

April 17, 2018 - Work Session
Agenda Item #2

Subject

Manatee County Addressing Issues

Briefings

None

Contact and/or Presenter Information

Presenter:

Vickie Warner, Senior Planning and Zoning Technician
941-748-4501 ext. 6850

Action Requested

No action necessary; this is a work session.

Enabling/Regulating Authority

N/A

Background Discussion

- The purpose of this work session is to discuss the current effort to correct address discrepancies to ensure that emergency response has the best possible data.
- There are over 400 potential address problems currently under review that were identified as being problematic for emergency response by the Public Safety Department.
- These potential changes will affect both residential and non-residential properties.
- The resolution to the incorrect addresses would be to change them to be compliant with the Manatee County Addressing Standards, which in turn will facilitate emergency response.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

N/A

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A

Attachment: [Manatee County Problem Addresses - BOCC Workshop 04172018.pdf](#)

Manatee County Problem Addresses


***Presented by:
The Building and Development
Services and Public Safety
Departments***



Why are addresses necessary?

- **Most importantly, to facilitate 9-1-1 Emergency Response**
- **For Mail Delivery**
- **For Location of Homes and Businesses**
- **To Enroll Children in School**
- **To Conduct Everyday Business Transactions**

Address Details

- **There are ~220,000 addresses in Manatee County.**
 - **We were rated a B+ in address quality by our new Addressing Database provider.**
 - **We have potential problems under review and these potential changes will affect both residential and non-residential properties.**
 - **The County is responsible for all addresses except those in**
 - **City of Bradenton**
 - **Town of Longboat Key**
 - **City of Holmes Beach**
 - **City of Palmetto**
 - **City of Bradenton Beach**
 - **City of Anna Maria**
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Types of incorrect addresses

- **Out of sequential order**
- **Odd on even side of street/even on odd side of street**
- **Out of the correct block range**
- **Corner lot – house faces one roadway but is addressed off another**

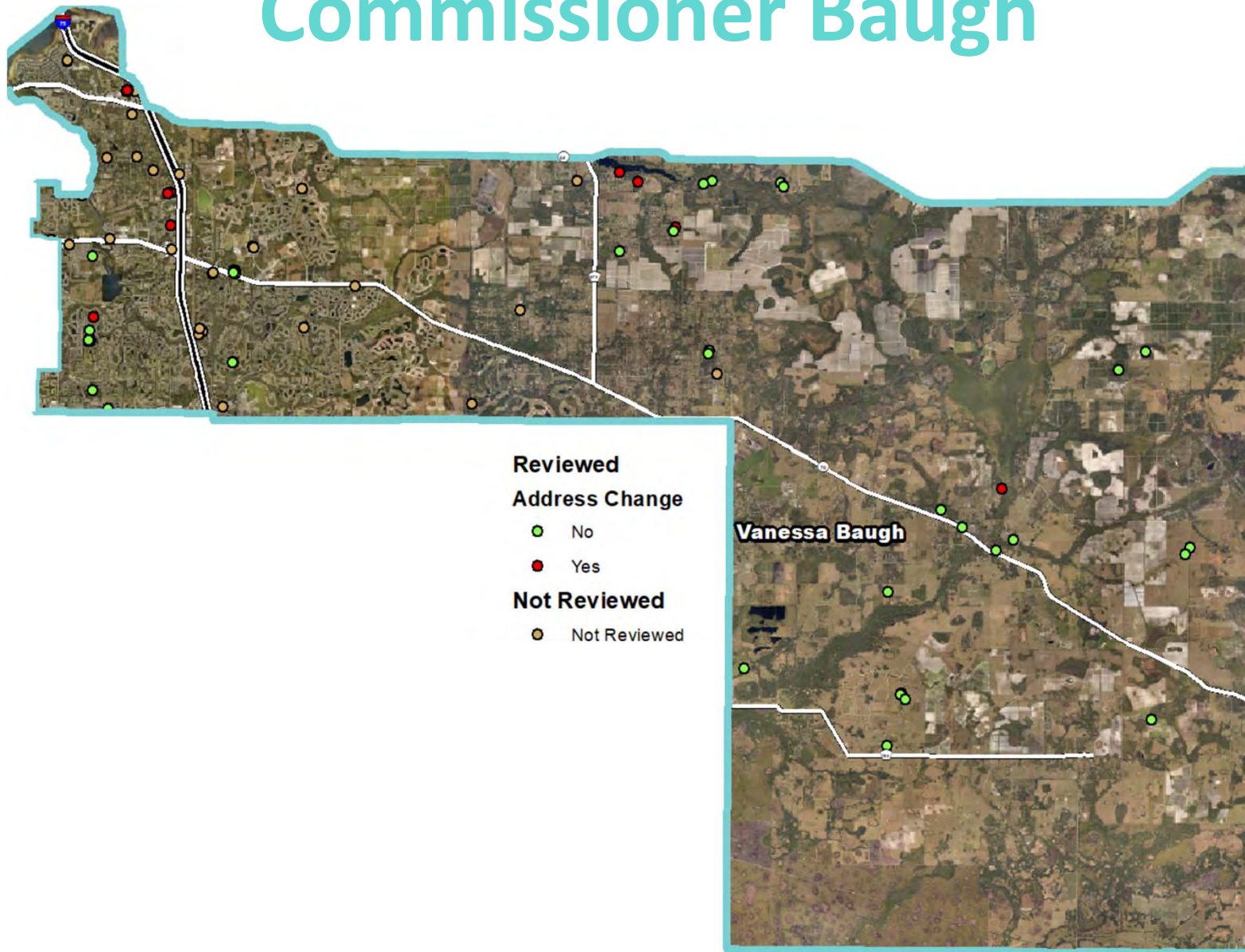
Examples of these are at the back of this slide pack



