

**City of Jacksonville, Florida**  
**911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING**  
**Monday, February 13, 2023**  
**Ed Ball Building, 1<sup>st</sup> Floor Training Room**  
**10:00am**

**Summary of Meeting Minutes**

**Members Present**

Clay Whitfield – Chair JPDD  
Lori Leonard- JSO  
James VanGorder – JSO  
William Green – JFRD  
Savannah Marti – ITD/JaxGIS  
Chuck Gibson – BID  
Joyce Smith – PAO  
Karen Johnson – JFRD

**Members Not Present**

Thomas Register – MCC  
Amanda Douglas – USPS

**Staff Present**

Cherry Pollock – OGC  
Evan Brown – GIS Specialist  
Priscilla Blow - City Planner I  
Stephen Nutt – City Planner I  
Ellyn Cavin - JPDD

**Call to Order**

The interim Chairman Clay Whitfield called the meeting to order.

**Verification of Quorum – Quorum Met**

The interim Chairman Whitfield asked if there was a quorum, Ms. Pollock OGC confirmed a quorum with eight (8) members present.

**Approval of Meeting Minutes**

Committee member William Green moved to approve the February 1<sup>st</sup>, 2023, workshop minutes. The motion was seconded by Committee Member Lori Leonard, then approved unanimously. Committee member William Green moved to approve the February 1<sup>st</sup>, 2023, meeting minutes. The motion was seconded by Committee Member Chuck Gibson, then approved unanimously.

## Addressing Basement Units

Priscilla Blow begins presenting on basement units and how policy is needed for basement units with new redevelopment within the city. Priscilla Blow continues explaining about different addresses in the city with basement addresses. Priscilla Blow explains that there are two options to address basement units. One, if there are separate entrances there should be a separate address and that if there is a shared address, a leading zero should be used for the unit address. Priscilla presents the proposed language for the policy. William Green notes concern about the separate addressing and how the addresses fall in range for the rest of the street. Chuck Gibson asks if this would be for new or existing construction. Cherry Pollock confirms that this would pertain to both. The committee discusses what should happen to the addresses of basement units that have already been assigned. Priscilla Blow explains that one pre-existing address already follows the discussed numbering scheme that would be implemented into the policy. Clay Whitfield explains that language in the policy should specify how the basement units should be addressed based on their access. The committee discusses further how the addressing should be determined according to the policy based on entrances. William Green asks what happens if a basement is facing a different street. Stephen Nutt confirms that the address would be assigned to the street in which the business faces. The committee discusses further the extent of the new language being added to the policy. Clay Whitfield expresses concern on the writing of the policy asking for further clarification on how the addresses will be assigned. Savannah Marti brings up that there needs to be more clarification on the options provided in the policy. William Green says there should be no options for basement unit numbering and that it should be done one way or another with no optional choice. The committee discusses the specifics of the policy language for adding basement units noting that there should be clear distinction between the two proposed ideas. Savannah Marti asks if it is okay to use the leading zero. Lori Leonard says she wasn't able to find out exactly if that was okay, but she did find that other municipalities used a leading zero. Clay Whitfield asks how the leading zero will be treated in the BID software. Chuck Gibson explains that BID might ignore the leading zero, but the basement unit would still show up in BID. Ellyn Cavin explains how civil plans drop leading zeroes and that it might be okay on the end of addressing. The committee discusses the potential of the leading zero being dropped regarding mailing. William Green asks whether you can use the letter B in the address. The committee notes that the post office said they cannot use letters in the address for basements. Clay Whitfield explains that there could be hangups using alphanumeric numbering with the way the current system works with numbers. The new language will be located on page 14 as a new paragraph titled "Basement Units" under the section titled "Other Addressing" of the "Addressing and Street Naming Policy." The language was discussed amongst Committee members at length and edits to the language were made via Committee input. The Committee agreed to the language as follows to add to the Addressing and Street Naming Policy: "Basements are generally identified with multi-occupancy or mix-use structures in which the entrance is accessed at ground level or first floor level of a building. Basement units can be assigned an address in different ways depending on whether or not the access to the units fronts a named roadway or at the ground level of a first floor of the building. First, provide a separate address number to each unit where there are separate entrances. Second, provide for the primary address to be assigned to the building that the basement units exist within and identify the unit(s) with leading zero(s). For example, the Unit 050 represents the first digit as the floor, zero, illustrating the basement level, and the last two digits represent the unit numbers on the ground floor (i.e., 50, 51...). This will apply to new and existing structures." William Green makes a motion

to approve the new language for the policy regarding basement unit numbering. Lori Leonard seconds. The committee approves unanimously. Clay Whitfield asks if the policy needs to go before City Council. Cherry Pollock confirms that the new language will need to be filed under legislation and go before the TEU committee and City Council.

