

**City of Jacksonville, Florida**  
**911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING**  
**November 5, 2025**  
**Ed Ball Building, 1<sup>st</sup> Hearing Room**  
**10:00am**

## **Summary of Meeting Minutes**

### **Members Present**

Jermaine Anderson- Chair  
Vernon Shelton – BID  
James Van Gorder – JSO  
Joyce Smith – PAO  
Rodney Ford- 911 Admin/JSO  
Corey Craig- JEA (Proxy)  
Andrew Wiegmun- ITD  
Matt Lane- 911  
Catherine Syrus- JFRD

### **Staff Present**

Cherry Pollock – OGC  
Evan Brown – GIS Address Specialist  
  
Stephanie Rollins – City Planner I  
Jay Duguay – JSO  
Rodney Ford- JSO

### **Call to Order**

- The chairman, Jermaine Anderson, called the meeting to order (Recording 1:09 Time 10:03 am)

### **Verification of Quorum – Quorum Met**

- Cherry Pollock verifies we have a physical quorum present of 7 members. (Recording 1:50)
  - Members and Staff introduce themselves (2:15)

### **Approval of Meeting Minutes**

- Chairman Anderson requests a motion for approval of September 3, 2025 (3:00)
  - William Green motions to approve the Sept 3<sup>rd</sup> meeting minutes.
  - Joyce Smith Seconds
  - . The motion passes unanimously, and the minutes are approved.
    - Recording 3:36

### **Administration Announcements:**

- Jermaine Anderson as the New Chair for the 911 Emergency Addressing Committee (Recording 4:00)

### **Old Business/Unfinished Business:**

#### **Solomon Rd Update (4:11)**

##### **Evan Brown Presents**

- Manning Cemetery Rd has been officially changed to Solomon Rd via a Public Street Name Change under Ord. 2025-652-E. The committee will be provided with an update on next steps.
- Staff update for Committee ONLY (Enactment of Ord. 2025-652-E). Proceed with Street Name Change Process and Address Reassignments.
- Continue with Public Street Name Change and Address Reassignments per Enacted Ordinance.

**Chair announces that Agenda items will be presented out of order: (Recording: 7:47)**

**Chairman introduces next order of business: (Recording: 8:25)**

### **Street Renaming**

#### **Confederate Street Change to Rose Arbor Way**

##### **Evan Brown Presents:**

##### ***New Proposal to Committee due to revised Name change proposal***

- *First name change proposal approved by the committee:*
  - *Confederate Street to Frazier Place approved on **March 6, 2024**.*
  - *Property/Entity owners notified.*
  - *Legislation was denied by City Council.*
- *Second name change proposal approved by the committee:*
  - *Confederate Street to Unity Place approved on September 3, 2025.*
  - *Property/Entity owners notified with first notice ONLY.*
  - *Client representative informed Addressing that the name proposal was changing.*
- *Third Name Change Request - New proposed name:*
  - **Rose Arbor Way**
  - *No objections from COJ Addressing as this name is available for use.*

#### **Affected Entity Owners**

- (Verizon CTSC Equipment):

#### **Staff Recommendation:** Approve the Change (Recording

- *Public Speaker, Attorney Cyndy Trimmer Presents on behalf of applicant: Discussed History on Rose Arbor and how this name is honoring the park dating from the 1900's in naming the street Rose Arbor Way and that they had full support of all involved with this property and the Jacksonville Historic Preservation Commission. (14:00)*

### **Chairman requests motion from the committee:**

- William Green motions to support staff recommendation to change From Confederate St to Rose Arbor Way
- Matt Lane seconds
- Committee voted unanimously in favor of the motion. (Recording: 14:48)