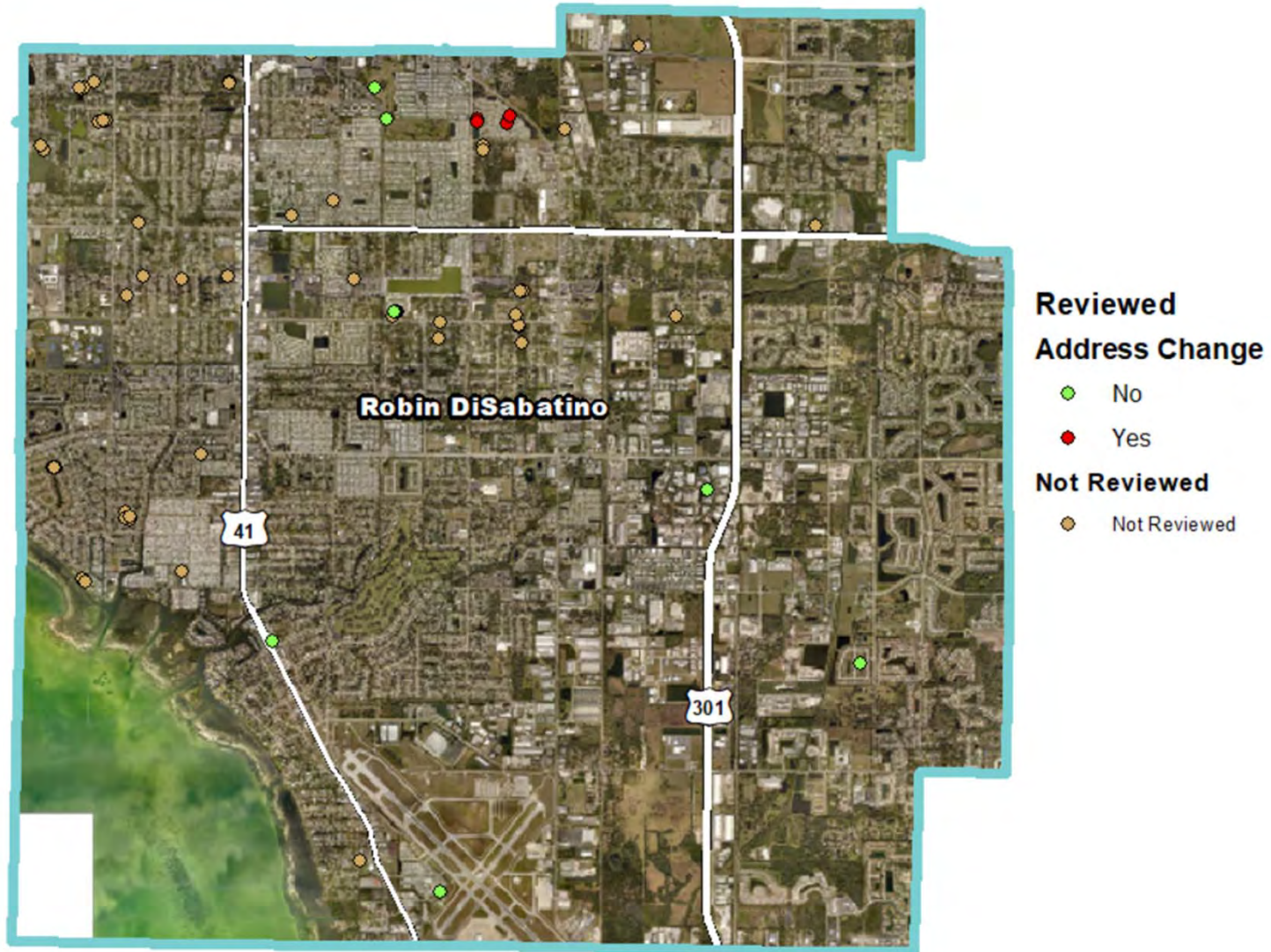
Problem Address Location Map



Commissioner Baugh



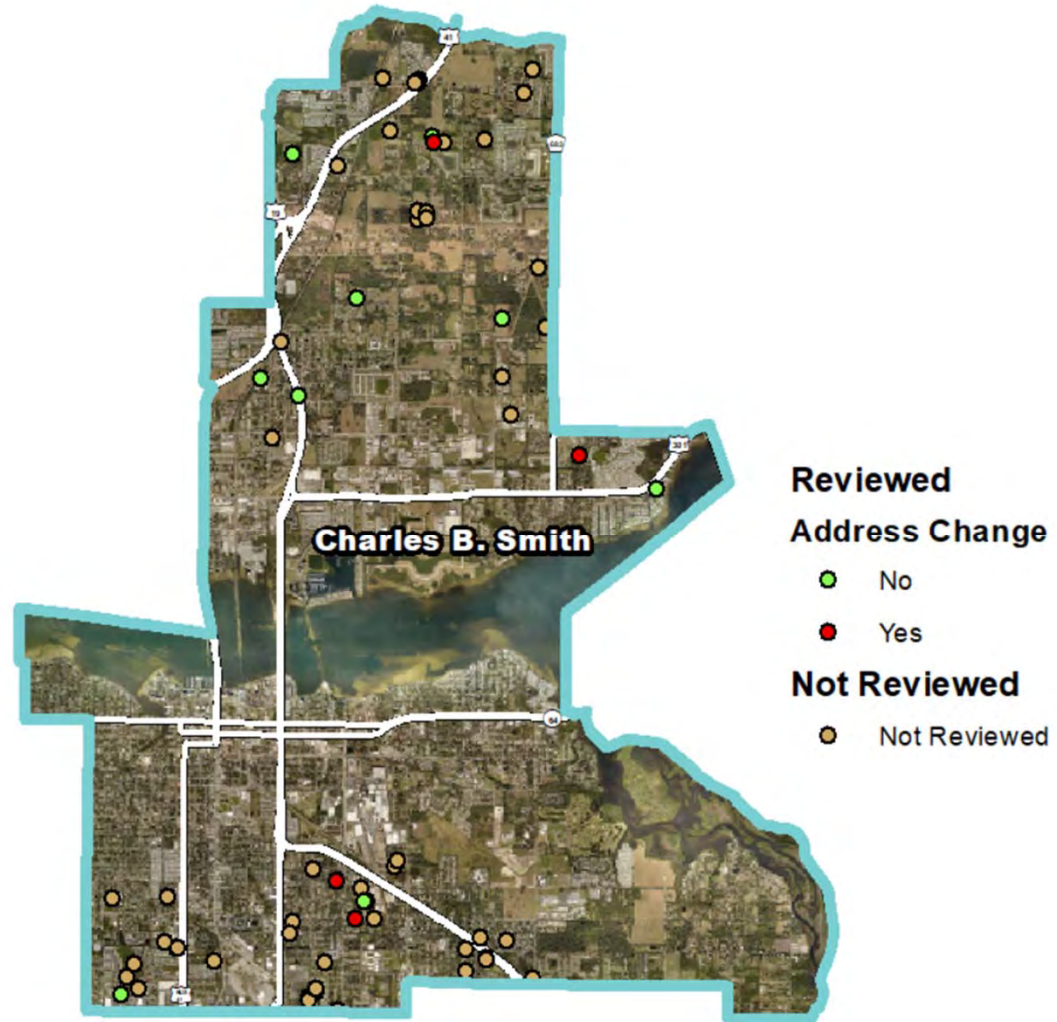
Commissioner DiSabatino



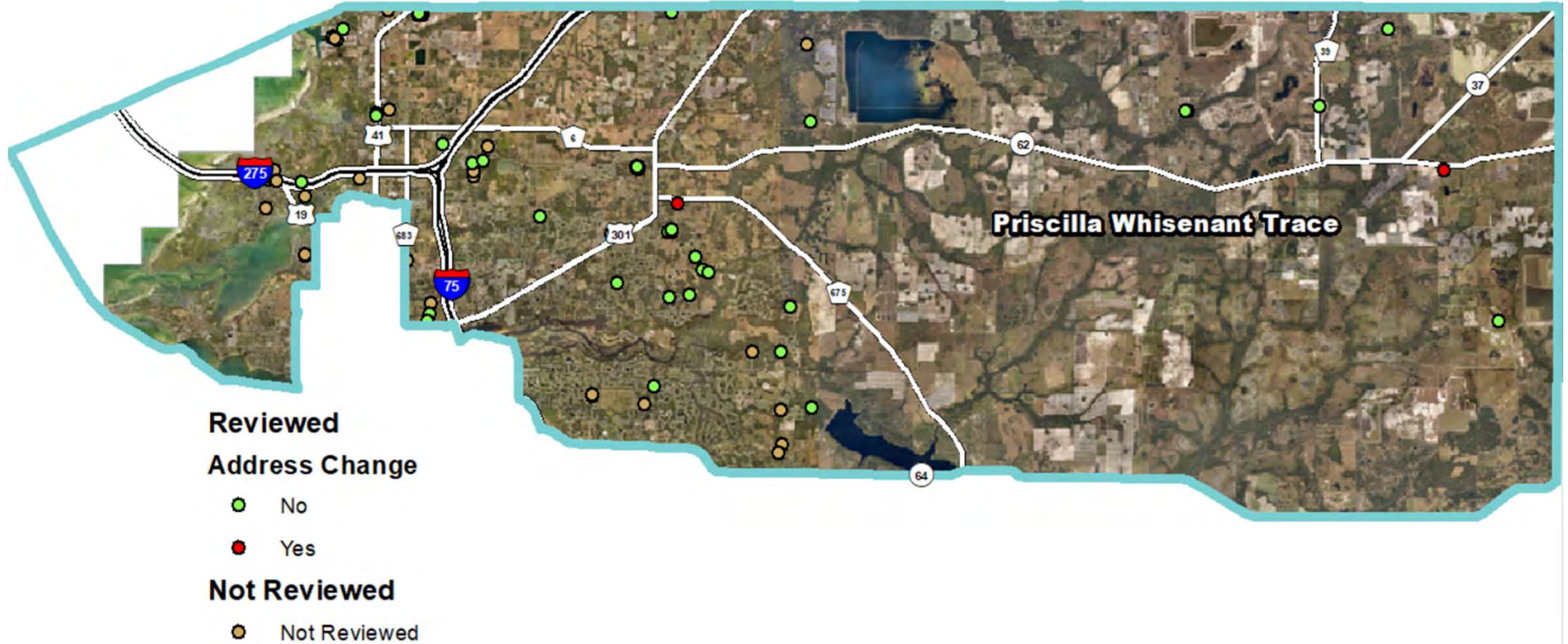
Commissioner Jonsson



Commissioner Smith



Commissioner Trace



Address Grid and Standards

- The purpose of an Address Grid is to provide consistent and logical address assignments to facilitate emergency response.
- In 1985, Manatee County adopted its addressing grid and standards in anticipation of the implementation of the 9-1-1 Emergency Number System.
- Many of the errors and inconsistencies are legacy problems and have occurred due to the fact that in the past, structure numbers were assigned by various agencies and the post offices.

