

City of Jacksonville, Florida
911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING
November 6th, 2024
Ed Ball Building, 1st Hearing Room
11:00am

Summary of Meeting Minutes

Members Present

Elysa Chao – Chair
William Green – JFRD
Marcia Jackson - JFRD
Chuck Gibson – BID
James Van Gorder – JSO
Joyce Smith – PAO
Matthew Lane – JSO/911
Savannah Marti - JaxGIS

Staff Present

Cherry Pollock – OGC
Evan Brown – GIS Address Specialist
Sophie Fogg – City Planner I
Kaleigh Shuler – City Planner I
Brandi Knoepfel – JSO/911 (appeared virtually)
Brian Burket – Parks and Recreation
Samuel Cooler – Public Works

Call to Order

The chairwoman, Elysa Chao, called the meeting to order at 11:00 AM. (Recording 01:22)

Verification of Quorum – Quorum Met

- Cherry Pollock explains we have a physical quorum present of 8 members. (Recording 1:41)

Approval of Meeting Minutes

- Committee member Marcia Jackson makes a motion to approve the July 11th meeting minutes. Chuck Gibson] seconds. The vote passes unanimously, and the minutes are approved. (Recording 2:38)

Administrative Announcement:

- Chairwoman Elysa Chao informs the committee of changes in Addressing Staff. Kaleigh Shuler is transitioning to Current Planning and Sophie Fogg is introduced as the newest member of the Addressing Staff, as well as another staff member who will be joining towards the end of the month. (Recording 1:55)

Old Business: Out of Sequence Addresses – Solomon Rd (Informational)

- Evan Brown begins giving a presentation providing general background information, current updates, and plans going forward relevant to the Solomon Rd item. (Recording 3:15)
- Road 1, a private road, had the name established by the committee at the June 5th meeting as "Old Diamond D Ranch Way W". Official address change notification letters were sent on July 1, 2024. An administrative review was requested. Evan explains that Addressing staff will follow Addressing policy, and the timeline of the changes going into effect will be subject to change. (Recording 5:40)
- Roads 2, 3 and 4, unnamed accessways, will have their names voted on by the property owners. These voting forms were sent to primary access property owners on July 1, 2024, and were due August 14, 2024. The names provided by the committee or suggested by the public are as follows: (Recording 6:37)
 - **Road 2 Names:** Petting Zoo Road OR Old Diamond D Ranch Way South
 - **Road 3 Names:** Lasso Lane OR Deese Cemetery Road
 - **Road 4 Names:** Bovine Street OR Griffin Estates Trail
- For Road 1, an administrative review has been requested by Diamond D Ranch over the number ordering and range direction of Diamond D Ranch Way W address reassignment numbers. Based on that request, the Addressing section requested reports from JSO and JFRD agencies to provide their opinion, and an administrative review will be scheduled for either week of November 18th or November 25th 2024 (Recording 8:55)
 - After administrative review, if no appeal through 911 committee, then new address assignments will go into effect and confirmation letters will be sent out (Recording 9:55)
- For Roads 2,3, and 4, staff noticed secondary accessways/frontages, so initial voting forms were sent out on November 4th due December 19th. Once voting periods have ended, each accessway will be assigned the street name with most votes and address reassignment letters will be sent out December 19th. After forms have been sent out, there is an administrative review request period of 14 days, making requests due January 3rd. After a 60 day waiting period, the new addresses would go into effect February 18th, 2025. Final estimated time of completion is around beginning of March 2025 if no administrative reviews are requested. (Recording 10:32)
- For Road 5, secondary frontage street notifications were sent out on November 4th, to which the property owners have 60 days to respond. After 30 days, which will be January 3rd, courtesy reminders will be sent, and if no response is received after 60 days, it is deemed as a consent (Recording 16:19).
- Finally, there are three property owners on Manning Cemetery Rd that changed ownership since initial notification letters were sent, so letters were sent to the new owners on November 4th with 60 days to respond. After 30 days, a courtesy reminder will be sent, and if no response is received by January 3rd, it is deemed automatic consent. (Recording 16:54)
- Once all public street renaming response periods have ended, which is January 3rd, legislation will be prepared for city council consideration if 75% of all property owners consent. Legislative process will be followed, and if it passes that street will change from Manning Cemetery Rd to Solomon Rd. (Recording 17:34)
 - After that, new street address assignment letters will be sent, followed by a 14-day administrative review request period, and if no requests are made there is a 60-day waiting period for addresses to go into effect (Recording 18:01)