### **Street Name Changes**

#### **Fingerlake St to Fairgrounds Way (15:05)**

##### **Evan Brown Presents**

- New proposal to committee for public street name change to support the relocation of the greater Jacksonville fair
  - Fingerlake Street is currently a Public Maintained road.
  - Starts at POW-MIA Memorial Pkwy and dead ends into a cul de sac.
  - Road will be extended to connect to Normandy Blvd through the site of the new fairgrounds relocation.
- Evan presents Several Maps demonstrating change to committee (16:52)
- **Affected Properties:** (18:20)
  - Affected Entity Owners (TECO Peoples Gas ROW Project): - Active Permit
- **Committee Considerations:** (19:40)
  - Fairgrounds Place is currently existing as an Approved Private road at the old fairgrounds location.
  - Addressing Policy and Street Name Change process do not allow duplicate street names to be used (this applies to root names).
  - RE#: 130850-0000 owned by FAIRGROUNDS JAX OWNER LLC and addressed as 510 Fairgrounds Pl.
  - FAIRGROUNDS JAX OWNER LLC ties to IGUANA INVESTMENTS FLORIDA LLC which manages property for the Jacksonville Jaguars.
  - No current development plans for the old fairgrounds location.

##### **Staff Recommendation: (21:07)**

- Disapprove the street name change request due to name duplication (Fairgrounds Way and Fairgrounds Pl would simultaneously exist) and request a new name change proposal.
- Alternative Staff Recommendation: Close/Abandon the name of Fairgrounds Pl (if possible) so that Fairgrounds Way can be used for the new fairgrounds location.
  - Under direct Guidance from Public Works.
    - Action by Addressing: Archive the original segment of Fairgrounds Pl and archive the addresses assigned from Fairgrounds Pl.
    - Permit history and address history will be preserved, and future development plans from the Jaguars/Iguana Investments can determine new addresses (if needed) at the old location.( 23:18)

##### **Chairman opens floor to Public Speakers (23:29)**

- Public Speaker - Bill Olson (CEO of the Fair Grounds) : (23:49)
  - Name Change intention to change the street name to reflect what they do. Last event with current location is end of November with no events and December and moving offices to new location. Jaguars will not be

using the property for anything but storage for at least a year and a half.

**Chairman Asks Committee if they have any questions: (25:00)**

- William Green introduces idea that if an emergency happens after Jan 1<sup>st</sup> and caller identifies it as Fairgrounds way, eliminating the street could cause the emergency response system to not find the caller.
- Cherry Pollock clarifies the statement and explains what happens when other closures occur
- Evan offers clarification on the process and how the closure takes place in the system and how the situation is handled on the with Emergency response
- Ms Pollock asks if that clears up the concern
- Green is not satisfied with the response
- Stephanie Rollins brings up that the Jaguars would be required to file for an address for their storing of materials and a new address would be assigned and if a caller would call in they would notate the address for the new storage job/site
- Evan adds some details on how we could notate our system that would feed to the emergency response system. Asks Matt Lane to explain. (29:44)
- Matt Lane explains the routing and how the system is advanced to handle situations like this. The system is reliable to handle these kinds of situations.
- Green clarifies that he's not worried about the name change, he's concerned on how the caller would identify the response.
- Matt lane asks for addressing to confirm what that change process would look like
- Pollock suggests changing the address to New Fair Grounds Way
- Discussion continued regarding if the applicant would like to change Fair Grounds Place to Old Fair Grounds Place. Staff can change the recommendation to change Fair Grounds Place to Old Fair Grounds Place. The applicant would need to submit an application to change the name from Fairgrounds Way to Old Fairgrounds Way
- Mr. Olson suggests changing the address to the original address off of Old Randloph way (36:00)
- Additional discussions continued regarding solutions.
- Chair confirms t abandoning the name Fairgrounds Place to Old Fairgrounds Place. (42:28)
- Additional discussion about how to move forward

**Chairman calls for a motion:**

- Staff Recommendation Restated: (43:03) Change the street name from FairgroundsPplace to Old Fairground Place. And the name as requested be approved as presented.
- Two separate motions per Ms. Pollock's direction:
  - Fairgrounds Place to Old Fairgrounds Place:
    - Motion to change: William Green Motions to change Fairgrounds Place to Old Fairgrounds place.
    - Matt Lane seconds
    - Motion passes unanimously.
  - Approve Renaming Fingerlake St to Fairgrounds Way
    - Matt Lane motions
    - William Green Seconds