Public Safety

- **Incorrect addresses can cause **serious delays** for emergency responders.**
- **In an emergency, seconds make the difference between life and death. Precious time could be lost locating a caller with an incorrect address starting with the 9-1-1 call and progresses to the First Responders locating physical address.**


Correct Addresses are Critical for 9-1-1

- **9-1-1 What is the address of your emergency?**
 - Today, accurate call location does not come with the call. (Changing with Next Generation 9-1-1)
 - It is imperative all addresses align with the grid system so First Responders can find the caller. Ex. even and odd correlating addresses.
 - Correct address location is the most crucial information in the 9-1-1 call process.

Correct Addresses are Critical for 9-1-1

The easiest way to find a location is by an orderly system of addresses.

Manatee County follows a grid system.

- This can be circumvented through the post office.**
 - Others may have been assigned erroneously in the past.**
 - Regardless of the cause, this constitutes a problem for first responders.**
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Next Generation 9-1-1

This is a new technology which will enable....

- **Routing 9-1-1 calls by accurate call location (address)**
- **The caller's location is sent with the call.**
- **Text, photo, video to 9-1-1**
- **Automatically re-route 9-1-1 calls in case of disaster**
- **Increased reliability of the 9-1-1 network**

Address Change Process

As part of our support of Public Safety, addresses are changed if they cause response problems for emergency personnel.

The Address Change Process involves:

- 1. Researching the address to determine the problem**
- 2. Sending a letter to the property owner advising of the address issue.**
- 3. Following up with the address change letter**

Notify Property Owner

- An official letter from Building and Development Services will be sent notifying the affected property owner of the address change and new address.



Building and Development Services
Department
1112 Manatee Ave W - 5th Floor
Bradenton, FL 34205
Phone: (941) 749-3070
www.myanatee.org

Date

Property Owner
XXXXXXXXXX
XXXXXXXXXX

Re: Address Change
Current Address - XXXXXXXXXXXXXXXX
Property Tax ID# - XXXXXXXXXXXX Section/Township/Range: XXXXXXXXXXXX

Dear Property Owner,

I was contacted by the Public Safety Department that the address currently being used for your home/business is incorrect. (Explain reason that incorrect).

An incorrect address causes serious concern for emergency response crews, because in an emergency situation when seconds count, any delay could have devastating results. In this situation crews would be looking for your home/business XXXXXXXXXXXXX

Because of the safety concern, the address for your property is being changed. Your new address is as follows:

XXXXXXXXXXXXXXXXXXXX

For your convenience, I have enclosed extra copies of this letter for you to provide to any bank, mortgage or insurance company that may require official documentation of the change. Also included is a list of all agencies that are notified of an address change.

I have also enclosed a copy of a notice from the Tax Collectors office that will explain fees for changing address on driver's license at a reduced fee.

Upon receipt of this letter you may officially begin changing the address. The United States Postal Service will forward mail from the former address to the new address for a period of 12 months. Do not submit a forwarding order at your local Post Office for this address number change. Mail addressed directly to your old address will be "tagged" to the new address automatically. During this time, please use up any printed materials you may have such as checks or return address labels, because after the forwarding time has expired, any mail bearing the former address will be returned to the sender.

For emergency responders, being able to identify the address of a residence or business is a crucial part of our response to an emergency call, and lack of visible, legible numbers can hinder that response. For that reason, the Manatee County Land Development Code requires that the address be posted on the home/business in a minimum of 3" high numbers (6" for non-residential) clearly visible from the street.


If you have any questions or run into any problems, please let me know. I can be reached at (941)748-4501, extension 6850.

Sincerely,


Manatee County Building and Development Services Department

PRISCILLA TRACE * CHARLES B. SMITH * STEPHEN JONSSON * ROBIN DISABATINO * VANESSA BAUGH * CAROL WHITMORE * BETSY BENAC
District 1 District 2 District 3 District 4 District 5 District 6 District 7

Agency Notification List

- **United States Postal Service**
 - **Local Fire District**
 - **Manatee County Utilities**
 - **ECC 9-1-1 Public Safety**
 - **First Responders**
 - **FPL/Peace River Electric**
 - **Manatee County IT Department**
 - **Spectrum**
 - **Frontier**
 - **Supervisor of Elections Office**
 - **Building Department (Zoning and Permitting)**
 - **House of Maps**
 - **Manatee County Traffic Management**
 - **Property Appraiser's Office**
 - **Manatee County School Board**
 - **Fed Ex**
 - **UPS**
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Post Office

