

City of Jacksonville, Florida
911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING
January 8th, 2025
Ed Ball Building, 1st Hearing Room
10:00am

Summary of Meeting Minutes

Members Present

Elysa Chao – Chair
William Green – JFRD
Marcia Jackson - JFRD
Chuck Gibson – BID
James Van Gorder – JSO
Matthew Lane – JSO/911
Savannah Marti – JaxGIS
Ernest Murphy -- M CCD

Staff Present

Cherry Pollock – OGC
Evan Brown – GIS Address Specialist
Sophie Fogg – City Planner I
Clay Whitfield – City Planner Supervisor

Call to Order

- The chairwoman, Elysa Chao, called the meeting to order at 10:02 AM. (Recording 02:08)

Verification of Quorum – Quorum Met

- Cherry Pollock verifies we have a physical quorum present of 7 members. (Recording 2:23)

Approval of Meeting Minutes

- Committee member James Van Gorder makes a motion to approve the November 6th meeting minutes. Savannah Marti seconds. The vote passes unanimously, and the minutes are approved. (Recording 2:50)

Administrative Announcement:

- Chairwoman Elysa Chao informs the committee of changes in Addressing Staff. Elysa Chao will be doing a temporary assignment with Technology Solutions for the next six months. Clay Whitfield will be the temporary committee chair and representative of development services. (Recording 3:55)

Old Business: Process Update – Solomon Rd (Informational)

- Evan Brown begins giving a presentation providing a previously approved street map

- by the committee, which establishes three accessway renaming, one private street renaming, and one public street renaming. (Recording 5:03)
- The East-West portion of Solomon Road was established as Old Diamond D Ranch Way West on June 5, 2024. The address change notification letters were sent on July 1, 2024. (Recording 5:28)
 - An Administrative Review was held on December 6th, 2024 regarding Old Diamond D Ranch Way West, and while previous address assignments do not need further review, an additional meeting is to be held to discuss a possible road extension and potential new address assignments. (Recording 5:51)
 - The committee will need to discuss the extent of Old Diamond D Ranch Way W and the possibility of new Address Change Notification Letters to affected property owners. (Recording 6:24)
 - Regarding the unnamed accessways, property owners received voting forms for their property's primary access on July 1, 2024 and voting forms for additional frontage accessways on November 4th, 2024. (Recording 6:41)
 - As the additional frontage voting deadline has passed, all form responses have been processed and the final names for accessway assignments are as follows: (Recording 7:38)
 - Road 2: Old Diamond D Ranch Way South
 - Road 3: Deese Cemetery Road
 - Road 4: Griffin Estates Trail
 - Addresses will be officially reassigned, and address reassignment letters will go out after a virtual meeting is held with Diamond D Ranch regarding further address clarifications on January 10th, 2025. (Recording 8:24)
 - Regarding the public street, the street name Manning Cemetery was approved by the committee during the June 5th, 2024 meeting. Notification letter of the proposed street name change and consent/object form sent to property owners on July 1st, 2024 and second notification letters were sent to property owners who had not yet returned the letters on August 9th, 2024. (Recording 9:02)
 - Notification letters of the proposed street name change and the consent/object form was sent to property owners that have additional frontage as well as owners of properties primary accessed from Manning Cemetery Road on November 4th, 2024. Second notification letters will be sent to property owners who have not yet returned a consent/object form on January 9, 2025. (Recording 9:33)
 - All street renaming voting deadlines will be reached on February 8th, 2025 and all consent/object form responses will be processed. If more than 75% of property owners consent to the name change, including nonresponses, the proposed street name will change to Solomon Road. (Recording 9:59)
 - Legislation will be drafted, and the legislation process will be followed, including a public notice. If the legislation passes, the street name will be changed from Manning Cemetery to Solomon Road. (Recording 10:27)
 - Street Address Reassignment Letters will be sent with new addresses for the Solomon Road Extensions. City Council ordinances do not offer Administrative Reviews. New addresses will go into effect 60 days after the date of change letter is sent, and notification of new addresses effective letters will be sent out. (Recording 10:50)

Unfinished Business: Road Extent and Addressing Plan Change – Solomon Rd

- Evan Brown beings a presentation on the Administrative Review regarding Old

Diamond D Ranch Way West, which was suggested by property owners and approved by the Committee on June 5th, 2024. Following this, official Address Change Notification letters were sent on July 1st, 2024. (Recording 12:45)