- Motion passes unanimously. Passed (48:25)

**Non-Conforming addresses: (49:00)**

**18255 Pennsylvania Ave- Fire Station No. 43**

**Evan Brown Presents:**

- Fire Station #43's posted address (18255 Pennsylvania Ave) is nonconforming.
  - Odd address number on the even side of street.
  - According to COJ Addressing records and JEA service records, the correct address should be 18260 Pennsylvania Ave. (49:56)
- Issue was discovered when reviewing Civil Plans for Fire Station Improvement.
- Confirmed with JFRD (Captain Jacobs) that the incorrect address was being posted.
- Applicable Policy:
  - Sec. 745.221 – Identification of Nonconforming Street Address Numbers:
    - The Addressing Section of the Public Works Department shall identify Nonconforming street address numbers within the City. For the purposes of this Part, Nonconforming street address numbers are primary address numbers which are assigned in a manner that hinders the ability to promptly locate a property or structure based on its assigned primary address number, including but not limited to, overlapping primary address numbers and outdated primary address numbers due to redevelopment.

**Staff Recommendation: (51:54)**

- Change the address of Fire Station No. 43 to officially be 18260 Pennsylvania Ave.
  - Send agency notifications so that all records are updated accordingly.
    - Address Changes as a result of 911 Emergency Advisory Committee Action require sixty (60) days before the address change takes effect.
  - COJ Addressing will coordinate with JFRD to ensure the correct address number is being posted on the station. Address directory on the JFRD Station List should also be updated to reflect the correct address.

**Chairman opens the Floor for questions from the committee (52:44)**

- William Green mentions that there are other buildings across the street and next to the Fire station that are improperly posted in odd or even (53:30)
- Evan Brown looks up the concern and shows the board the proper odd and even sides
- William Green states that Google shows something different
- Evan Brown states that Addressing does not have control over Google's posting
- Ms. Rollins asks Mr. Green if he's seen other improperly posted addresses
- Mr. Green states that there was
- Mr. Brown looks up the information in Google and shows the board there are no other wrong addresses.
- Mr. Green again brings up the Google aspect

- Mr. Brown again informs that Addressing has no control even though there has been an attempt to collaborate with Google with no success.

**Chairman requests motion from the Committee: (59:57)**

- Change address of Fire Station No 43 to 18260 Pennsylvania Ave
  - Vernon Shelton Motions
  - Joyce Smith Seconds
  - Motion pass unanimously in favor of staff recommendation (1:00)

**Pangola Drive: (1:01)**

**1300 Block of Pangola Drive: (1315 Pangola Drive)**

**Stephanie Rollins Presents: (1:01.56)**

- This nonconforming address issue was brought forward when a single lot (1315 Pangola Dr RE#: 066891-0200) was split back into its two (2) originally platted lots of record (RE#'s: 066891-0045 & 066891-0050).
- The lot split resulted in the creation of one (1) additional lot.
  - Address to the north is 1313 Pangola Dr.
  - Address to the south is 1317 Pangola Dr.
- Not enough address numbers are available to cover one (1) additional assignment.
- Unique Challenge: USPS continues to forward mail to old address after change for a period of one (1) year.
  - Mail forwarding would cause mail delivery mix-up if addresses are recycled and reassigned.

**Staff Recommendation: (1:16)**

- **Change addresses of nine (9) existing homes (1317, 1319, 1323, 1325, 1327, 1329, 1331, 1337, 1343 Pangola Dr) and assign one (1) unused/available address number (1321 Pangola Dr) to avoid mail forwarding issues and non-conforming addresses.**
  - This avoids changing addresses to any number already in use.
  - Numbers in use: 1315, 1317, 1319, 1323, 1325, 1327, 1329, 1331, 1337, 1343.
  - Numbers NOT in use: 1321, 1333, 1335, 1339, 1341, any odd number after 1341.
    - Block range is 1300-1399. There is adequate room for new number reassignments.
  - 1315 Pangola Dr can remain assigned to Lot 31.
- *Consideration to USPS: Is there a way to notate address changes in the USPS system so that old addresses can be recycled/reassigned in the event there are NOT enough available numbers?*
  - *If mail forwarding is mandatory, can address notes be added into the USPS AMS system for changes?*