- **The USPS will forward mail from the former address for a period of 12 months.**
 - **The local Post Office is included in the address change notification and the property owner will not need to submit a forwarding request form.**
 - **Mail addressed to the former address will be forwarded to the new address automatically.**
 - **After the forwarding time has expired, any mail bearing the former address will be returned to the sender.**
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Tax Collector – Reduction in Fee

- **If there are no other changes to your DL/ID Card other than the address, and**
- **If you provide a copy of the Manatee County address change letter to the Tax Collector's Office, then**
- **The property owner would be entitled to a \$6.25 address change fee instead of the standard \$31.25 fee.**

New Addressing Database

- **We are working to deploy a new Addressing solution.**
 - DataMark from Michael Baker International
 - Going Live 7/27/2018
- **The implementation of the software is not dependent upon completing address corrections**
- **Will become the Centralized hub and the authoritative source of Manatee County Address Data**
- **Gives us the tools to validate the quality of Addressing data**

Questions?



Backup Slides





The above 4727 is an example of an out-of-sequential order problem



The above 2016 is an even number on the odd side



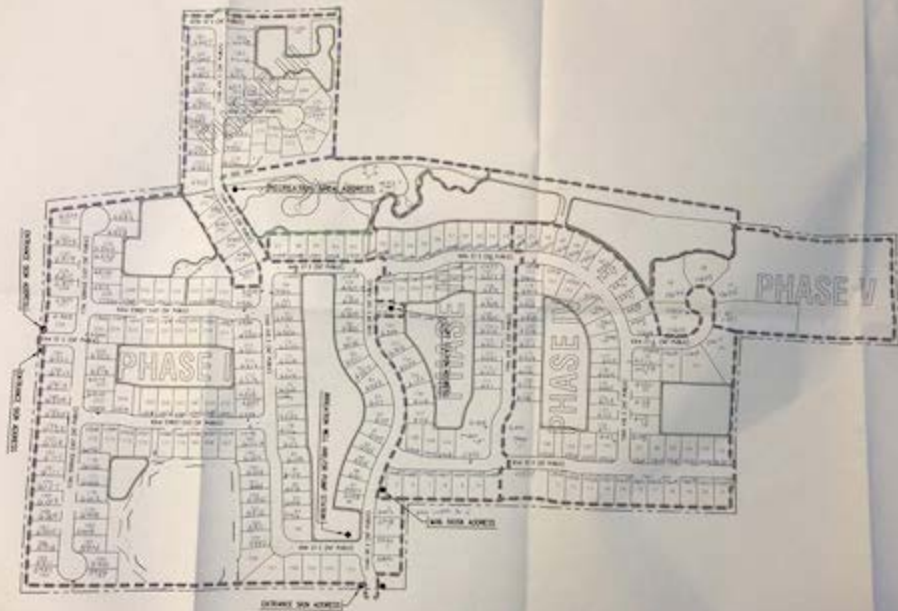
Out of The Correct Block Range



Corner Lot should be assigned by principle entrance to structure



The above 20504 is another example of an access problem



LEGEND
— EXISTING
- - - - - PROPOSED

PROJECT NAME WILLOW BEND SUBDIVISION
DATE 10/21/98
SCALE AS SHOWN
PREPARED BY MICHAEL BAKER CORPORATION
CHECKED BY MICHAEL BAKER CORPORATION
DESIGNED BY MICHAEL BAKER CORPORATION
APPROVED BY MICHAEL BAKER CORPORATION

PROJECT NAME
WILLOW BEND
SUBDIVISION

PROJECT NO.
DATE
SCALE
PREPARED BY
CHECKED BY
DESIGNED BY
APPROVED BY

ADDP

MILL HOPPER CT



6200

6100

6000

5900

5800

5700

8200

8100

8000

5900

5800

5700

56TH CT E

57TH AVE E

Line no. 2400

ZNS ENGINEERING
Professional Engineers
1000 17th St S, Suite 100
Edmonton, Alberta T6C 1R8
403.443.1111



NO.	REVISION	DATE

ADDRESS MAP
COVENTRY PARK
BLOCKING BY
ZNS ENGINEERING

DATE OF MAP: 08/15/2014
DATE OF PLAN: 08/15/2014