### **Accessory Dwelling Units**

Stephen Nutt begins presenting about accessory dwelling units explaining what the definition of an accessory dwelling unit is. Stephen Nutt explains there is no language currently in the policy about how to address the accessory dwelling units. Stephen Nutt explains that there are two options for accessory dwelling units to be addressed. The first option is to assign a new base address, the second option is to assign a unit number to the base address. Stephen Nutt explains that both options would have unique challenges. Stephen Nutt explains that the policy for accessory dwelling units could impact the policy for streets requiring names and naming private driveways. Stephen Nutt explains that an exception would need to be made to the policy to exclude accessory dwelling units from triggering the need for a driveway to be named. Stephen Nutt explains that the staff recommendation is to give them a separate base address. Clay Whitfield proposes that a unit address should be assigned and that an exception should be put in the policy regarding accessory dwelling units requiring driveways to be named. Stephen Nutt provides the policy on named driveways and their criteria. The committee continues to discuss driveway access and what determines if they should be named and the requirements for driveways. Chuck Gibson asks how do people know where to go for accessory dwelling units. William Green explains that it is on the caller to identify where they are located. Savannah Marti inquires about the required signage for an accessory dwelling unit. The committee discusses how emergency services would respond based on the address of accessory dwelling units. Clay Whitfield explains that there is a personal responsibility involved when reporting an emergency. James Van Gorder says he leans more towards adding a new base address because of having multiple units could cause confusion for JSO. Stephen Nutt asks if it would be possible to assign unit ADU for the unit number to differentiate the accessory dwelling unit from the main residence but also says it could cause complications with USPS. Ellyn Cavin points out that USPS already has problems with lettered units from a previous meeting item. The committee discusses the new language for the addressing policy for accessory dwelling units and proposes using a unit number. James Van Gorder brings up how things have been where two separate addresses can be on the same property with two separate residences and that accessory dwelling units are just that on a smaller scale. Savannah Marti brings up that not all accessory dwelling units are not always separate entities. Lori Leonard also brings up mother-in-law suites. Lori Leonard explains how 911 can see address points and therefore find where the property is located. The committee discusses the specific requirements of accessory dwelling units from the ordinance. The committee discusses how accessory dwelling units would function in HOA neighborhoods. Chuck Gibson asks how there will be differentiation between an accessory dwelling unit and a shed for example that's within the proximity. The committee discusses the requirements of how the accessory dwelling units must look. Karen Johnson provides an example of how accessory dwelling units might be accessed during an emergency and that if a same address is used, it could confuse fireman causing a delay in emergency response. William green proposes language that if someone has an accessory dwelling unit, they should notify emergency services that there is an accessory dwelling unit on the property. Lori Leonard asks what happens if there is no room for an address number for an accessory dwelling unit. The committee discusses examples of how accessory structures have been

addressed and the circumstances behind the examples. Joyce Smith asks how accessory dwelling units were addressed before. The committee discusses that this is new legislation and that there are various types of accessory dwelling unit addressing pre-existing in areas such as Springfield and Riverside. William Green inquires about the fire code and the visibility of the accessory dwelling units and how they can be distinguished with separate mailboxes. Stephen Nutt shows the committee the zoning ordinance about address visibility which the committee discusses. Cherry Pollock proposes new language for the zoning ordinance regarding the display of addresses. Savannah Marti brings up how a new unit type could confuse emergency responders. Clay Whitfield explains that accessory dwelling units will most likely not be a high-volume topic. The committee brings up that the owner of the accessory dwelling unit must reside in the primary residence and must own the accessory dwelling unit. Stephen Nutt proposes that unit ADU is the clearest type of unit address because it distinguishes the building from the primary structure. Cherry Pollock proposes a new subsection in the ordinance code and the new policy regarding accessory dwelling units and that they will be assigned a unit number tied to the base address. The committee discusses what the unit type would be and how to display the addresses further as well as how the mail boxes would work for accessory dwelling units. Lori Leonard brings up the various post office unit types that are available for use for the purposes of receiving mail. Cherry pollock agrees on adding another unit number to the base address but not using unit ADU. Lori Leonard thinks unit ADU should be used. The committee discusses who would receive the mail, the primary residence or the accessory dwelling unit and further discusses how mailboxes would work. James Van Gorder motions for a separate base address from the primary structure. William Green seconds and questions how JSO/JFRD can find the location of the accessory dwelling unit if there is a separate numerical address. The committee again discusses the topic of how the unit numbers should be displayed. Stephen Nutt brings up that if separate base addresses are used it could require whole neighborhoods to need to be readdressed. Chuck Gibson points out that its our responsibility for the addressing, not the mail and emphasizes that the accessory dwelling unit must be owned by the primary resident. William Green asks what happens if someone wants to change the base address assigned to a unit address. Cherry Pollock explains that this would be the mandated way to do things and everyone would need to comply with the new policy. James Van Gorder withdraws his motion. William Green motions to add a unit number to the primary address. Staff decides that we can determine what the unit number will be at a later time. Chuck Gibson seconds. The committee votes unanimously in favor of the resolution. The committee discusses the policy and the naming of a private driveway to add an exception for ADUs. Lori Leonard makes a new motion to add exception language for accessory dwelling units to not trigger a naming of a driveway if there is an accessory dwelling unit. William Green seconds. The vote passes unanimously. The meeting adjourns.