**Affected Address Owners:**

- ▶ Lot 31 Assignment → 1315 Pangola Dr (Original Address)
- ▶ Lot 32 Assignment → 1321 Pangola Dr (Unused)
- ▶ 1317 Pangola Dr → 1333 Pangola Dr (Unused)
- ▶ 1319 Pangola Dr → 1335 Pangola Dr (Unused)
- ▶ 1323 Pangola Dr → 1339 Pangola Dr (Unused)
- ▶ 1325 Pangola Dr → 1341 Pangola Dr (Unused)
- ▶ 1327 Pangola Dr → 1345 Pangola Dr (Unused)
- ▶ 1329 Pangola Dr → 1349 Pangola Dr (Unused)
- ▶ 1331 Pangola Dr → 1353 Pangola Dr (Unused)
- ▶ 1337 Pangola Dr → 1357 Pangola Dr (Unused)
- ▶ 1343 Pangola Dr → 1361 Pangola Dr (Unused)

AFFECTED PROPERTY OWNERS	
066894 0005	SKL HOLDINGS LLC
066894 0015	DOOLABH VAISHALI B
066894 0020	ADVENT HOMES @ PANGOLA DRIVE LLC
066896 0020	CBPIC FL OWNER I LLC
066896 0030	UNGOS SHANE M
066896 0040	MEADOWS CHEYENNA
066897 0000	MITCHELL ANNETTE D ESTATE
066898 0010	MCNALLY ANGELA
066898 0020	JOHN DELFIN R SKOVIRA REVOCABLE TRUST

**Staff Recommendation:**

### Staff Recommendation

- ▶ This option will have the **least** impact on property owners/residents.
  - ▶ 1301, 1303, 1305, 1307, 1309, 1311, 1313 Pangola Dr are all in use.
- ▶ Property Owners/Residents will be notified via official Address Change Notification Letter of their new address assignment due to 911 Committee Action.
  - ▶ 60-day effective wait period.
  - ▶ Informational handout provided with Drivers License Change Fee Waiver included.

- Mr Brown discussed the non-involvement of USPS to address the portion of language that inhibits addressing from utilizing pre-occupied addresses for a year due to the year delay in affected parties receiving their mail. **(1:07)**
  - USPS has failed to respond or attend today's meetings or past meetings

**Chair opens floor to committee to ask questions:**

- Ms. Pollock asks for clarification on how this issue happened
- Mr Brown restates that the issue occurred when applicant applied for lot split to revert back to lot of record and zero addresses available
- Ms. Pollock inquired whether it was caused by usps?
- Mr Brown confirms that part of the problem is the inability to use previously used addresses for a year. Staff cannot simply move the addresses around and reassign.

**Public Speaker - Mitch Askelson**

- Mr Askelson explains how the purchase took place and the history.
- Ms. Rollins explains that these lot of record splits are becoming more common with developers as the push on affordable housing
- Mr. Brown discusses the history of splits and lot of record and how this problem continues to come up and when policy was changed. (1:15)
- Mr. Brown restates the staff recommendation

**Chair requests motion from committee to vote changing 9 affected homes per address recommendation: (1:16)**

- William Green motions to adopt addressing recommendation
- Corey Craig seconds.
- Motion passes unanimously to adopt Staff Recommendation **(1:17.12)**

**1200 Block of Pangola Drive: (1216 Pangola Drive)**

**Stephanie Rollins Presents: (1:17)**

- This nonconforming address issue was brought forward when a single lot (1216 Pangola Dr RE#: 066939 0140) was split back into its three (3) originally platted lots of record.
- The lot split resulted in the creation of two (2) additional lots.
  - Address to the north is 1214 Pangola Dr
  - Address to the south is 1220 Pangola Dr
- Not enough address numbers are available only 1218 Pangola Dr which would cover one (1) additional lot split.
- Unique Challenge: USPS continues to forward mail to old address after change for a period of one (1) year.
  - Mail forwarding would cause mail delivery mix-up if addresses are recycled and reassigned.

