

City of Jacksonville, Florida  
911 EMERGENCY ADDRESSING ADVISORY COMMITTEE MEETING  
Wednesday, April 3, 2019  
11:00 a.m.

**Meeting Summary**

**Members Present**

Tanja McCoy – Chairman JPDD  
William Green – Vice Chairman JFRD  
Kimberly Moreland -JFRD  
Leslie Rosenfeld – USPS  
Joshua Gideon - BID  
Steve Herczeg – ITD  
David Quintanilla – JSO  
Lori Leonard – JSO  
Renee Perry - PAO

**Members Not Present**

No Representative Named - JEA  
Thomas Register – MCC  
James Van Gorder -JSO

**Staff/ Resources Present**

Ellen Fales – JPDD  
Cherry Pollock – OGC  
John Kolczynski – Traffic Engineering  
Jason Duggins-JSO  
Sabrina Whitfield- JPDD

**Public Speakers**

None

**Call to Order**

The Committee Chairman called the meeting to order and asked for a verification of quorum. Cherry Pollock identified that a quorum is present. The Chairman then asked for approval of the minutes from the proceeding meeting.

***Ms. Rosenfeld made a motion to approve the workshop and meeting minutes from February 13 2019. The Vice Chairman seconded both motions. The Committee Members voted unanimously to approve the meeting minutes.***

**Old Business/unfinished Business-**

Staff reviewed the proposed legislation to revise language under Chapter 745 in addition to the proposed amendments to the City's Street Naming and Addressing Policy related to the correction of nonconforming address numbering.

Ms. Fales identified nonconforming addresses as overlapping numbers, numbers that do not follow a logical pattern or sequence, numbers that fall outside the address range of the road, odd addresses on the even side of the street, and address numbers assigned from a street that the property does not front or receive access. This information has been in the ordinance and is now being included in the addressing policy.

We allow existing nonconforming addresses to be grandfathered, we will not fix everything we see on site. Conditions for correction include 1) a reported incident where someone experienced a problem in locating a property, 2) locations where staff are unable to assign an address according to policy without correcting the surrounding addressing, 3) locations where new development has caused access to existing properties to change, or 4) when communication is received from emergency response personnel identifying locations that may cause difficulty.

Ms. Fales presented a flow chart that illustrates the procedure that will be followed once an issue is reported. If a database solution is unavailable the assignment of a new addresses is needed then a letter is sent to the affected property owner within 30 days of receiving the reported issue. The letter notifies the property owner of the reported problem, the solution and information concerning the review process.

At that point the property owners can either choose to accept the new address or can request an administrative review within 14 days of receiving the letter.

Once an administrative review request is received, emergency response personnel will be asked to review the issue to determine if they agree there is a problem. An administrative review is scheduled within 30 days after the report from emergency response has been provided. Attendees during the review will include the property owner who requested the review, the Chief of Development Services, the Addressing Coordinator and COJ staff and the 911 Coordinator. The 911 Coordinator would be able to speak on behalf of the emergency responders involved in writing the reports.

During the review the property owner will be able to present their case and provide additional information that staff may be unaware of at the time that the decision was made to change the address. If the Administrative Reviewer determines that the address change is unnecessary then the address does not change and that is the final decision. If the address change is determined to be necessary and the property owner does not choose to accept this decision, then they may appeal before the 911 Emergency Addressing Advisory Committee.

The issue will be heard at the next available Committee meeting and the Committee will have the authority to grant or deny the appeal or execute a release of liability. If the Committee determines the address change is necessary and the property owner refuses to accept the decision, then the property owner can then choose to appeal before City Council. A public hearing is scheduled for the appeal and the Council's decision concerning the address change is final.

Ms. Fales explained that there are circumstances in which staff will immediately bring issues before the Committee. These include issues in which 20 or more addresses will change, instances where there is not an established procedure for correcting the addressing issue, and issues where the Administrative Review seeks additional guidance in resolving the issue.

She explained that everything being presented will be added to the end of the Policy. Currently the Policy only identifies how new addresses are assigned. Now we are adding to the Policy how we will correct nonconforming addressing.

The Chairman opened the floor for discussion. There was no discussion. The Chairman asked for a motion to accept the changes.

***Mr. Herczeg made a motion to accept the changes using the word "issue" instead of "problem". Ms. Rosenfeld seconded the motion. The Committee Members voted unanimously to accept the changes.***

***Ms. Rosenfeld made a motion to approve the draft format of the ordinance and Mr. Gideon seconded the motion. The Committee Members voted unanimously to approve the draft format.***

### **Review Out of Sequence Address**

#### **Tidal Pointe @ Southside Quarter Subdivision**

Staff was notified recently that address numbers in this townhome community were incorrect. Apparently the numbers were flipped on the building permits at the time of construction. As a result the address numbers currently in use are out of sequence with surrounding address numbering on the road. Staff recommended a fix to allow 7437 to keep their address then correct the addressing sequence for the other three and to do it ASAP causing very little impact and to only one person that had only lived at their residence just a few months.

