

City of Jacksonville, Florida
911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING
September 3, 2025
Ed Ball Building, 1st Hearing Room
10:00am

Summary of Meeting Minutes

Members Present

Clay Whitfield – Chair
Vernon Sheldon – BID
James Van Gorder – JSO
Joyce Smith – PAO
Jay Duguay- 911 Admin/JSO
Rodney Ford- 911 Admin/JSO
Corey Craig- JEA
Andrew Wiegmun- ITD

Staff Present

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

Call to Order

- The chairman, Clay Whitfield, called the meeting to order (Recording 01:00))

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

- Clay Brings approval of minutes June 4th forward (3:30)
- Committee member Joyce Smith makes a motion to approve the June 4th meeting minutes. James Van Gorder seconds. The vote passes unanimously, and the minutes are approved. (Recording 4:39)

911 Committee Chair Change

- Clay Whitfield Introduces Jermaine Anderson as the New Chair for the 911

Old Business/Unfinished Business: addressing update– Solomon Rd (5:58)

- ▶ **Recap: Establishment of new name for Road 1 (was the east/west portion of Solomon Road)**
 - ▶ Evan Shares the final extent map on screen (6:50)
 - ▶ Old Diamond D Ranch Way West (as suggested by property owners and approved by the Committee on June 5th, 2024)
 - ▶ NEW Final Address Change Notification Letters Sent on April 18, 2024. (7:40)
- ▶ **Most Recent Action: New Address Numbers went into effect on June 30, 2025 (8:05)**
- ▶ **Recap: Road name voting period has ended and the following names were selected. (8:17)**
 - ▶ Road 2: Old Diamond D Ranch Way South
 - ▶ Road 3: Deese Cemetery Road
 - ▶ Road 4: Griffin Estates Trail
- ▶ Most Recent Action: New Address Numbers went into effect on June 30, 2025. (8:36)
- ▶ Recap: Public Street Renaming Notification Letters Sent (Road 5)
- ▶ Notification letter of the proposed street name change and consent/object form sent to owners of properties that are primarily accessed from Road 5 on July 1, 2024 (9:06)
- ▶ Manning Cemetery Road to Solomon Road (approved by 911 Committee on June 5th Meeting). (9:33)
- ▶ Second notification letters were sent to property owners who had not yet returned a consent/object form on August 9, 2024.
- ▶ Notification letter of the proposed street name change and consent/object form sent to owners of properties that have additional frontage along Road 5 as well as new owners of properties primarily accessed from Road 5 on November 4, 2024 (10:05)
- ▶ Second notification letters were sent to property owners who had not yet returned a consent/object form on January 9, 2025.

- ▶ *Most Recent Action: Public Hearing signs posted and sent to Daily Record.*
- ▶ *Pertains to Ord. 2025-652 – Renaming Manning Cemetery Road to Solomon Road. (10:30)*
 - ▶ *Addressing next steps: Once legislation is done- we will send out notice of addressing change, street name change notification, renaming of accessways, and notify our agencies, and send customers the letters of address change (11:00)*

Clay announces that a Committee member has Joined: Vernon Sheldon (11:22)

- ▶ **Chairman asks to allow any attendees Teams to bring their agenda item forward.**
One attendee is on Teams.
 Sam Myhre Riverside Presbyterian Day School (11:59)

Clay introduces next order of business: (Recording: (13:20)

Riverside Presbyterian Day School (RPDS) Addressing concerns (13:40)

Rollins Presents:

- RPDS would Like to present the current address to the committee to review if there is a valid concern should an emergency occur, that would put staff and students in danger.
 - Rollins Presents background of school and church (13:59)
 - Rapid growth at school since 1948 and a road (Oak St) ran through the center of the campus closed in 1999 (Ordinance 1999-908) (14:13)
 - Rollins shares a map of the school where they mainly identify the buildings by Building name.
 - RPDS is requesting recommendations and feedback from the board
 - A major concern of RPDS is the building at 830 Oak St. (15:55)
 - 830 Oak St is located right next to an adjacent building 830 Oak St Unit 1, only separated by a breezeway.
 - A joint solution between RPDS and Addressing was to identify the buildings with Large Noticeable Address numbers on the Visible face of the building.
 - Addressing recommendations shares examples of signage that would be helpful to identify the buildings for the board to consider that would satisfy emergency personnel without having to readdress the campus.
 - Rollins Presents questions for the board to Consider: (18:45)
 - Would direction signs through the campus be enough to prevent emergency confusion?
 - Listing Buildings with Large Address numbers be sufficient
 - Registering a site with a Master key to First responders be