- Cherry Pollock explains that administrative review requests are not required when legislation for changing the name of a public street is approved by City Council because the street re-naming should be handled pursuant the process described in Section 745.105, Ord. Code. (Recording 20:40)

Review of Nonconforming Street Addresses: Mull Street – 1278 and 1280 Mull Street

- Kaleigh Schuler begins a presentation explaining that a customer requested an address when a lot was split back into two lots of record between 1278 and 1280 Mull St, therefore not leaving an address number available in between this range that conformed with policy. (Recording 20:20)
- Kaleigh Schuler presents the staff recommendation of changing the addresses of two existing homes: 1282 Mull St to 1290 Mull St and 1280 Mull St to 1286 Mull St. This would allow the new lot to be addressed as 1284 Mull St. (Recording (23:51)
- Chairwoman Elysa Chao notes that the intent was to minimize the amount of address changes that would occur, explaining 1290 was chosen to utilize the entire range of the block in case future subdivisions occur. (Recording 28:08)
- William Green asks if it would be unfair to reassign the same addresses later on to future subdivisions. Elysa Chao explains that staff can try to avoid the issue, but if all property owners divide the lots back to lot of record status the issue is unavoidable.
- Savannah Marti asks why we do not utilize the full range of 1298 right now. Elysa Chao explains that it depends on what lots may or may not subdivide in the future, and Kaleigh Schuler explains that it also depends on if the southernmost lot that currently faces a different street subdivides and changes street orientation to face Mull St (Recording 29:19)
- Savannah Marti makes a motion to follow staff recommendation to change the two existing addresses in order to add the new one. William Green seconds. The motion passed unanimously. (Recording 34:40)

Review of Nonconforming Street Addresses: 2nd Street West – 1955 2nd Street West

- Kaleigh Schuler begins a presentation on how lots were split back to lots of record, leaving no room to assign an address between 1955 2nd St W and 1957 St W that conforms with policy (Recording 35:57)
- Kaleigh Schuler presents the staff recommendation of changing the addresses of two existing homes in order to avoid mail forwarding issues. This includes changing 1957 2nd St W to 1951 2nd St W and 1953 2nd St W to 1949 2nd St W, leaving the new lot to be assigned 1955 2nd St W. (Recording 36:35)
- Chuck Gibson asks if the whole block should be changed as well in case other subdivisions occur. Kaleigh Schuler notes that forced address changes based on currently proposed development is different than forced address changes based on theoretical potential future splits. (Recording 38:39)
- Elysa Chao asks whether the entire block range is pictured in the presentation, and it is confirmed that it is (Recording 47:47)
- Cherry Pollock notes that the code always requires that the least number of residents should be impacted when doing address changes (Recording 48:10)
- Elysa Chao asks if there is any public comment (Recording 50:40)
- Chairwoman Elysa Chao asks if there is motion to proceed. Joyce Smith makes a

motion to adopt the staff recommendation. Charles Gibson seconds, and the motion passes unanimously (Recording 50:51)

New Business – Southbank Riverwalk Restroom Building

- Evan Brown begins a presentation explaining how a few months prior, Addressing received a request from the Parks and Recreation Department for an address to be assigned to a restroom building along the Riverwalk for emergency response purposes and potential future development, such as concessions. He presents a map to the committee explaining how currently Main St S and Riverplace Blvd are both a far distance from this building (Recording 53:04)
- Evan Brown presents the staff recommendation of assigning an address that reflects the Emerald Trail, as JSO has been looking at using mile posts from a 911 perspective. Using mile posts would require the addition of the trail data as a centerline into the Addresser system. (Recording 54:35)
- Cherry Pollock asks if there has been any issue so far, and Brian Burket from Parks and Recreation explained that there have been no 911 issues to date, but the request was made primarily for future concessions in the same building as the restrooms (Recording 56:47)
- William Green asks if there are other buildings on the Riverwalk, to which he responded not on the South bank, but there is one in a different area. (Recording 57:49)
- Chairwoman Elysa Chao asks if we know what address is used for the location for utilities (Recording 58:25)
- Matthew Lane states that the current standards for trails and paths are to utilize mile posts and numbers, since these are not technically streets. (Recording 59:44)
- Chairwoman Elysa Chao asks how the location would be accessed by emergency services. Cherry Pollock responds saying that JSO does utilize boats for these situations. (Recording 1: 6:45)
- Kaleigh Schuler asks how the concession stand product will be stocked, which Brian explains would have to be figured out by the business operator. He further explains that there are pedestrian access points throughout the area that they could unload from (Recording 1:12:00)
- Savannah Marti moves to provide an address off Riverplace Blvd now and having a separate discussion later regarding how to input trails into GIS data, William Green seconds and the motion is passed unanimously. (Recording 1:14:18)

