

City of Jacksonville, Florida
911 EMERGENCY ADDRESSING ADVISORY COMMITTEE WORKSHOP
Wednesday, February 1, 2023
Ed Ball Building, 4th Floor Training Room
10:00am

Summary of Workshop Minutes

Members Present

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

Members Not Present

Thomas Register – MCC
Amanda Douglas – USPS
Joyce Smith – PAO

Staff Present

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

Public Speakers

Call to Order

The interim Chairman Clay Whitfield called the meeting to order.

Accessory Dwelling Units

Clay Whitfield asks building department about ADUs and what's necessary. Charles Gibson explains about Accessory Dwelling Units and their purpose. Cherry Pollock and Phyllis Leonard ask about how Accessory Dwelling Units will be powered and how that will affect the addressing. Charles Gibson explains how Accessory Dwelling Units can and cannot be used in the City of Jacksonville. Clay Whitfield asks the committee how these accessory dwelling units should be addressed for emergency purposes. Lori Leonard proposes a separate unit number since its on the same parcel and shares the same driveway based on findings. Clay Whitfield explains the history of addressing for these types of units. Cherry Pollock requests to see the original language of the ordinance for clarification for the committee. Evan Brown pulls up the ordinance regarding accessory dwelling units for the committee to review. The committee begins discussing the options of electrical services and how it will affect the addressing. The committee discusses the terminology for accessory dwelling units and a continual discussion of their history and requirements. Lori Leonard questions whether they will have an address point and how that will be visible in GIS. Clay

Whitfield explains how the permitting process for accessory dwelling units should work based on addressing. Cherry Pollock reviews the original bill with the committee pointing out that accessory dwelling units must be behind the primary structure. The committee discusses issues with accessory dwelling units including power, mail, address numbering and other criteria. The committee discusses the requirements for accessory dwelling units based on the language and circumstances where an accessory dwelling unit is appropriate. The committee discusses how emergency services will find the accessory dwelling unit using their maps and software based on the addressing. The committee discusses how accessory dwelling units will be accessed on the property and how that will affect development services. Cherry Pollock asks how many accessory dwelling units have been brought to the building department. Charles Gibson explains that they are already in motion. The committee continues to discuss which option of address numbering would be best. Cherry Pollock points out there is nothing in the policy for accessory dwelling units. Cherry Pollock proposes a special meeting so the committee can vote on accessory dwelling unit addressing. Clay Whitfield brings up what to do if addressing gets an accessory dwelling unit request before the policy is decided. Cherry Pollock says that the addressing decision for accessory dwelling units will need to be made internally until an official procedure is implemented.

Basement Unit Numbering

Clay Whitfield called for next agenda item to be discussed regarding Basement Units. Priscilla Blow presented to the Committee the issue arising in the Addressing Section regarding Basement Unit addressing. Priscilla explained to the Committee that basements aren't common in Northeast FL and no precedent has been set for how to address them. Four Options for addressing basements was presented alphanumeric unit numbers, four digit numbers, leading zero and separate primary addressing of units were presented. Clay Whitfield briefly explained how Basement Units have been approached within the City of Jacksonville. Priscilla Blow explained how the two projects that were recently requesting basement unit addressing were handled in office. Evan Brown explained the way the project he worked on for Union Terminal station had been handled regarding basement units using a four-digit numbering system. Priscilla ended the presentation asking for the Committees input on addressing basement units. Committee members raised issue with having multiple separate primary addresses possibly being an issue for emergency response on one singular building. Clay Whitfield explained that there are other downtown buildings using the separate primary address option and that there is signage that helps responding emergency members to locate units. Lori Leonard proposed the leading zero because signifies below ground units. Lori Leonard will follow up to see if data bases will keep leading zero without dropping it. Lora Leonard suggests that it should not be an issue since it regards an address. Cherry Pollock requests the workshop come to a close so that the 11 o'clock meeting may convene. Clay Whitfield calls workshop meeting to a close and suggest tabling further discussion until the Special Meeting for vote.