**Staff Recommendation: (Without USPS potential Feedback)**

- Change addresses of two (2) existing homes (1220 & 1224 Pangola Dr) and assign two (2) unused/available address numbers (1218 & 1222 Pangola Dr) to avoid mail forwarding issues and non-conforming addresses. **(1:18)**
  - This avoids changing addresses to any number already in use.
    - Numbers in use: 1214, 1216, 1220, 1224, 1230.
    - Numbers NOT in use: 1218, 1222, 1226, 1228, 1232.
  - 1216 Pangola Dr can remain assigned to Lot 16.
- Consideration to USPS: Is there a way to notate address changes in the USPS system so that old addresses can be recycled/reassigned in the event there are NOT enough available numbers?
  - If mail forwarding is mandatory, can address notes be added into the USPS AMS system for changes?

- ▶ 1220 Pangola Dr → 1224 Pangola Dr
- ▶ 1224 Pangola Dr → 1228 Pangola Dr
- ▶ Lot 14 Assignment → 1222 Pangola Dr (Unused)
- ▶ Lot 15 Assignment → 1218 Pangola Dr (Unused)
- ▶ Lot 16 Assignment → 1216 Pangola Dr (Original Address)



**Affected Property owners: (1:19)**

AFFECTED PROPERTY OWNERS	
PARKS YVETTE	066939-0000 (1220 Pangola Dr)
CHATMAN JOHNNY F	066938 0000 (1224 Pangola Dr)

- Property Owners/Residents will be notified via official Address Change Notification Letter of their new address assignment due to 911 Committee Action.
  - 60-day effective wait period.
  - Informational handout provided with Drivers License Change Fee Waiver included.

**Chairman opens discussion for Committee:**

- Mr Shelton points out that 1226 is discussing on splitting and how this could be another issue very soon
- Mr. Brown explains that while he was fielding phone calls on the letters we sent, a customer at 1226 said that he was interested in splitting as well. When the conversation was discussed with our staff, we decided to focus only on the necessary units included in the purview as presented. **(1:22)**
- Mr. Green Points out that this instance could come up again in 3 months
- Mr. Brown states that this shouldn't affect that change
- Mr. Shelton adds that failure to plan back when these addressees were created put us in the position we are in now. Should we fix the entire area.
- Mr Brown overviews the extent on what would occur for this. It would be a daunting task.
- Additional discussion on how this should be handled and to what extent

**Chairman requests a motion from the Committee: (1:27)**

- William green motions to amend 2 existing addresses as staff Recommends

▶ 1220 Pangola Dr → 1226 Pangola Dr  
▶ 1224 Pangola Dr → 1228 Pangola Dr  
▶ Lot 14 Assignment → 1222 Pangola Dr (Unused)  
▶ Lot 15 Assignment → 1218 Pangola Dr (Unused)  
▶ Lot 16 Assignment → 1216 Pangola Dr (Original Address)



- Corey Craig Seconds
- Motion pass unanimously. **(1:34)**

**New Business: (1:36)**

**Reported addressing Issue: 289/300 Higdon Rd**

**Evan Presents:**

**Background:**

- 289/300 Higdon Road (RE# 073664-0000) was reported to COJ Addressing Staff by a resident at 289 Higdon Rd as a potential 911 response issue.
  - Location/Numbering visibility and other safety concerns for 911 Emergency Response.
- Further research indicates the property which is located in Duval County can only be accessed via Higdon Rd from Long Branch Rd in Clay County.
- Since 911 services from Duval County would be dispatched to this location it is essential to ensure address and street centerline data are correct for routing purposes and efficient emergency response time.