- Chairman Whitfield Clarifies what the goal of bringing to the committee- Rollins restates the concern for first responders in emergency situations and is the 800 numbers across the board on all streets enough to create confusion in an emergency clarifying it as a 911 Emergency and needs to be readdressed. (19:20)
- Chairman Clay discusses the Oak St Elimination and how that has created a layer to the confusion. Chairman suggests drawing a private continuation of oak St through the campus for routing purposes. Brown confirms that would be possible. (20:30)
- Gorder asks if there is a fence surrounding the perimeter distinguishing the school is all one property (25:11)
 - Meyer lists where fences are located, however there does not appear one that distinguishes it as a whole property.
- Pollock asks if there has ever been an incident that required emergency attention
 - Meyer confirms no such issues to date; the concern of emergency personnel would show up to the
- The board suggested ultimately that Addressing would send over contacts for the Emergency action would be for the client to reach out to local responding agencies to coordinate proper display of address numbers and potential future addressing changes (if necessary, which would go BACK to the committee for review). Additionally, that the client identifying the buildings by clearly marked large Address numbers.
 - JSO Responding Supervisor for District 5 Subsector Q-1
 - JFRD Responding Supervisor for TAZ District 0551 (our TAZ data for JFRD is a little outdated Marcia so if this is the incorrect TAZ area reference, please let me know. (31:00-39:55)

Chairman Transition back to Agenda:

Nonconforming Address: (Brown Presents)

7163 Tynan Ave: (40:50)

- Address issued is out of sequence with surrounding addresses.
 - Non-Conforming address
 - Addresses have existed for decades
- 7059 Tynan Ave to the West.
- 7115 Tynan Ave to the East. (41:50)
- Number should be between 7059 and 7115.

Staff Recommendation

- Change address of residence to make conforming.
- Proposed address: 7085 Tynan Ave (42:18)

Chairman Requests questions from the board:

- Pollock requests clarification on when addresses were issued and if residents were notified. Brown confirms letters were sent per policy and the addresses have been existing for some time. (43:36)

Chairman restates the staff recommendation asking for motion 7163 Tynan to 7885 Tynan

- Van Gorder Motions to implement staff recommendation
- Joyce Seconds (45:13)
- Committee voted unanimous in favor of staff recommendation (46:20)

2nd Ave- Out of Sequence address: Brown Presents (46:30)

- This nonconforming address issue was brought forward when a customer brought the address sequencing of several structures forward.
- 8907 2nd Ave assigned out of sequence with no room between 8911 and 8913. (47:25)
- Address points cannot simply be swapped due to USPS continuing mail delivery for one (1) year to old address. Multiple addresses may need to be changed. (47:39)

Staff Recommendation:

- Change addresses of three (2) existing homes and one (1) assigned address to avoid mail forwarding issues and non-conforming addresses (48:40)
 - 8907 2nd Ave → 8917 2nd Ave
 - 8913 2nd Ave → 8923 2nd Ave
 - 8919 2nd Ave → 8929 2nd Ave
- Pollock confirms that the builder is the one who brought the issue to the committee (55:05)
 - Brown Confirms and requests that permits have assistance in situating since the issue was no fault of them (55:18)
 - Shelton Confirms that assistance would be granted
- Chairman Restates staff Recommendation to Motion: (57:33)
 - Shelton Motions to adopt staff Recommendation
 - 8907 2nd Ave → 8917 2nd Ave
 - 8913 2nd Ave → 8923 2nd Ave
 - 8919 2nd Ave → 8929 2nd Ave
 - Wiegman Seconds the motion
 - Committee votes unanimous in favor of the Staff recommendation (58:13)

Chairman Moves to Next order of business (Recording 58:24)

New Business – Street Name Change

Shipyards Place to Tower Court: (59:22) (Brown Presents)

- Original approved name Shipyards Place (CDN#: 616.341 & 616.364):

- Currently 2 structures assigned addresses from this street.
 - Jacksonville Jaguars Corporate Office
 - 1 Shipyards Place (59:56)
 - Shipyards Marina Support Building
 - 5 Shipyards Place
- New proposed name: (1:00)
 - **Tower Court**
 - New assigned addresses:
 - Jacksonville Jaguars Corporate Office: 1 Tower Court
 - Shipyards Marina Support Building: 5 Tower Court

(Brown Presents Map on slide deck (1:01.35))

- *Affected Property owners*
 - *Shipyards Office*
 - *Shipyards Marina Support Building*

Brown opens the floor to Speaker Cyndy Trimmer: (1:01)

- Trimmer begins by apologizing for the change as They take responsibility for the oversight in the project name. As they have also been referring to this project as Shipyards and just recently found need to change to The Tower Court.
- Chairman confirms the other businesses that will be affected. Are only the City and their own Shipyards office. Brown confirms and assures that all parties will be properly notified. (1:39)
- Chairman confirms this is a private st. (1:07.00)
 - Brown informs that Per Chief Cavin this rd will be altered to a Public maintained rd. (1:08)
 - Chairman confirms that the signs changing would be paid for
 - Pollock confirmed that the client has already paid for that
- Chairman requests motion to the street name change from Shipyards Place to Tower Court. (1:09.07)
 - Craig Motions to adopt the street name change from Shipyards place to tower court.
 - Van Gordon Seconds
 - Committee votes Unanimous adoption of street name change (1:09.02)