- An Administrative Review was requested, which was held on December 6th, 2024 regarding the issues of the order and sequence of address numbers as well as the direction of the new proposed range increase. (Recording 13:04)
- It was decided that the range and direction of Old Diamond D Ranch Way West was confirmed to be what was originally approved by the committee and assigned by the Addressing department, and the order and sequence of the assigned addresses was confirmed as appropriate. (Recording 13:25)
- Diamond D representatives proposed that Old Diamond D Ranch Way West should extend roughly 300 feet east. The administrative review members unanimously voted for the road extension, however since this would change the map and address plan previously approved by the committee, this will require a final decision from the committee. The extension of the road will add five parcels that would be primarily accessed from Old Diamond D Ranch Way West. (Recording 13:49)
- Evan Brown presents to the committee the previous project map in comparison to the new extent map regarding how properties addresses have been reassigned based on the Administrative Review meeting, noting that it is subject to change. (Recording 17:25)
- James Van Gorder questions if this has already been approved, and Elysa Chao confirms that while this was approved at the Administrative Review by the panel that was present it will still need full committee approval. (Recording 19:45)
- Elysa Chao asks Cherry Pollock who within the committee is allowed to vote and how many votes are required. Cherry Pollock states that the decision is now before the entire 911 committee, so no one has to recuse themselves. (Recording 20:54)
- William Green motions to approve the staff recommendation of amending the map that was suggested in the Administrative Review, changing the extent of Old Diamond D Ranch Way W and the address reassignment of five parcels. Matt Lane seconds, and the motion is approved unanimously. (Recording 22:37)

Review of Nonconforming Street Addresses: Swooping Willow Ct / Swooping Willow Ct W

- Evan Brown begins a presentation on the issue of Swooping Willow Court, which was brought forward by Traffic Engineering. In which, the curved street is separated into two segments with different names in COJ data. (Recording 25:23)
 - Swooping Willow Court which contains 8 addresses
 - Swooping Willow Court West which contains 14 addresses
- Site visit confirmed that residents on both segments are using Swooping Willow Court West addresses. The JEA and Property Appraiser's Office also reflects all addresses as Swooping Willow Court West. (Recording 26:02)
- Additionally, the only posted street sign displays the street name as Swooping Willow Court with no directional. (Recording 26:48)
- Evan Brown presents the maps of Swooping Willow Court and Swooping Willow Court West, showing the homes addresses off each segment (Recording 27:03).
- Further, Evan Brown also presents the plat of the subdivision named Heaven Trees Unit Three, which was recorded with the same split segment. (Recording 29:35)
- Evan Brown presents the staff recommendation of changing the name of Swooping Willow Court to Swooping Willow Court West and changing the associated eight addresses accordingly. This will result in COJ data matching addresses as they are

- being used by residents and other agencies. Along with this, replacing the street sign to match the street name change to Swooping Willow Court West. (Recording 30:00)
- Elysa Chao asks what the address range is for Swooping Willow Court West is, such that the address numbers of the affected property owners wouldn't change, just the street name. Evan Brown confirms that the address numbers will not change. (Recording 31:05)
 - Matt Lane asks what the purpose of the directional is, Elysa Chao responds stating that this road is coming off Swooping Willow Road but there is no real reason. (Recording 31:33)
 - Elysa Chao asks Cherry Pollock if the committee is to approve, will we then proceed with legislation since this is a public street. Cherry Pollock responds confirming that this is correct. (Recording 33:17)
 - William Green motions to approve staff recommendation of changing Swooping Willow Court to Swooping Willow Court West, along with changing the affected eight addresses accordingly. Ernest Murphy seconds. The motion passes unanimously (Recording 34:56)

New Business – Potential JFRD Address Issue

- Marcia Jackson presents a potential item from JFRD to add to the next meeting agenda regarding an issue with a resident's address. Evan Brown requested that Marcia Jackson contacts the Addressing team to discuss the issue. (Recording 37:09)

Next Meeting

- The next meeting will be held on March 5th, 2025 at 10:00 am on the 1st floor of the Ed Ball Building. (Recording 36:22)

Meeting Adjourned

- Chairwoman Elysa Chao adjourns the meeting at 10:37. (Recording 37:47)