Street Name Changes – Wicker Road to Alexis Road

- Kaleigh Schuler begins a presentation explaining how the addressing section was contacted by American Classic Homes regarding a recent address assignment stating that the residents were not receiving mail. Kaleigh Shuler reached out to the Public Works Department, who found that a memo was written in 1998 that changed the private northern portion of the road from “Alexis Road” to “Wicker Road”. However, the change was made to the City right-of-way southern portion of the street in the City data, rather than the private northern portion of the road. Public streets cannot be renamed without an ordinance, so the City data no longer reflects the correct street name. (Recording 1:16:32)

- Kaleigh Schuler presents the staff recommendation of changing “Wicker Road” back to “Alexis Road” in order to reflect the official legal status, which would require the two addresses recently assigned off of Wicker Road to change. (Recording 1:20:32)
- William Green motions to proceed with the Staff recommendation, Marcia Jackson seconds, and the motion passes unanimously. (Recording 1:23:12)
- Cherry Pollock states that this would need legislation since it is a public street and needs to go to City Council, meaning that Staff cannot assign addresses off Alexis Road until legislation has passed. Elysa Chao asks whether that is required, since the street name is technically remaining the same. Cherry Pollock states that it is still required, but can be done as an emergency case. (Recording 1:23:42)

Next Meeting

- The next meeting will be held on January 8th, 2025 at 10:00 am on the 1st floor of the Ed Ball Building. (Recording 1:32:35)

Meeting Adjourned

- Chairwoman Elysa Chao adjourns the meeting at 10:38. (Recording 1:33:27)

Wicker Road to Alexis Road Street Name Change



Background

- ▶ The Addressing team was contacted by American Classic Homes regarding an address assignment that was not receiving mail: 14274 Wicker Road
- ▶ Google Maps shows this road as a continuation of Alexis Road
- ▶ Current Addresser data shows the name of the road north of Castleberry Rd as Alexis Rd and the name of the road south of Castleberry Rd as Wicker Rd.



History of Alexis / Wicker Road

- ▶ Ordinance 79-914-427 renamed the entire length of the road from 6th Street to Alexis Road.
- ▶ Ordinance 85-162-79 closed Alexis Road between blocks 29 and 30 (i.e. the northern portion of Alexis Road).
- ▶ The southern portion of Alexis Road was never closed and is still a COJ right of way. However, COJ does not maintain this ROW and considers it to be a privately maintained road.
- ▶ There was a memorandum from Lynn Westbrook, the Chief of the Streets and Drainage Division on May 5th, 1998 that confirms the name of the road was "officially changed" from Alexis to Wicker Road. The map attached to the memo specifies the northern private portion of road, so no ordinance was required or passed. However, this was incorrectly reflected in our City of Jacksonville data, where the southern public portion was changed instead.



This portion of Alexis Rd was closed in 1985 and is now an unapproved private road. It was intended to be renamed to Wicker Road per the 1998 memo.

This portion is still unmaintained City right of way and should have required an official ordinance to change the name to Wicker Road.

Renaming Memo

DEPARTMENT OF PUBLIC WORKS
Streets and Drainage Division

Equal Opportunity Employer



May 5, 1998

MEMORANDUM

TO Attached Addressees

SUBJECT REQUEST FOR (PRIVATE) STREET NAME CHANGE ALEXIS RD.
(SOUTH OF CASTLEBERRY RD.) TO WICKER RD.

In response to the submittal from Mr. Robert Wicker requesting the subject street name change, Streets and Drainage has officially changed the name from Alexis Rd. to Wicker Rd. as shown on the attached map.