Confederate Street to Unity Place (1:11.05) (Second Committee Submission)

(Brown Presents)

- Original name change approved by the committee:
 - Confederate Street to Frazier Place approved on March 6, 2024.
 - Property/Entity owners notified.
 - Legislation withdrawn.
- New Proposed Name:
 - Unity Place (1:11.25)
- Affected owner:
 - City Of Jacksonville

- Verizon CTSC Equipment (1:12.44)
- Chairman opens the floor to Guest Cyndy Trimmer (1:30.00)
 - Trimmer discusses the process behind the Frasier St name Change that did not pass. She feels confident that her discussions with surrounding business owners and should be a name that is agreeable.
- Chairman opens floor to discussion for the board (1:14.00)
 - No comments
- Chairman opens for a motion
 - Shelton Motions to change the street name
 - Smith Seconds
 - Unanimous to pass the street name from Confederate to Unity Place

Catherine St to Henry Bradley Place (1:16.26)

(Brown Presents)

Co-sponsored by city council members Peluso and Johnson

- Henry Bradley was the first firefighter to die in the line of duty on December 16th, 1885.
 - Proposal will rename a portion of Catherine Street to Henry Bradley Place.
 - Proposal will rename the relocated fire museum to Henry Bradley Firefighters Museum (1:17.25)
- **New proposed name:**
 - **Henry Bradley Place**
- Brown Shares extent Maps on screen (1:18.30)
 - Includes historic Sandborn maps from 1897 (1:18.35)
- **Affected Property/Entity Owners: (1:19.00)**
 - Currently there are no properties or structures addressed from this portion of Catherine Street.
 - Relocation of the fire museum to the southeast corner of Bay Street East and Catherine Street per CDN#: 616.338 from 1406 Gator Bowl Blvd. (1:19.24)
 - ▶ Fire Museum addressed as: 620 Bay St E
 - ▶ Should a new address for the Museum be established for the renaming of the street and the Museum itself?
 - ▶ Example: 1 Henry Bradley Place (if approved).
 - ▶ Fire museum fronts Bay St E.
 - USS Orleck Museum sits at the end of this portion of Catherine Street.
 - ▶ Currently addressed as 610 Bay St E
 - ▶ Only accessible via the portion of road proposing to be renamed. (1:20.16)
 - Brown Shares Map regarding the Fire Museum relocation CDN: 616.338 on screen (1:20.24)
 - Brown Shares the current Addresser on screen for this location

- (1:20.60)
 - ▶ Duplicate street ranges is identified
- Chairman
 - ▶ Brown points out that all streets surrounding Catherine St S do use directionals (1:26.20)
- Chairman opens floor to board
 - ▶ Craig asked if there was consideration to change the portion north of Catherine St S
 - ▶ Pollock confirms that we should include that portion since the other portion might change.
 - ▶ Chairman
 - ▶ Brown adds why wouldn't we be able to change when previous projects were included
 - ▶ Pollock clarifies that on that project a waiver was included
 - ▶ Brown states that an updated Staff recommendation would include North and South Catherine St to Henery Bradley Place North and South 0-99 Range
 - ▶ Pollock confirms that there is not any current business addressed off of Catherine St.
 - ▶ Brown assures that addressing will be confirming that
- Chairman opens floor for questions (1:35.10)
 - No Comments
- Chairman Opens floor for Motions to change from updated staff recommendation to change name of Catherine St and Cathrine St S to Henery Bradley Place north and south. (1:35.35)
 - Craig Motions (1:35.45)
 - Smith Seconds
 - Committee votes Unanimous passes to change name of Catherine St and Cathrine St S to Henery Bradley Place north and south. (1:36.35)
 -
- Brown states no other items remain on the agenda and no other guests on teams
- Chairman clarifies if these street names changes need to go to HPC? (1:37.29)
 - Pollock confirms that the Catherine St and Confederate St will be included in the September HPC meeting
 - Chairman asks if the agenda needs to be updated for the HPC meeting since the staff recommendation has changed on the Henry Brandley Place
 - Pollock assures that she will make sure to inform them if necessary (1:38.33)
- Chairman confirms that the next Meeting will be Nov 3 and advises the committee to be sure to include proxys if they are unable to attend.

Next Meeting:

- The next meeting will be held on November 3rd, 2025 at 10:00 am on the 1st floor of the Ed Ball Building.

Meeting Adjourned

- Chairman Concludes the meeting to close. (1:39.29)