**Staff Recommendation:**

- Confirm correct addresses are assigned and posted with clear signage.
  - Add Higdon Road with appropriate range into The Addresser and link addresses to the new segment.
    - Ensures address is available in the 911 system and can be routed to.

**Additional changes: (1:42)**

- Add road centerline segments connecting Higdon Rd to Long Branch Rd.
  - This will ensure any 911 routing is done as efficiently as possible.
  - Are there potential issues with having streets in Clay County in the Duval County Street Centerline?

**Chairman opens for discussion:**

- Evan explains how the addresses are misplaced on our GIS system and the process on how to move them back.
- Matt Lane adds how the 911 system works and how they would have to communicate with Clay county. **(1:45)**
- Vernan Shelton asks if the road in question is private or public. If private we may be discussing changes outside jurisdiction
- Evan Brown responds: its classified as local. We would need to verify with Clay County. **(1:51)**

**Chairman requests motion from the Committee:**

- Matt Lane Motions:
  - Confirm correct addresses are assigned and posted with clear signage.
    - Add Higdon Road with appropriate range into The Addresser and link addresses to the new segment.
    - Ensures address is available in the 911 system and can be routed to.
  - Add road centerline segments connecting Higdon Rd to Long Branch Rd.
- **William Green Seconds**
- **Motion passes unanimously. (1:53)**

### **Amelia Crossing**

- William Green motions to Defer Amelia Crossing due to limited time remaining for a large topic. (1:53)
- Chairman agrees since Applicant, Billy Gause, was not present to speak on his own behalf.

### **Reported Addressing issue: 8700 A C Skinner Pkwy**

#### **Evan Brown Presents:**

#### **Background:**

- 8700 A C Skinner Pkwy contains two (2) senior care facilities on one property with a single assigned address. (Regents Park & Westchester of Jacksonville)
  - Each facility has its own driveway and separate entrance.
  - Both facilities are connected by a single secured hallway.
- Critical incident premise hazard noted for this address by Brien Marx (Asst. Chief of Communications & Special Projects – JFRD)
  - Single secured hallway that joins facilities uses access code that JFRD does not have access to. **(1:56.07)**
  - 911 call taker required to ask which facility is requiring assistance to ensure correct dispatch.
  - Each facility has separate staff.
    - Employees of each facility stay in their respective facility.

#### **Staff Recommendation:**

- Assign new address (base or unit) to one of the facilities.
  - Option 1:
    - Westchester of Jacksonville – 8700 A C Skinner Pkwy (original address)
    - Regents Park – 8706 A C Skinner Pkwy (new address)
  - Option 2:
    - Westchester of Jacksonville – 8700 A C Skinner Pkwy
    - Regents Park – 8700 A C Skinner Pkwy Unit 1
- COJ Addressing notify all agencies of the new assigned) address and will change the address after a sixty (60) day wait period. **(1:58)**

#### Narrowed Staff Recommendation:

Option 1- Keep the base address Westchester receiving 8700 AC Skinner Pkwy and assign Regents park 8706 AC Skinner Pkwy.

#### Chairman requests motion from the Committee: **(1:59.60)**

- William Green Motions to adopt staff recommendation
- Corey Craig Seconds
- Motion pass unanimously. **(2:00)**

Chairman discusses Deferment of Amelias Crossing since Applicant was not present: **(2:00.53)**

- Evan Brown asks for clarification on how we should handle communicating the deferment. 2:01
- Cherry Pollock gives direction to let applicant know the topic has been deferred to Jan 7<sup>th</sup> 2026.
- Cherry Pollock asks Addressing staff to send the 2026 Committee appointments to the Committee members.
- Evan Agrees he will send the messages.
- Evan asks all board members to notify OGC if they cannot attend any meetings

**Next Meeting: January 7, 2026 10am**

- **The next meeting will be held on January 7<sup>th</sup>, 2026 at 10:00 am on the 1<sup>st</sup> floor of the Ed Ball Building.**

**Meeting Adjourned**

**Chairman Concludes the meeting to close. (2:02.44)**