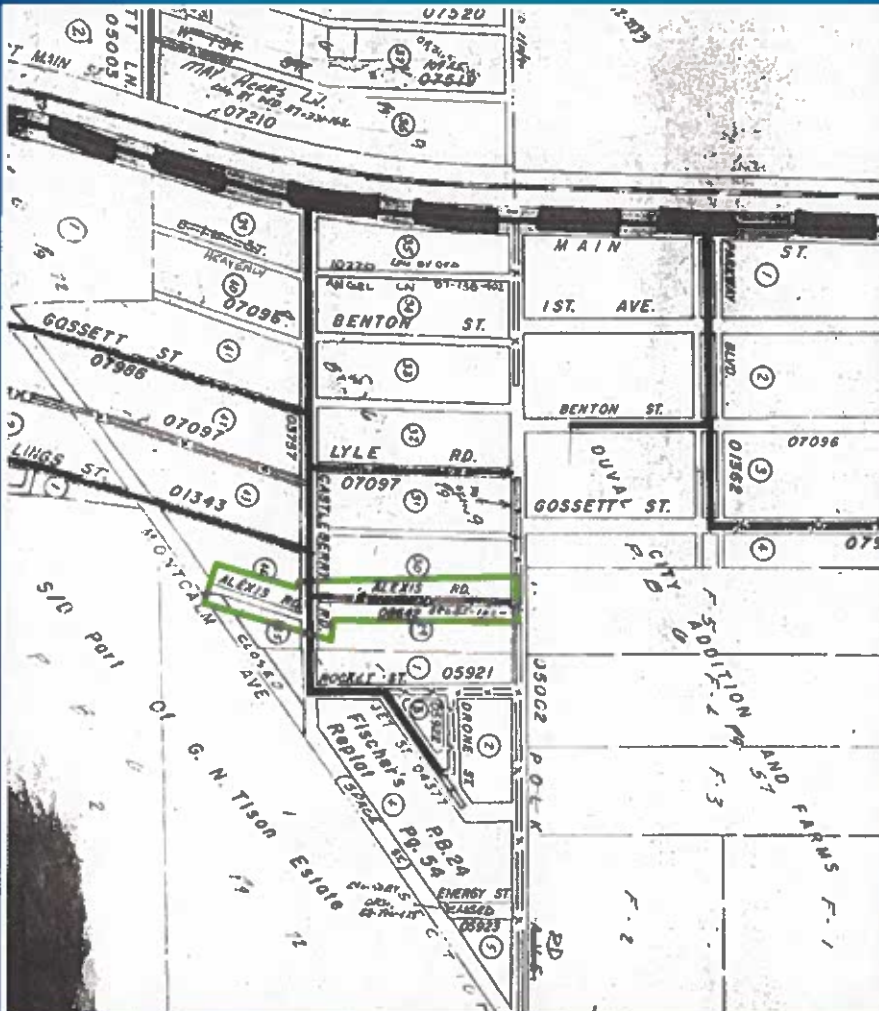
It should be noted this is a privately maintained street and no action by the City Council is necessary to complete this process.

By copy of this letter, all interested agencies shown on the attachment are hereby notified of this action.

Sincerely,

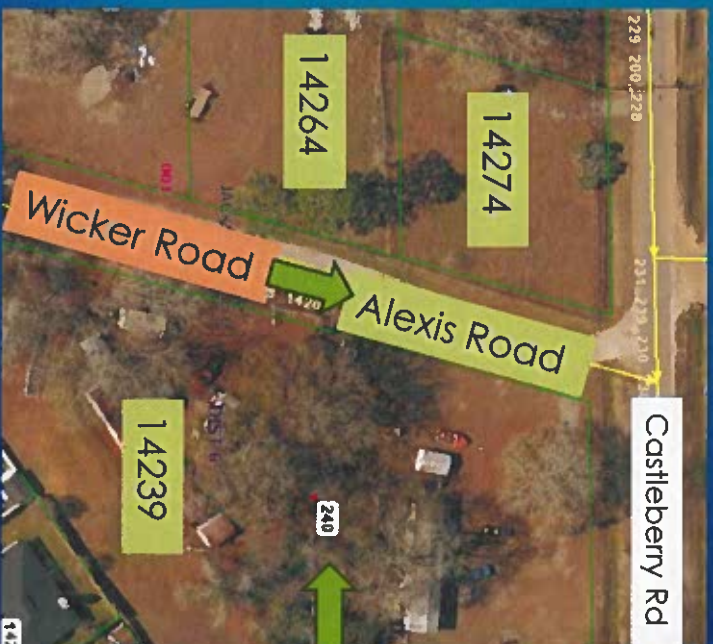
Lynn A. Westbrook, P. E., Chief
Streets and Drainage Division

LAW/WMH



Staff Recommendation

- ▶ Change Wicker Road back to Alexis Road to reflect its official legal status, as there was no ordinance passed to rename the public street.
- ▶ 14274 Wicker Road → 14274 Alexis Road
- ▶ 14264 Wicker Road → 14264 Alexis Road
- ▶ 14239 Wicker Road → 14239 Alexis Road
- ▶ Leave Alexis Road north of Castleberry Rd as Alexis Road as it has remained unchanged in the last 26 years. If the owners of this portion of road wish to rename it, they should proceed with a private street name change as outlined in the Policy.



Note: This existing address is off Castleberry Rd