***Ms. Rosenfeld made a motion to change the addresses as recommended by staff and Mr. Quintanilla seconded the motion. The Committee Members voted unanimously to make the changes and the motion passed.***

### **Street Name Change from 1<sup>st</sup> Street W to Reverend Henry T Rhim**

Ms. Fales began the presentation by explaining that under Section 745.104(d), all public street name changes require review by the 911 Emergency Addressing Advisory Committee. The purpose of the review is to determine if the proposed renaming could create a problem for the emergency response system.

She continued by stating that Ordinance 2019-128, sponsored by Council Members Gaffney and Gulliford, seeks to rename a portion of 1<sup>st</sup> Street West, extending from Jefferson Street North to Pearl Street North, to "Reverend Henry T Rhim Blvd" in honor of St Joseph Missionary Baptist Church's Pastor, Reverend Rhim.

Ms. Fales displayed a map showing the location of the proposed street renaming and showed three addresses assigned from the street. One of the addresses is for the Church itself and the other two properties are owned by First Florida Credit Union.

She explained that letters would be sent to notify the property owners addressed from the road and the owners will have an opportunity to consent or object to the

proposed renaming. Seventy five percent of the property owners will need to consent for the street renaming in order for approval, unless this requirement is waived.

The Committee was informed that the proposed renaming has been heard by Historic Preservation and they have determined that there are no historic impacts and therefore recommended approval. Ms. Fales then proceeded with a review of the requirements for street name approval and street renaming.

She identified requirements associated with the length or number of character spaces in the name, requirements to rename the entire length of the road, criteria for renaming roads after individuals. These criteria include; (1) a significant, positive contribution to local community; (2) the individual is deceased (3) and that the individual has lived within 5 miles of the location for at least 10 years.

Ms. Fales stated that the inclusion of an abbreviation within the name may be an issue for the Committee, although the abbreviation of "T" would not be confused as a directional. Abbreviations may still cause a problem due to the opportunity for abbreviations to be entered differently.

Chairman McCoy opened the floor for discussion.

Mr. Quintanilla noted several reasons for not approving the ordinance however they had already been waived by City Council.

Ms. Rosenfeld asked "why does the ordinance have to come before us if everything is waived"?

OGC Representative Cherry Pollock explained legislation is usually filed before it comes to the 911 committee.

JSO Representative Lori Leonard asked "do we have authority to override what's been waived"?

OGC Representative Cherry Pollock explained, we can vote to approve or disapprove.

Mr. Kolczynski mentioned that once a street name exceeds fourteen character spaces, Traffic Engineering will need to start shrinking the size of the letters on the street sign. There are 21 letters in the street name itself including the spaces. The letters are going to be pretty small on the street sign.

Mr. Quintanilla identified that he believed that the issue concerning sign readability poses a safety issue.

Ms. Rosenfeld stated that she could see where people would just begin to abbreviate the name and just say Reverend Rhim rather than stating the whole name.

Mr. Green stated that it would not make a difference. He explained that no one really types out a full name in the Computer Aided Dispatch (CAD) system. They type in the first few letters and then allow the system to perform the search for the name.

Ms. Leonard explained that the only other thing that she could see is that if someone from out of town had an accident in the location and the last sign they saw said 1<sup>st</sup> Street W. they could identify their location incorrectly.

Ms. Rosenfeld mentioned that mailers cannot handle anything longer than thirty character spaces in their database. In most instances a street name of 26 characters (such as this) would exceed the character space allowance, however in this instance the combined address number, street name and street type is exactly 30 character spaces.

**Chairman McCoy asked for a motion to accept Ordinance 2019-128.**

**Vice Chairman Green made the motion, it was seconded and the vote passed with 1 nay.**

**Street Name Change from Natures Trail to Frenchie Lane or French Bulldog Boulevard**

A request was received from a property owner to change her street name from Natures Trail to Frenchie Ln or French Bulldog Blvd. Staff explained the only person that would be impacted is the property owner that made the request.

**Ms. Rosenfeld made a motion to accept the name change. The Vice Chairman made a motion to accept the name change using the street name Frenchie Ln.**

**Ms. Rosenfeld withdrew her motion and seconded the Vice Chairman's motion. The Committee voted unanimously to accept the street name change using the name Frenchie Ln. The motion passed.**

**Public Comment- None**

**Next meeting June 5, 2019**

**Adjourned**