support the appeal.

(ii) Upon receipt of a valid appeal, the city clerk shall schedule a public hearing before the city council. The city council will review the appeal and affirm, not affirm, or modify the decision of the city manager or designee and the appellant and affected properties will be notified of the decision in writing. Any change will be effective 45 days after the date of the written notification.

Address Map (1/2 and Alphas)

Legend

- Address Points with a 1/2
- + Address Points with an Alpha (A, B, C, D, etc...)
- Address Points
- City Boundary



This map was produced by the GIS Division of the Department of Information Technology Services, City of Alexandria, Virginia

Pursuant to Section 54.1-402 of the Code of Virginia, any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification or construction of improvements to real property or for flood plain determination.

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Mapping Standards:
Coordinate System - NAD83 State Plane Virginia North
Projection - Lambert Conformal Conic
Map Units - Feet